

**Cleveland City Schools**  
**Board of Education Regular Meeting**  
**November 1, 2021 5:30 PM**  
Administrative Office Building, Board Room

1. Welcome/Moment of Silence
2. Pledge of Allegiance
3. \*Consent Agenda
  - 3.A. \*Approval of Regular Agenda
  - 3.B. \*Approval of Minutes from September 7, 2021 Board Meeting
  - 3.C. \*Approval of Minutes from September 2, 2021 Special Meeting
  - 3.D. \*Approval of Overnight Field Trips. #476, #492, #528, #531, #535
  - 3.E. \*Approval of Arnold Memorial Elementary Position Request for 2021-2022 School Year
  - 3.F. \*Approval of 2021 Local Education Agency Compliance Report
4. Regular Agenda
  - 4.A. Director's Update
  - 4.B. Spotlight
    - Recognize National Merit and AP Scholars
    - Junior Achievement of the Ocoee Region
  - 4.C. First reading of Policies 2.702, 5.302, 5.701, and 5.801
  - 4.D. \*Resolution Opposing Partisan Elections of School Board Members
  - 4.E. \*COVID-19 Plan Update
  - 4.F. Strategic Plan Focus
    1. NIET Principal Leadership Series
  - 4.G.
  - 4.H. Special Education Update
  - 4.I. Student Representative's Update

5. "B" Agenda

5.A. Financial Report

5.B. Personnel Report

5.C. School Highlights

5.D. Dates to Remember

**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  
Ms. 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 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

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

Ms. 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

Ms. 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.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
DATE

**Board of Education Special Meeting**

September 2, 2021:30 PM

F. I. Denning Center of Technology and Careers

Attendance Taken at 1:30 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. Welcome/Moment of Silence**

Carolyn Ingram led us in prayer.

**2. Pledge of Allegiance**

Dawn Robinson led us in the Pledge of Allegiance.

**3. Regular Agenda**

Motion to approve the regular agenda Passed with a motion by Mr. Tom Cloud and a second by Mr. Charlie Cogdill.

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

Yes: 7, No: 0

**3.A. \*COVID-19 Plan Update**

-Dr. Dyer opens the meeting discussing the student absenteeism snapshot. The CCS COVID dashboard is live at [clv.city/casecount](http://clv.city/casecount) on Mondays and Wednesdays at 10:00 am.. The current status as of Wednesday, September 1 is 102 confirmed cases. There have been 461 confirmed COVID-19 cases over the last 14 days for school-age children in Bradley County. Dr. Dyer breaks down the Student Absenteeism (These are not all COVID related. This includes all absences) on 9-1-21 for our school system. District - 11.5%, Arnold - 14.1%, Blythe-Bower - 10.5%, Candy's Creek - 13.5%, Mayfield - 7.7%, Ross - 10.6%, Stuart - 10.2%, Yates - 13.8%, CMS - 15.5%, and CHS 8.8%.

-The Board asks are these absenteeism numbers average for a school day before COVID? Michael Kahrs states we are over double the amount of absenteeism before COVID. We would be between 4 to 5% during a normal school year on a normal school day.

-The Board asks before COVID-19, and we would close schools because of students and staff being absent for the flu. How does this absenteeism compare to that? Dr. Dyer states there is not a standard number that caused the school to close for the flu. This was usually a judgement call that usually dealt with staff absenteeism.

-The Board states they hear there are more younger students testing positive than the older students? Laura Hudson states that the high school is still leading the way in percentages. We are seeing more cases in our elementary schools but not more than CHS.

-The board asks what the absenteeism was for the district on the first week of school? On August 11 we were at 5.3%, August 19 we were at 9.17%, on August 30 we were at 12.11%, and today we are at 11.86%.

-Dr. Dyer discusses the staff absences from yesterday, September 1 and how many teachers were not filled with a substitute. The total for the teachers yesterday: 38 total teachers out and 16 were unfilled. Today we had 23 of 37 slots filled with substitutes.

-The Board asks how many teachers we have in the system? Cindy Geren states we have around 450-460 teachers.

-Hal Taylor discusses one of the basic mitigation factors we have been doing is disinfecting every classroom and every bus every day to kill the germs as a priority. In our air conditioning systems we have fresh air that comes in through our system. You do not have stale air it is constantly changed out. We use a medical grade filter as well in our systems. That is following guidelines and suggestions that we started long before COVID-19.

-The board asks what the sprayers are that he keeps seeing? Hal Taylor states it is an electrostatic sprayer. Instead of fog going straight out and down, this will put the disinfectant under the desk, back of the chair, etc. You do not want to wipe down the surface after fogging, but instead let it dry.

