

## **Cleveland City Schools**

**Board of Education Regular November Meeting**

**October 29, 2020 9:00 AM**

F. I. Denning Center of Technology and Careers

1. \*Consent Agenda
  - A. \*Approval of Regular Agenda
  - B. \*Approval of Minutes from October 12 Board Meeting
  - C. \*Approval of CHS Girls Wrestling Program
  - D. \*Approval of Cancellation of PO to Central Tech./Approval for Apple Lease
2. Regular Agenda
  - A. Director's Update
  - B. Spotlight - Dr. Laing receives TDOE Principal of the Year
  - C. Special Education Update
  - D. \*First Reading of Policies. Policy 2.805-Purchasing and Policy 2.8051-Credit Cards/Credit Lines.
  - E. \*Approval of CHS Credit Card
  - F. COVID-19 Task Force Update
3. "B" Agenda
  - A. Financial Report
  - B. Personnel Report
  - C. School Highlights
  - D. Dates to Remember

## **Board of Education Regular Meeting**

October 12, 2020 5:30 PM

Administrative Office Building, Board Room

Attendance Taken at 5:30 PM.

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

### **1. Pledge of Allegiance**

Our student representative, Skyler Stone, led us with a moment of silence and led us in the Pledge of Allegiance.

### **2. \*Consent Agenda**

Krista McKay requested moving 2.H. \*CHS New Credit Card Request to the Regular Agenda. Dawn Robinson recommends it be moved to the Regular Agenda under 3.B. Spotlight.

Motion to approve Consent Agenda moving 2.H. \*CHS New Credit Card Request to the Regular Agenda after 3.B. Spotlight Passed with a motion by Ms. Carolyn Ingram and a second by Mr. Tom Cloud.

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

Yes: 7, No: 0

2.A. \*Approval of Regular Agenda

2.B. \*Approval of Minutes from September 8 Board Meeting

2.C. \*Approval of Overnight Field Trips

2.D. \*Approval of Second Reading of Policies, 6.3041

2.E. \*New CHS Sports Requests

2.F. \*Chromebook Lease Agreement

2.G. \* Surplus School Buses and Van

### **3. Regular Agenda**

3.A. Director's Update

-National School Lunch Week, this week October 12-16. This a week of celebration in our cafeterias, and I want to thank our cafeteria staff for all they do.

-National Principals Month is all of October. We will be doing some social media posts about this as well to thank them for their hard work. Dr. Dyer lets the board know we will email them these posts in case they don't follow CCS on social media.

-Dr. Laing is a finalist for TDOE Principal of the Year. On October 20 there will be an online celebration and they will announce the winner.

-Dr. Dyer had class discussions with Leadership students at CHS and Engineering/Digital Media students at CMS. I like to play stump the director because students ask great questions.

-TOSS/TDOE Superintendent Study Council Fall Meeting was online instead of in person. This was a really good session for superintendents.

-Dr. Dyer went to Nashville and spoke at the TN House of Representatives Educations Committee Summer Study. He shared the CCS story and answered questions about our reopening plan. It is archived and it can be watched if you would like.

-TSBA Journal - CCS is featured in the October 2020 publication.

-Deb Hart Classic was held at Stuart Elementary. It is the Elementary Cross Country meet. Our teachers did a great job with this event.

-The Community Foundation of Cleveland Bradley County Grant - WiFi in all the parking lots of our schools (you must have a CCS issued laptop/device to be able to connect to this WiFi) and helped provide grants to help implement our Strategic Planning.

-Rotary Foundation Grant funded the Raider Reader Program. Before fall break we gave all 1st and 2nd graders a book. Dr. Dyer had the pleasure to read about dinosaurs at Stuart Elementary.

-Upcoming Legal Seminars with TOSS/TSBA and Chuck Cagle: FERPA/Child Abuse Reporting, Title IX, Employment Law, and Budgeting, Purchasing, Bidding, and Contracting.

-Hal Taylor wanted Dr. Dyer to thank the school board for the approval of selling the schools buses and van. There should be 2 new school buses arriving this week.