-Dr. Elliott discusses the flow chart of tiers. We started the year in Tier 1, which has these mitigation factors: Provide cleaning services in its buildings/buses, masks, hand sanitizer, and gloves will be available on buses/schools for students and staff to access, social distancing will be encouraged where possible, and idleness will be monitored, and other mitigating factors will be implemented if needed. To determine if we should move to the next tier, we ask these 3 questions. If 2 of the 3 questions are answered yes, then they will move into the next tier. Questions: 1 - Are 10% or more of all students at a specific school absent?, 2. Does 1% of the student enrollment at a specific school have a confirmed active COVID-19 case?, 3. Do we have confirmed linked cases in a specific school?. Tier 2 mitigation factors are: All Tier 1 mitigation measures apply, non-academic visitors will not be allowed in our buildings during the school day, we will increase hand washing and sanitizing efforts, we will close water fountains except for water bottle fillers, we will minimize large group gatherings to the greatest extent possible during the school day, and we will suspend field trips. Tier 3 mitigation factors are: All Tier 2 mitigation measures apply, One way hallways would be implemented, temperature checks would be implemented by the school nurse and others, as needed, and cohorting of students in classrooms, while dining in the cafeteria, and while at recess would occur as feasible.

-The board asks is eating lunch in the classroom an option? Dr. Elliott states last year we received a waiver from the state for a Duty Free Lunch which gave the teachers an option to have lunch in their classroom if they choose. This year we do not have the waiver option. In Tier 3 they have the option to add additional spaces for the students to have lunch, which would add additional staff to these lunch times.

-The board asks if there is a percentage or specific number on how you determine if a school closes? Dr. Elliott states a lot of the decision is based on the close contact piece and can the school be staffed appropriately.

-The board asks if the state is letting superintendents know if the waivers

are not approved? Dr. Dyer states we will know if it is denied and the reason behind it.

-Dr. Dyer and Dr. Elliott state they use these 3 questions to determine if sports teams or clubs should shut down for a period of time, not only classes or whole schools.

-Dr. Dyer wanted to give important reminders: Remote learning is now available if approved by TDOE for individual classroom and schools. The entire district may not close and use remote learning. During remote learning, extracurricular activities must be suspended. Hybrid learning such as the A/B split schedule is NOT acceptable this year per TDOE. The inclement weather days may (CCS has 7 days left for the 21-22 school year) be used to close a particular school or the entire district. Remote learning does not take place on these types of days. Contact tracing is conducted under the authority of the Health Department with assistance from school officials as requested. We have a great relationship with our local health department.

-The Board asks if we use all of our inclement weather days, what do we do? Dr. Dyer states if we don't receive a waiver from the state we might have to have school on Saturdays or in June.

-The Board asks when the health department gets close contact information from a positive student/staff member how do they get phone numbers to contact those that were exposed to that contact? The Health Department will call the case and ask for close contacts. The Health Department will then give us a list of close contacts, and we will respond back with their contact information.

-The Board asks does the local health department let the school system know the close contacts have been notified? Laura Hudson states the local health department liaison will send a letter to the close contact, and she sends the names directly to me.

-Dr. Dyer states the remaining important reminders: School systems may not require staff or students to obtain a COVID-19 vaccination per state law. CCS nurses now have the opportunity to test for COVID-19 in our clinics. Parent permission is required for students. Both students and staff may test as long as we have testing products available. CCS can not test students without parental permission.

-Dr. Dyer asks Laura Hudson to discuss the "How Masks Minimize Student Exclusions from School" chart on the screen. She states if the case and the contact are masked you would not have to quarantine unless you are the case. On the second image, if no-one is wearing a mask, then everyone would have to quarantine.

-The board asks Laura if the blue medical masks are enough? Laura states the health department does not specify which mask to use. As long as you wear a mask.

-Dr Dyer discusses student and staff masking. Does the board wish to mandate masking for students and staff when social distancing in a classroom or other setting is not feasible? (note: per TN Department of Safety discussion, bus drivers may not mask or wear a face shield while operating a school bus). IF yes, per executive Order 84, parents and students aged 18 and older may opt out of the mandated mask requirement. Staff may not opt out unless there is a documented medical reason. Masking would be considered a dress code infraction if not worn as required, UNLESS an opt-out form is on file. Students and staff that are appropriately masked are no longer required to quarantine unless symptoms begin to show. Dr. Dyer feels this is another

mitigation tool to keep schools open.

Dr. Dyer states IF masking is approved: masking is requested, but not required for events happening outside of regular school hours (concerts, athletic events, etc.). Masking is not required for classes or events outside the school building. The mask mandate will be reviewed at each school board meeting starting in October to see if data shows it should be renewed. The opt-out form will be located on our CCS website, and it will be available in English and Spanish. If you have more than one child in our schools, a form will need to be completed per child. The mask mandate would go into effect on Tuesday, September 7, 2021.

-Carolyn makes a motion to approve staff and students wear masks respecting the Governors executive order 84 that allows the opt-out along with these protocols: masking is requested, but not required for events happening outside of regular school hours (concerts, athletic events, etc.). Masking is not required for classes or events outside the school building. The mask mandate will be reviewed at each school board meeting starting in October to see if data shows it should be renewed. The opt-out form will be located on our CCS website, and it will be available in English and Spanish. If you have more than one child in our schools, a form will need to be completed per child. The mask mandate will go into effect on Tuesday, September 7, 2021.

Motion to approve staff and students wear masks respecting the Governors executive order 84 that allows the opt-out along with these protocols: masking is requested, but not required for events happening outside of regular school hours (concerts, athletic events, etc.). Masking is not required for classes or events outside the school building. The mask mandate will be reviewed at each school board meeting starting in October to see if data shows it should be renewed. The opt-out form will be located on our CCS website, and it will be available in English and Spanish. If you have more than one child in our schools, a form will need to be completed per child. The mask mandate will go into effect on Tuesday, September 7, 2021. 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 |

### 3.B. \*Policy 5.3052 COVID-19 Leave

-Dr. Dyer reads Policy 5.3052 COVID-19 Leave. This policy will sunset on December 31, 2021 and will be retroactive for the beginning of the 21-22 school year. When our staff is quarantined for COVID-19 documented cases/quarantining situations, they will receive 8 days of paid COVID-19 leave.

-The Board asks if our system is financially able to make this policy happen?

Cindy Geren states the system can make this happen.

-Dawn adjourns by general consent.

Motion to approve Policy 5.3052 COVID-19 Leave Passed with a motion by Mr. Nate Tucker 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

\_\_\_\_\_  
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 \$17.94 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

# 476

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

## Trip Leave

- \* Date 6/17/22 Friday
- \* Time 12:00 AM

## Trip Return

- \* Date 7/10/22 Sunday
- \* Time 11:45 PM

Trip Year/Week 2022-25

**Note: This trip is for more than 5 days. Please make sure dates are correct.**

\* Is this an overnight trip? Yes

### Is this an overnight trip? Additional Information

- \* Please list all chaperones for this overnight trip including non-staff. Cari Bosserdet (CHS GAPP Coordinator), Kayla Rudy (WV GAPP Coordinator), Elvira Theil, Victoria Weiss, Michi Blochel (Male Chaperone) (German Coordinators/Teachers), Casey Hybarger (CHS)
- \* Indicate cost per person and how the trip is being funded (parent or district?) Approximately \$2,500 per person. Parents are responsible for cost.

### Comments

Details subject to change because of Covid and each governments requirements. Currently, Germany is requiring to have proof of vaccination, proof of recent infection (antibodies present), or negative Covid-test within 72 hours of arrival.

Male supervision is provided by one male teacher from Cleveland High School and by the schools in Berghausen, Germany. Michi Blochel is male teacher in Germany.

German schools anticipate completing their part of the Exchange in October of 2022 and will follow all guidelines in place by CHS, WV and our government (Federal, State, and Local).

Students will be transported by several commercial airlines, charter busses, and trains, as well as host parent vehicles. All commercial transportation (airlines, charter buses, trains) will be arranged and provided by the travel agent.

Health concerns (besides Covid) of students is unknown at this time.

The number of students and the division of male/female is estimated at this time.

\* 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)  
Burghausen, Germany

Destination Not Listed

Burghausen, Germany \* **Destination Name** Burghausen, Germany

\* Approximate Nbr of Miles Round Trip

5000.00

\* **Funding Source #1** Other Budget Code Parents will 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? No  
(Does venue require payment prior to trip?)

\* Teacher / Advisor / Staff Name Cari Bosserdet  
\* Teacher / Advisor / Staff Phone # 423-339-7299  
Teacher / Advisor / Staff Email cbosserdet@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 Cari Bosserdet  
\* Emergency Contact Phone # 423-339-7299

9  
\* Grade Level(s) Making Trip 10  
11  
12  
\* Educational Objective for Field Trip Educational cross-cultural experience

### Number of Individuals Making Trip

|                        |    |                          |    |                       |    |
|------------------------|----|--------------------------|----|-----------------------|----|
| * Male Adult/Chaperone | 2  | * Female Adult/Chaperone | 4  | Total Adult/Chaperone | 6  |
| * Male Students        | 15 | * Female Students        | 15 | Total Students        | 30 |

\* Will the students be away from school during lunch? Yes  
\* If so, will these students need packed lunches? No

**Nbr Students** 30 **Teacher** Cari Bosserdet

Students will be away from school during the lunch period, so therefore lunches are not needed.

### 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.

We are expecting students to travel by bus, plane, train, and host family personal vehicles. It is also possible for students to travel by walking depending on the circumstances and activities during the trip. All commercial modes of travel will be included and arranged by the travel agent. The school will not incur any expenses for travel. Costs for the modes of transportation are expected to be included in the participant costs and paid for by the student's family.

### Vehicles Needed

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

Person Submitting Request cbosserdet@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, 11:01:52 AM

### Level 02 Approval - Curriculum Admin Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Oct 14, 2021, 10:30:56 AM

### Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Oct 14, 2021, 10:33:59 AM

### Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

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 **492**

\* Category Travel With Students

\* Type of Trip Athletic

\* Athletic Event (you may check more than one)

Basketball - Girls - Varsity

**Trip Leave**

\* Date 12/26/21 Sunday

\* Time 12:00 PM

**Trip Return**

\* Date 12/31/21 Friday

\* Time 7:00 PM

Trip Year/Week 2022-01

**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. Tony Williams, Dawn Barger

\* Indicate cost per person and how the trip is being funded (parent or district?) Approximately \$500 / player. The girls basketball account will pay for cost of hotel and 1 meal/day. Breakfast included at hotel. Players will pay for 1/meal a day and snacks, approximately \$50-\$100

Comments Hotel Info:  
Hampton Inn  
3130 East Andrew Johnson Hwy  
Greeneville, Tn 37745  
423-638-3735