### 3.B. Spotlight - Recognize AP Scholars, and Recognize CCCE SRO

Barbara Ector is here to present the AP Scholars. The Power Point presentation is shown on the screen. We had 27 students that are AP scholars at CHS. AP Scholars means the students scored 3 or higher on 3 or more AP exams. AP Scholars with Honors means students scored 3.25 on all AP exams and scored 3 or higher on 4 or more of these exams. AP Scholar with Distinction means students have an average score of 3.5 or more on all AP exams and score a 3 or higher on 5 of these exams. We have a nice group of students that we are proud of. Also, you will notice Skyler Stone is on this list.

Sara Whitener, the Assistant Principal of CCCES, recognizes Candy's Creek Cherokee Elementary School SRO Mike Harris. When we were informed that Officer Harris would be receiving the Law Enforcement Commendation Medal from the National Society of the Sons of the American Revolution, we weren't very surprised. We work with him every day, and we see the great job he does. When Chief Gibson came to our school to take part in the presentation, he stated many reasons why Officer Harris was deserving of this honor, and all the reasons revolved around his high level of dependability, work ethic, and loyalty. At school, we all know that Officer Harris has received many awards and has been a patrol officer, a member of the SWAT team, an instructor in different capacities, and even detects explosives with his K-9 partner. However, his role as our School Resource

Officer is the most important to our Thunderbird families and students. His role with us involves more than just protecting us. He is a role model for all our students and models respect and kindness to everyone. He guides us and connects us with resources when we have concerns about students. He helps watch over our campus and troubleshoots problems with security and sometimes even maintenance concerns. His response is always the same whether we ask him to help unload an 18 wheeler full of outdoor furniture or to speak to a concerned parent or to take care of a giant spider - with a smile and patience and a positive, willing attitude. Thank you, Officer Harris, for the consistent good example that you set for all of us and for being an integral part of our Thunderbird family. We appreciate your service to our school community and the larger Cleveland community.

-The board thanks Officer Harris for being at CCS and he does a great job.  
-Officer Harris enjoys working with everyone in the schools and thanks the board for the recognition.

### 3.C. CHS New Credit Card Request

Dr. Dyer asks Cindy Geren to come to the podium in case the board has questions.

-Dr. Dyer states we found out today that TSBA has a model policy on credit cards. Dr. Dyer asks Julie Smith to pass out 2 documents; 1. The model policy from TSBA and 2. Credit Card Procedure (Both documents have blanks to personalize and are just models). The Credit Card Policy from TSBA talks about how to use Credit Cards on page 2: Auditors are ok with using credit cards as long as they follow the TN Rules regarding Credit Cards. Credit Cards are already in use in the district. The Purchase orders still have to be used to use a credit card, just like any other purchase.

-The board asks if there is going to be a limit of the amount spent per purchase like a purchase order? Cindy Geren states they have not discussed this, but the credit cards that are being used now in schools are not allowed to be used by teachers, only the principals. Also, the credit card does not leave the school. The amount allowed to be spent on Credit Cards would be bound by our CCS Purchase Order procedures. Dr. Dyer states they will discuss if they need to set a dollar amount limit when we are updating these models.

-Dawn Robinson asks Dr. Dyer to bring an updated policy to the next meeting for it to be approved.

-The board asks if a credit card lets you earn points could we use that to make purchases in the school with those points? Cindy stated most of our credit cards don't earn points, but if they do they would discuss this.

-The board asks when they are putting the policy together that there is language to have checks and balances with the credit card statement and charges. Cindy and Dr. Dyer stated this is already in place and they will put it in the new policy as well.

### 3.D. Strategic Plan Focus

Dr. Dyer presents the Strategic Plan Update:

-The focus this month is student success. The Goal is to provide excellence and equity in instruction and programs for student success. He reviews the action steps, and rationale. We recently did a Portrait of a Graduate video with Dr. Dyer being the moderator, and with Dr. Laing, Mr. Chai, Dr. Elliott, and Mrs. O'Bryan to speak on this for us. The video is on the website.