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

\* Main Destination ⓘ Other (Type Below)  
Greeneville, TN, USA

Destination Not Listed Greenville, TN, USA \* Destination Name Greenville, HS

**Stops on the way:** Hotel: Hampton Inn Greeneville, East Andrew Johnson Highway, Greeneville, TN, USA

\* Approximate Nbr of Miles Round Trip

\* Funding Source #1 Other Budget Code 612 Girls Basketball

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

Funding Approver

\* Teacher / Advisor / Staff Name Dawn Barger  
 \* Teacher / Advisor / Staff Phone # 731-445-0382  
 Teacher / Advisor / Staff Email

Note: This email will receive the requester emails if different from requester

Emergency Contact Info  Same as Teacher / Advisor / Staff

\* Emergency Contact Name Dawn Barger  
 \* Emergency Contact Phone # 731-445-0382

**Number of Individuals Making Trip**

|                        |   |                          |    |                       |    |
|------------------------|---|--------------------------|----|-----------------------|----|
| * Male Adult/Chaperone | 1 | * Female Adult/Chaperone | 1  | Total Adult/Chaperone | 2  |
| * 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)? 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

Check here to indicate trip is pickup only Location

**Vehicle Pickup**

\* Date 12/26/21  
 \* Time 12:00 PM

**Vehicle Return**

\* Date 12/31/21  
 \* Time 7:00 PM

Total Trip Hours 127.00

\* Type of vehicles needed to reserve School Bus  


\* How many vehicles do you need? 1

**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

Date Submitted

**Level 01 Approval - Location Approval**

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Aug 31, 2021, 1:09:03 PM

**Level 07 Approval - Overnight Trip Approval**

Comment This field trip is being submitted for overnight approval with the understanding that a trip may be canceled due to a rise in Covid-19 cases.

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Sep 1, 2021, 8:20:52 AM

**Level 09 Approval - Transportation Approval**

Comment This trip is approved with the understanding no staff would be available at this time. Driver responsibility to get key and have an emergency back up plan. Must get in touch with Hal Taylor

Decision Approved

Name vmack@clevelandschools.org

Decision Date Sep 1, 2021, 9:31:11 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 **492**

\* Category Travel With Students

\* Type of Trip Athletic

\* Athletic Event (you may check more than one)

Basketball - Girls - Varsity

**Trip Leave**

\* Date 12/26/21 Sunday

\* Time 12:00 PM

**Trip Return**

\* Date 12/31/21 Friday

\* Time 7:00 PM

Trip Year/Week 2022-01

**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. Tony Williams, Dawn Barger

\* Indicate cost per person and how the trip is being funded (parent or district?) Approximately \$500 / player. The girls basketball account will pay for cost of hotel and 1 meal/day. Breakfast included at hotel. Players will pay for 1/meal a day and snacks, approximately \$50-\$100

Comments Hotel Info:  
Hampton Inn  
3130 East Andrew Johnson Hwy  
Greeneville, Tn 37745  
423-638-3735

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

\* Main Destination ⓘ Other (Type Below)  
Greeneville, TN, USA

Destination Not Listed Greenville, TN, USA \* Destination Name Greenville, HS

**Stops on the way:** Hotel: Hampton Inn Greeneville, East Andrew Johnson Highway, Greeneville, TN, USA

\* Approximate Nbr of Miles Round Trip

\* Funding Source #1 Other Budget Code 612 Girls Basketball

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

Funding Approver

\* Teacher / Advisor / Staff Name Dawn Barger  
 \* Teacher / Advisor / Staff Phone # 731-445-0382  
 Teacher / Advisor / Staff Email

Note: This email will receive the requester emails if different from requester

Emergency Contact Info  Same as Teacher / Advisor / Staff

\* Emergency Contact Name Dawn Barger  
 \* Emergency Contact Phone # 731-445-0382

### Number of Individuals Making Trip

|                        |   |                          |    |                       |    |
|------------------------|---|--------------------------|----|-----------------------|----|
| * Male Adult/Chaperone | 1 | * Female Adult/Chaperone | 1  | Total Adult/Chaperone | 2  |
| * 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)? 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

Check here to indicate trip is pickup only Location

#### Vehicle Pickup

\* Date 12/26/21  
 \* Time 12:00 PM

#### Vehicle Return

\* Date 12/31/21  
 \* Time 7:00 PM

Total Trip Hours 127.00

\* Type of vehicles needed to reserve School Bus 

\* How many vehicles do you need? 1

#### 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 dibarger@clevelandschools.org

Date Submitted

**Level 01 Approval - Location Approval**

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Aug 31, 2021, 1:09:03 PM

**Level 07 Approval - Overnight Trip Approval**

Comment

This field trip is being submitted for overnight approval with the understanding that a trip may be canceled due to a rise in Covid-19 cases.

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Sep 1, 2021, 8:20:52 AM

**Level 09 Approval - Transportation Approval**

Comment

This trip is approved with the understanding no staff would be available at this time. Driver responsibility to get key and have an emergency back up plan. Must get in touch with Hal Taylor

Decision Approved

Name vmack@clevelandschools.org

Decision Date Sep 1, 2021, 9:31:11 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

## 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

# 531

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

## Trip Leave

\* Date 11/21/21 Sunday  
\* Time 10:00 PM

## Trip Return

\* Date 11/22/21 Monday  
\* Time 7:00 AM

Trip Year/Week 2021-48

\* 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  
Seth Lamagna  
Carrie Porter  
Lindsay Markham  
Bridgette Matthews  
\* Indicate cost per person and how the trip is being funded (parent or district?) 0

Comments This our annual theater lock in for the cast and crew of class play offs. It will be held in the theater at CHS.

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

\* Approximate Nbr of Miles Round Trip

\* Funding Source #1 Donation Budget Code  
Funding Source Budget Code Desc  
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

9  
\* Grade Level(s) Making Trip 10  
11  
12

\* Educational Objective for Field Trip To celebrate our production of class play play offs.

### Number of Individuals Making Trip

|                        |    |                          |    |                       |    |
|------------------------|----|--------------------------|----|-----------------------|----|
| * Male Adult/Chaperone | 2  | * Female Adult/Chaperone | 3  | Total Adult/Chaperone | 5  |
| * Male Students        | 20 | * Female Students        | 30 | Total Students        | 50 |

\* 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.

we will not be traveling - this is a lock in at CHS. However, the form would not let me complete it without this blank filled out.

### 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 Oct 11, 2021, 8:54:12 AM

### Level 07 Approval - Overnight Trip Approval

Comment

|               |                               |
|---------------|-------------------------------|
| Decision      | Approved                      |
| Name          | jelliott@clevelandschools.org |
| Decision Date | Oct 11, 2021, 1:44:02 PM      |

## 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

535

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
Standard Field Trip

Trip Leave

\* Date 2/15/22 Tuesday

\* Time 10:00 PM

Trip Return

\* Date 2/20/22 Sunday

\* Time 8:00 AM

Trip Year/Week 2022-08

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. Athena Davis, Julie Phillips, Bob Pritchard, Amanda Pritchard, possibly Zach Riggins and Loes Riggins

\* Indicate cost per person and how the trip is being funded (parent or district?) Roughly \$500 per person, funded by parent

Comments Model United Nations Conference in Washington, D.C. We will take a charter bus to DC and stay in the hotel where the conference is held (the Washington Hilton).

\* 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)  
Washington D.C., DC, USA

Destination Not Listed Washington D.C., DC, USA \* Destination Name Model UN Convergence

**Stops on the way:** Competition Site: Georgetown University, O Street Northwest, Washington, DC, USA  
Hotel : Washington Hilton, Connecticut Avenue Northwest, Washington, DC, USA

\* Approximate Nbr of Miles Round Trip

\* Funding Source #1 Other Budget Code Parents will 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

Payment Option

Purchase Order/Requisition Nbr

Payment Due To

Comments Concerning Payment

\* Teacher / Advisor / Staff Name Athena Davis
\* Teacher / Advisor / Staff Phone # 423-284-3755
Teacher / Advisor / Staff Email adavis@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 Kraig Davis
\* Emergency Contact Phone # 423-284-0324

\* Grade Level(s) Making Trip 9, 10, 11, 12

\* Educational Objective for Field Trip This trip is to compete at the Model United Nations Conference at Georgetown University. Students will learn research skills, writing skills, speaking skills, and collaboration skills. We have participated in Model UN for the past 35-40 years, other than the past two years due to Covid.

Number of Individuals Making Trip

\* Male Adult/Chaperone 2 \* Female Adult/Chaperone 4 Total Adult/Chaperone 6
\* Male Students 20 \* Female Students 30 Total Students 50

\* Will the students be away from school during lunch? Yes
\* If so, will these students need packed lunches? No

Nbr Students 50 Teacher Athena Davis
Students will be away from school during the lunch period, so therefore lunches are not needed.

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

Check here to indicate trip is pickup only Location

Table with 4 columns: Vehicle Pickup, Arrive at Venue (Info Only), Depart Venue (Info Only), Vehicle Return. Each column contains Date and Time information.

Total Trip Hours 106.00

\* Type of vehicles needed to reserve Approved Charter



\* Approved Charter

Royal Charter & Tour, Inc

Email

Phone 423-479-5473

Contact

Address P.O. Box 2324  
Cleveland TN 37320-2324

\* How many vehicles do you need? 1

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 adavis@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 Oct 12, 2021, 3:28:10 PM

## Level 02 Approval - Curriculum Admin Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date

Oct 14, 2021, 10:19:03 AM

### Level 07 Approval - Overnight Trip Approval

Comment

This trip is being approved for planning purposes. However, we will monitor Covid cases and travel criteria for the District of Columbia in February 2022. The itinerary may need to be altered due to health concerns during the date of travel.

Decision

Approved

Name

jelliott@clevelandschools.org

Decision Date

Oct 14, 2021, 10:22:14 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

# 528

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

## Trip Leave

- \* Date 10/3/21 Sunday
- \* Time 7:45 AM

## Trip Return

- \* Date 10/5/21 Tuesday
- \* Time 9:45 PM

Trip Year/Week 2021-41

**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 players are all staying with their parents non-staff.
- \* Indicate cost per person and how the trip is being funded Parents are all paying for their own accomadations (parent or district?)