-Dr. Dyer asks Mr. Michael Kahrs to come show the board the Grad Rate

Dashboard to help discuss Ready Graduate. Mr. Kahrs states they are trying to put the data into the hands of the schools with these dashboards. Keep in mind when you see the state report cards they are a year behind. He wanted to show the board different subgroups and how they compare. He states when you see all of the lines behaving the same that shows all of the groups are having the same systematic approach. When one line goes way up or way down that's when the district needs to take notice of that group to see what is going on. He first talks about the subgroup ethnicity. He then talks about the CTE Completer subgroup (CTE Completer means they have took 3 classes in one particular CTE course). He then shows the male/female subcategory. Then he looked at the underserved groups. CCS was recognized for the highest achieving jump in ELL as one of the top 5% in the state. Mr. Kahrs states if the graph doesn't have a line before, that means the state did not measure this before that year on the graph.

-The Board asks by closing the Denning Center and moving the students to the high school, has that caused our graduation rates to drop? Dr. Dyer states he has looked into this and this is not as big of a factor as I thought it would be. Most of the students are doing what they should be doing and are graduating. He is proud of those students and teachers in this program.

-Mr. Kahrs shows the Ready Graduate Dashboard. You can become a Ready Graduate 4 ways: you would need a 21 on the ACT, or 4 Early Post Secondary Opportunity (EPSO) Credits, or 2 Secondary Opportunity Credits and get an industry certification, or 2 Secondary Opportunity Credits and pass the military test. This means we are getting our students ready for post secondary. Overall, we had a great jump from 2017-2018 to 2018-2019. The only subgroups we had a drop in was ELL, and students with disabilities.

-The Board asks how did we decipher this data because of COVID and we didn't test? Dr. Dyer states legislatures are asking the same questions. Dr. Dyer states its hard to find students that don't "show back up" to school and they don't have contact information. Mr. Kahrs states if a student enrolls in CHS as a freshman they are counted as your cohort unless you can prove otherwise they are in a different school or country. Mrs. Robinson states that could affect us negatively with testing. Mr. Kahrs states every kid represents a 1/3 of a percent.

Dr. Dyer states we are going to create a Portrait of a Graduate and Student Success Task Force. We can't deny or use excuses, we need to address this head on. There will be a Steering Committee chaired by Dr. Dyer. With subcommittees made up of: Elementary school level- Kellye Bender (chair), Secondary/CTE/CAPS - Joel Barnes and Renny Whittenbarger (co-chaired), and Ready Graduate and Graduate Rate - Michael Kahrs (chair). These subcommittees will be made up of educators, students, and members of the community. The objectives of this Task Force will be: how to close the gaps on testing, Portrait of a Graduate Implementation, Personalizing Learning, Interventions, Set Incremental increase in graduation rates, ACT, Ready Graduate and other data points, Engaging parents and our community, CAPS, and partner with NIET (National Institute for Excellence in Teaching). I want NIET to show us what we are doing now and how we can improve this. We will have our first task force meeting in late October. We will bring the plan to the March board meeting so we can implement this next school year.

-The board asks if on the registration documents can we ask for more phone numbers and addresses? Mr. Kahrs states we ask for 12 additional addresses/phone numbers on the current registration form.

3.E. Student Representative's Update

-Skyler states one word to describe this month was success. The volleyball team has gone undefeated in the district. ACT dates were successful, college acceptance week went well. We already have students accepted into colleges. Notable colleges are University of Montana, Lee University, UTC, an TN Tech. Homecoming court, and SGA Representatives were elected. Senior nights for the girls' soccer and volleyball team were this month. We are proud of our football team with their hard work and discipline. There is a lot of Homecoming week preparations going on this week. Golf team came in 7th in the tournament, and Hannah Nall came in 6th overall individually.

3.F. \*Appoint Delegates to TSBA Annual Convention

-Mrs. Robinson states the voting delegates will be Carolyn Ingram, Tom Cloud, Nate Tucker, Krista McKay and the alternate will be Peggy Pesterfield.

-Mrs. Robinson wants to congratulate Carolyn Ingram on being named the Southeast District Director. Mrs. Ingram is excited to serve.

**4. "B" Agenda**

4.A. Financial Report

4.B. Personnel Report

4.C. School Highlights

4.D. Dates to Remember

-Facilities Meeting: October 29 @ 9:00 am at the AOB

-Mrs. Robinson adjourned the meeting by general consent.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Superintendent

Autumn O'Bryan  
Cleveland High School  
850 Raider Dr  
Cleveland TN, 37312



Dear Board Members,

We are asking for your consideration to start a Girls Wrestling program at Cleveland High School. In 2015, the TSSAA first recognized girls wrestling as a sanctioned sport in Tennessee. Girls wrestling is one of the fastest growing sports in the country, with about 25,000 young ladies involved in the sport. There are also 70+ colleges that now sponsor a girls wrestling program. We have attached some additional facts that support the importance of offering wrestling to any young lady who wishes to participate.

Creating a TSSAA girls wrestling team has become even more important to us once a young lady, Piper Fowler, moved to Cleveland a year ago. Piper is a 13 year old young lady at Cleveland Middle School who excels in the sport of wrestling, boys wrestling. Piper currently wrestles against all boys, and usually dominates. Our wish is to provide Piper with the same opportunities that we offer our Cleveland guys that wrestle. This would include building a State Championship Girls Wrestling program.

We are aiming to have the program by the 2021/2022 wrestling season. If approved, we feel these areas are of priority:

- Hiring of a Female Wrestling Coach who understands the sport and vision of the program
- Turning the Ladies bathroom in the Jones Center into a Locker Room
- Developing a practice schedule that gives equal opportunity to both the boys and girls wrestling program

Once again, we would like for you to consider giving Piper, and all the young ladies like Piper, the opportunity to not only participate but bring State Championships of their own back to Cleveland High School.

Respectfully,

Cleveland Wrestling

A handwritten signature in blue ink that reads "Autumn O'Bryan". The signature is fluid and cursive, written over the printed name "Cleveland Wrestling".

The logo features the text "WRESTLE LIKE A GIRL" in a bold, sans-serif font. "WRESTLE" is on the top line and "LIKE A GIRL" is on the bottom line. The text is white and is centered between two horizontal teal lines. The entire logo is contained within a dark teal circular shape.

## WRESTLE LIKE A GIRL

- Women's freestyle wrestling has been in Olympic Games since 2004
- Women's freestyle has been in World Championships since 1989
- NCAA to add women's wrestling to the Emerging Sport Status List 2020
- NAIA introduced women's wrestling National Invitational in 2019
- At least 50 colleges offer scholarships for women's freestyle wrestling
- 18 states sanction girls State Championships
- Girls high school wrestling has consistently grown for over 28 Years

# GIRLS WRESTLING

## By The Numbers 2019

Check Out:  
[wrestlelikeagirl.org](http://wrestlelikeagirl.org)  
[transitionwrestling.com](http://transitionwrestling.com)

Follow Wrestle Like A Girl





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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 • [clevelandschools.org](http://clevelandschools.org)

TO: Dr. Dyer

FROM: Cindy Geren

SUBJECT: Cancellation of PO to Central Technologies/Approval for Apple Lease

DATE: October 26, 2020

After discussion regarding the inability of Central Technologies and Lenovo to deliver 1,500 Chromebooks ordered for Cleveland Middle School, Dr. Raper emailed the State to see if we would still be eligible to participate in the Remote Learning Grant should we decide to change vendors. Today, we received notice that we can still participate in the grant.

Dr. Raper has been working with Apple on a quote for 1,500 MacBooks purchased through a 4-year lease. Once we receive and review the official quote, we will void the purchase order to Central Technologies and issue a purchase order to Apple. Our original intent was to purchase Chromebook devices outright. However, we will not be able to do that if we purchase from Apple. We are requesting Board approval to enter a 4-year lease with Apple.