Comments

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

- \* Main Destination  Other (Type Below)  
Sevierville, TN, USA

Destination Not Listed Sevierville, TN, USA \* Destination Name Sevierville Golf Course

- \* Approximate Nbr of Miles Round Trip

\* Funding Source #1 School Budget Code General Athletics

Funding Source Budget Code Desc  
Desc

Funding Approver

- \* Teacher / Advisor / Staff Name Stacy Mills
- \* Teacher / Advisor / Staff Phone # 4235999320
- Teacher / Advisor / Staff Email smills482@gmail.com

**Note: This email will receive the requester emails if different from requester**

Emergency Contact Info  Same as Teacher / Advisor / Staff

- \* Emergency Contact Name Lamar Mills

\* Emergency Contact Phone # 423-321-2779

### Number of Individuals Making Trip

|                        |   |                          |   |                       |   |
|------------------------|---|--------------------------|---|-----------------------|---|
| * Male Adult/Chaperone | 3 | * Female Adult/Chaperone | 5 | Total Adult/Chaperone | 8 |
| * Male Students        | 0 | * Female Students        | 3 | Total Students        | 3 |

### 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.

Parents will be transporting their own kids

### Vehicles Needed

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

Person Submitting Request smills@clevelandschools.org

Date Submitted

### Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Sep 30, 2021, 8:52:51 AM

### Level 07 Approval - Overnight Trip Approval

Comment The Cleveland High School General Athletics Fund is the line item from where the funds for this trip will come.

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Sep 30, 2021, 3:40:50 PM

### Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date



---

**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)

# Memo

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

From: Kelly Kiser-Director of Human Resources *KK 9/21/21*

Date: September 21, 2021

Re: Arnold Memorial Elementary Position Request for the 2021-2022 School Year

---

The Arnold Memorial Elementary would like to request adding the following position for the remainder of the 2021-2022 School Year:

Part Time Office Assistant to Full Time Office Assistant

The position will be fully funded through the Arnold Memorial Elementary Title 1 Budget and will allow them to have additional interpreting support in the school during the day.



September 20, 2021

Dr. Dyer and Mr. Kiser,

I would like to recommend Jennifer Miranda move from part-time to full-time Office Assistant at Arnold Memorial Elementary School. I have spoken with Cindy Geren, and her total salary for the year will be \$15,032. In addition, I have accounted for \$7516.00 (plus Social Security in the amount of \$465.99, Retirement in the amount of \$1291.24, and Medicare in the amount of \$108.98) from the Arnold Title I Budget. Therefore, we would like for Mrs. Miranda to begin this full-time position on October 11, 2021.

Thank you for your time, and please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael J. Chai", is written over a light blue horizontal line.

Michael J. Chai – Principal, Arnold Memorial Elementary School

## 2021 Local Education Agency Compliance Report

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

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 30, 2021**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Beginning school year 2021-22, the department is formally reinstating LEA approval classifications as outlined in SBE Rule 0520-01-02-.01. Annual compliance report data may inform an LEA's approval classification.

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

**LEA:** Cleveland City Schools

**Director of Schools/Superintendent Name:** Russell Dyer

**Director of Schools/Superintendent Signature:**

**School Board Chair Name:** Dawn Robinson

**School Board Chair Signature:**

**Date of School Board Approval:** 11/01/21

**UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 30, 2021**  
(including the corresponding corrective action plan if applicable).  
Upload instructions are accessible [here](#).

# Cleveland City Board of Education

|   |   |                                  |                                 |
|---|---|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in February</b> | Descriptor Term:<br><br><b>Sick Leave</b> | Descriptor Code:<br><b>5.302</b> | Issued Date:<br><b>07/11/05</b> |
|   |   | Rescinds:<br><b>5.302</b>        | Issued:<br><b>04/14/03</b>      |

## PROFESSIONAL PERSONNEL

The time allowed for sick leave for professional personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.<sup>1</sup>

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.<sup>1</sup>

When an employee is sick beyond the limit of his/her sick leave accumulation, the substitute teacher must have a certificate or permit and must be paid according to the state salary scale.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.<sup>1</sup>

~~Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.<sup>4</sup>~~

## SUPPORT PERSONNEL

Sick leave shall be the same for support personnel as for certified employees.

The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is employed.

Sick leave shall be unlimited.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee that is not being transferred to another Tennessee system shall be terminated.

The immediate supervisor may require a physician's certificate for any absence within the sick leave regulation. Frequent and misuse of sick leave by an individual are sufficient grounds for requiring a physician's certificate stating the reason for absence.

## **SICK LEAVE BANK**

### ***Professional Personnel***

A sick leave bank is available for all professional personnel who are eligible for accumulated sick leave. Guidelines and procedures for operation are available at the Administrative Office Building.

### ***Support Personnel***

A sick leave bank is available for all support personnel who are eligible for accumulated sick leave. Guidelines and procedures for operation are available at the Administrative Office Building.

Legal References

1. TCA 49-5-710
2. TRR/MS 0520-1-2-.04(2)

Cross References

- Family and Medical Leave 5.305
- Physical Assault Leave 5.307

| <b>Cleveland City Board of Education</b>                |  |                                  |                                 |
|---|--|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in February</b> | Descriptor Term:<br><br><b>Substitute Teachers</b> | Descriptor Code:<br><b>5.701</b> | Issued Date:<br><b>09/05/17</b> |
|   |  | Rescinds:<br><b>5.701</b>        | Issued:<br><b>10/14/02</b>      |

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the board of education or by a third party public or private employer through an agreement between such third party employer and the board of education.

Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the board of education.<sup>2</sup>

### **APPLICATION/QUALIFICATIONS**

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.<sup>4</sup>

Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with state laws and regulations.

A list of substitute teacher(s) will be prepared by the Office of ~~Personnel~~ **Human Resources** who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

### **COMPENSATION**

If employed directly by the board of education, the compensation of substitute teachers shall be determined annually by the board.

Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.<sup>5</sup>

### **CERTIFICATION**

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>6</sup> When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits<sup>1</sup> and may substitute for additional days if the Director of Schools certifies in writing to the ~~State Board of Education~~ **Division of Retirement** that no other qualified personnel are available to substitute teach.<sup>7</sup>

### **EMERGENCY NEEDS**

All teacher assistants, administrative assistants, and clerical personnel are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

### **TRAINING AND ORIENTATION**

The Director of Schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers.

### **RESPONSIBILITIES**

Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not limited to, bus duty and playground supervision.

### **RE-EMPLOYMENT/TERMINATION**

On an annual basis, the Director of Schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal and/or third party employer if they wish to terminate their service as substitutes.

---

Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287

# Cleveland City Board of Education

|  |  |                                  |                                 |
|--|--|----------------------------------|---------------------------------|
| Monitoring:<br><br><b>Review: Annually, in March</b> | Descriptor Term:<br><br><b>Director of Schools<br/>Recruitment and Selection</b> | Descriptor Code:<br><b>5.801</b> | Issued Date:<br><b>06/02/08</b> |
|  |  | Rescinds:<br><b>5.801</b>        | Issued:<br><b>03/04/02</b>      |

When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.<sup>1</sup> The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim Director of Schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection procedures. A board member may not apply for or in any other way be considered for the position of Director of Schools.<sup>2</sup>

Prior to conducting a search to fill the position, the Board shall initially develop the following:<sup>3</sup>

- a job description
- a timeline
- a process for accepting and reviewing applications
- selection procedures which shall include, but not be limited to, the following:

1. The Board may invite the community, including board employees, to participate in the process of selecting a Director of Schools. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.
2. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire board.
3. Candidates shall be interviewed by the Board in an open session. Only board members will be allowed to ask questions during the interview.
4. The Board will attempt to select a director by unanimous vote, but **only a majority** ~~two-thirds~~ vote of the membership of the board shall be required for the appointment of a Director of Schools. The Director of Schools shall be under a written contract for a maximum of four (4) years.

---

Legal References

1. TCA 49-2-203 (a)(15)(A)
2. TCA 49-2-203 (a)(1)(D)
3. TCA 49-2-203 (a)(15)(F)

# Cleveland City Board of Education

|  |  |                                  |                                 |
|--|--|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in January</b> | Descriptor Term:<br><br><h2 style="text-align: center;">Inventories</h2> | Descriptor Code:<br><b>2.702</b> | Issued Date:<br><b>04/10/07</b> |
|  |  | Rescinds:<br><b>2.702</b>        | Issued:<br><b>07/09/01</b>      |

**Equipment** is defined as all items (machinery, implements, tools, furniture, livestock, vehicles, and other apparatus) with a unit cost of \$5,000 or more and a minimum useful life expectancy of three years. Freight charges and installation costs shall be included in the cost.\*

**Sensitive minor equipment** is defined as items purchased with a cost between \$100 and \$5,000 and includes such sensitive items as computers, external computer peripherals, cameras and parts, fax machines, televisions, cellular phones, video cameras, video recorders and players and the like.

Cleveland City Schools maintains an inventory control system for all sensitive minor equipment and for all other equipment valued at ~~\$500~~ **\$2,500** or more.

## GENERAL

The Director of Schools shall establish an accurate inventory procedure for all school real and personal (e.g., material and equipment) property, and this system shall be implemented at each school facility. Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting purposes.

Each school in the Cleveland City School system shall send to the AOB at the end of each school year a complete inventory listing all furniture and equipment. This inventory shall be in accord with the procedures established by the Board of Education.

## EQUIPMENT PROCURED WITH FEDERAL DOLLARS

The Director shall establish procedures for administrators to follow which meet all federal accountability guidelines, including guidelines for the purchasing, inventorying, security and disposition of all equipment purchased with federal funds.<sup>2</sup>

---

### Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-13

---

### Cross References

- Personal Property Sales 2.403
- Security 3.205  
Equipment & Supplies Management 3.300

2. EDGAR 43 Subtitle A Part 80.32  
34 CFR 80.3-52

\* As defined by Tennessee Department of General Services

**RESOLUTION OPPOSING PARTISAN ELECTIONS OF SCHOOL BOARD  
MEMBERS**

WHEREAS, the \_\_\_\_\_ Board of Education is charged with governing the school district so that all students receive the best educational opportunities in order to graduate prepared to enter a postsecondary institution or the workforce;

WHEREAS, school board elections are currently nonpartisan, meaning that a school board candidate does not designate his/her party affiliation when running for election;

WHEREAS, nonpartisan school board elections allow candidates to focus their undivided attention and interests on education and represent the needs and aspirations of their communities;

WHEREAS, nonpartisan school board elections ensure that the electorate has the ability to focus on a candidate's qualifications and devotion to education;

WHEREAS, local boards of education make decisions as a whole and need unity among its members when making decisions that affect students, the district, and the community; and

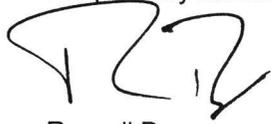
WHEREAS, allowing school board elections to become partisan has the potential to create division among the board and shift the focus away from the needs of the students.