# Cleveland City Board of Education

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

## 1 *General*

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

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

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

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

## 16 *Individual Schools*

17 The Director of Schools shall approve the following purchases:

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

## 21 *Central Office*<sup>2</sup>

### 22 **ROUTINE PURCHASES**

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

### 29 **SPECIAL PURCHASES**

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

## 9 **EMERGENCY PURCHASES**

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

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

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

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

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

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

## 30 **~~LOCAL PURCHASING~~**

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

## 32 **COOPERATIVE PURCHASING<sup>3</sup>**

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

## 36 **ONLINE PURCHASING**

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

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

15 **PURCHASING WITH FEDERAL GRANT FUNDS**

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

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

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Legal References

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

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Cross References

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

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- 2
- 3

# Cleveland City Board of Education

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

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

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

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

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

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

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Legal References

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

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Cross References

Executive Committee 1.301  
Purchasing 2.805  
Purchase Orders and Contracts 2.808

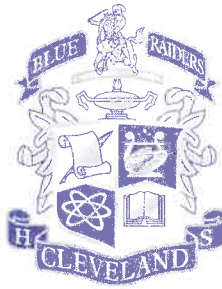
# Cleveland City Schools

## Credit Card Purchases

**2.8051.1**

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

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



# CLEVELAND HIGH SCHOOL

*Accredited by Southern Association of Colleges and Schools*

September 24, 2020

Dear Dr. Dyer,

Cleveland High School is requesting permission to apply for a business credit card through our bank, First Horizon. This card would be used for conference reservations, athletic reservations, online purchases, etc. A credit card would greatly expedite the process for making reservations and the flexibility to shop more online outlets for the best prices available. This card will be monitored by Administration and the Bookkeeper. The cardholders will be Autumn O'Bryan, Barbara Ector, and Cindy Wagers. Thank you for your consideration in this matter.

Sincerely,

Autumn O'Bryan  
Principal  
Cleveland High School

**Cleveland City Schools  
Financial Report  
September 2020**

Balance on hand September 1, 2020	5,162,166.50
<b>RECEIPTS</b>	
City Clerk's Monthly Report	3,401,106.99
E-Rate #44146	53,652.45
Retiree Ins #44160	(256.05)
Contributions & Gifts #44570	6,674.85
Interest Earned	<u>0.00</u>
	<b><u>8,623,344.74</u></b>
<b>DISBURSEMENTS</b>	
Instruction	3,189,226.84
Special Education	306,543.44
Vocational Education	121,602.67
Attendance	9,357.95
Health Services	40,826.80
Other Student Support	149,521.78
Regular Instruction Support	143,542.68
Special Education Support	11,055.20
Vocational Education Support	12,544.10
Technology Support	79,948.29
Board of Education	8,384.69
Office of the Superintendent	43,659.54
Office of the Principal	260,136.16
Fiscal Services	28,797.52
Operation of Plant	241,174.40
Maintenance of Plant	111,945.42
Transportation	119,115.79
Food Service	7,241.07
Community Services	0.00
Early Childhood Education	80,217.69
Regular Capital Outlay	66,482.01
Education Debt Service	<u>2,828.00</u>
	5,034,152.04
Retirement withheld not paid	(350,003.22)
Balance October 1, 2020	<b><u>3,939,195.92</u></b>
	<b><u>8,623,344.74</u></b>

Respectfully submitted,



Russell Dyer  
Director of Schools

## **Personnel Items – October 2020**

### **Assignments**

Scarth, Danielle, AOB (Behavior Support Specialist) Effective 10/26/2020

Partlow, Barbara, BB (Teacher Assistant) Effective 10/26/2020

### **Resignations**

Alcime, Nathalie, BB (Teacher Assistant) Effective 10/23/2020

Dowdy, Alison, AR (Teacher Assistant) Effective 10/23/2020

### **Transfers**

Morales, Estella, RO (Assistant) to Interim Teacher (BB) Effective 10/12/2020

Ross, Yolanda, AR (PT Interventionist) to Teacher Assistant (AR) Effective 10/26/2020



# October School Highlights For Arnold Memorial Elementary School

## *First Grade Community Project*

Our first graders spent the past month learning all about communities. We learned about community helpers and the importance they play in making a community work. We talked about how to be good citizens, and we also wrote about what we want to be when we grow up. Our hallway project consisted of student projects that were completed at home with family. Finally, we highlighted our school community by showcasing some of the important people who help a school run!



### *Ms. Taylor Wickman*

First grade would like to highlight Ms. Taylor Wickman. Taylor has been an integral part of our grade level since she first stepped foot in our building. She spent one semester completing her student teaching requirements from UTC in Mrs. Martin's room. Later that same year, after her graduation, she came back and did an interim for Mrs. Martin. The next year, Ms. Wickman was asked to join the Arnold staff to be the interim teacher for Mrs. Blackmon for the first semester of school--again in first grade. She is now a Reading Assistant with us full time. The best part is this year her sweet son, Nolan, has joined her in the Arnold halls as a Kindergartner in Mrs. Pollard's room. Taylor's patience and understanding is second to none. She is a caring individual who works hard to make sure students have what they need. She is reliable, kind, and a meaningful member of our staff.



### *Students of the Month for October*

Madelin Barrionuevo Jimenez was chosen as Student of the Month for Responsibility in Mrs. Martin's class. Madelin is one of my most responsible students in the class. She is always prepared for her lessons. She takes good care of her materials and helps others around her. She asks meaningful questions relevant to our lessons and our day. Her responsibility in class is an example to all. She is a wonderful classmate and student!



Itzayana Arcos Aguilar was chosen as Student of the Month for Responsibility in Mrs. Blackmon's class. Itzayana is one of the

leaders in my class with excellent organizational skills, care for her belongings and classroom, and is always prepared for lessons. She is a great example and friend to her classmates!



# Candy's Creek Cherokee Elementary School

## Board Highlights November 2020



Our students and sponsors were excited to start Beta Club activities for the 20-21 school year. They had their first meeting to plan their service projects and have some fun! The sponsors are Chelsie Isbill, Morgan Judd, Megan Martin, and Brittany Strother.



# Deb Hart Cross Country Classic



Our runners represented our school well, showing endurance and good sportsmanship during the cross country meet. Coached by Elizabeth Davis, the team brought several awards back to school!



# Fun Run

Our PTO organized and sponsored a Fun Run to raise money for classroom materials and playground equipment. Our families worked hard to get sponsors for our students, and we surpassed our \$15,000 goal! Students participated in leadership lessons throughout the fundraiser and earned prizes and recognition. Big thanks to our families, our PTO President, Leigh Ann Pesterfield, and PTO volunteers for their hard work!



**Work  
hard.**



**Senior: Da'Swaun Boyd**  
**Junior: Michael Hallman**  
**Sophomore: Kaila Bui**  
**Freshman: Shannon Abercrombie**

**Get  
smart.**



**Senior: Matthew Petterson  
Junior: William Harden  
Sophomore: Paige Moody  
Freshman: John Stephens**

# Be nice.



**Senior: Alexia Jackson**

**Junior: Malika Nunn**

**Sophomore: Rodney Broadnax**

**Freshman: Jenna Sompolinsky**



# George R. Stuart ELEMENTARY

## CKLA Exploration

First Grade enjoyed learning about our body systems through exploring our nonfiction text in CKLA. We learned how our systems work together to keep us healthy and strong.



## Staff Highlight

Mrs. Webb is a wonderful asset to our school. She allows ALL students to explore reading, writing, and math within her garden. Our friends have so much fun with Mrs. Webb and all of her lessons.

## First Grade Authors

Some of our first grade friends have been using their enrichment time to dive more into Lucy Calkins. They have been working on a narrative about things they like to do in their backyard. We are so excited to be finalizing our drafts to engage our parents in a google hangout Author's Party.





# December 2020

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



# January 2021

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



# November 2020

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	2	3 Parent Conferences (No Classes)	4 School Board Leadership Online Series	5 School Board Leadership Online Series	6	7
8	9 School Board Leadership Online Series	10 School Board Leadership Online Series	11	12 TSBA Awards Ceremony 12:00 (Virtual)	13	14
15	16	17 School Board Leadership Online Series	18 School Board Leadership Online Series	19 School Board Leadership Online Series	20 School Board Leadership Classes at Denning Center 9:00 AM	21
22	23 Staff Development (No Classes)	24 Thanksgiving Break	25 Thanksgiving Break	26 Thanksgiving Break	27 Thanksgiving Break	28
29	30					