**NOW, THEREFORE, BE IT RESOLVED**, that the \_\_\_\_\_ Board of Education urges the General Assembly to oppose any legislation that would allow school board elections to be partisan.

**Cleveland City Schools  
Financial Report  
September 2021**

|                                   |                      |
|-----------------------------------|----------------------|
| Balance on hand September 1, 2021 | 7,689,899.34         |
| <b>RECEIPTS</b>                   |                      |
| City Clerk's Monthly Report       | 4,235,767.95         |
| Retiree Ins #44160                | (292.80)             |
| Misc. Refunds #44170              | (358,092.34)         |
| Contributions & Gifts #44570      | 2,598.95             |
| Interest Earned Prior Year        | 441.65               |
| Interest Earned                   | <u>827.46</u>        |
|                                   | <u>11,571,150.21</u> |
| <b>DISBURSEMENTS</b>              |                      |
| Instruction                       | 2,432,142.31         |
| Special Education                 | 331,547.48           |
| Vocational Education              | 136,997.69           |
| Attendance                        | 10,587.32            |
| Health Services                   | 41,581.24            |
| Other Student Support             | 211,662.83           |
| Regular Instruction Support       | 143,484.89           |
| Special Education Support         | 11,426.29            |
| Vocational Education Support      | 13,092.75            |
| Technology Support                | 117,064.01           |
| Board of Education                | 12,354.37            |
| Office of the Superintendent      | 111,796.21           |
| Office of the Principal           | 260,760.18           |
| Fiscal Services                   | 29,927.03            |
| Operation of Plant                | 315,407.43           |
| Maintenance of Plant              | 117,379.53           |
| Transportation                    | 119,794.65           |
| Food Service                      | 6,501.13             |
| Community Services                | 0.00                 |
| Early Childhood Education         | 84,908.37            |
| Regular Capital Outlay            | 231,846.27           |
| Education Debt Service            | <u>2,828.00</u>      |
|                                   | 4,743,089.98         |
| Retirement withheld not paid      | (364,673.47)         |
| Retirement paid                   | 56,894.34            |
| Insurance paid                    | 143.18               |
| Balance October 1, 2021           | <u>7,135,696.18</u>  |
|                                   | <u>11,571,150.21</u> |

Respectfully submitted,



Russell Dyer  
Director of Schools

**Cleveland City Schools**  
**Financial Report**  
**August 2021**

|                                   |                     |
|-----------------------------------|---------------------|
| Balance on hand August 1, 2021    | 5,655,494.11        |
| <b>RECEIPTS</b>                   |                     |
| City Clerk's Monthly Report       | 3,861,745.98        |
| Retiree Ins #44160                | (292.80)            |
| Misc. Refunds #44170              | (589.88)            |
| Interest Earned                   | <u>900.91</u>       |
|                                   | <u>9,517,258.32</u> |
| <b>DISBURSEMENTS</b>              |                     |
| Instruction                       | 290,844.59          |
| Special Education                 | 37,217.94           |
| Vocational Education              | 30,161.21           |
| Attendance                        | 13,385.08           |
| Health Services                   | 5,660.70            |
| Other Student Support             | 58,258.83           |
| Regular Instruction Support       | 103,620.95          |
| Special Education Support         | 11,521.49           |
| Vocational Education Support      | 10,592.23           |
| Technology Support                | 44,878.70           |
| Board of Education                | 16,569.95           |
| Office of the Superintendent      | 61,088.72           |
| Office of the Principal           | 166,079.20          |
| Fiscal Services                   | 31,179.85           |
| Operation of Plant                | 282,844.76          |
| Maintenance of Plant              | 112,310.96          |
| Transportation                    | 50,733.86           |
| Food Service                      | 6,550.19            |
| Community Services                | 0.00                |
| Early Childhood Education         | 34,937.14           |
| Regular Capital Outlay            | 219,240.10          |
| Education Debt Service            | <u>0.00</u>         |
|                                   | 1,587,676.45        |
| Insurance withheld not paid       | (143.18)            |
| Retirement withheld not paid      | (56,894.34)         |
| Retirement paid                   | 169,503.03          |
| Insurance paid                    | 127,217.02          |
| Accrued Payroll-Summer Camps paid | 0.00                |
| Balance September 1, 2021         | <u>7,689,899.34</u> |
|                                   | <u>9,517,258.32</u> |

Respectfully submitted,



Russell Dyer  
Director of Schools

## **Personnel Items – October 2021**

### **Assignments**

Blake, Jeannie, CCC (ELC Grant Coordinator), Effective October 11, 2021  
Smith, Aimee, AR (PT Interventionist), Effective October 12, 2021  
Langford, Cassie CHS (Teacher), Effective October 25, 2021  
Miller, Sherry, AR (PT Interventionist), Effective October 25, 2021  
Wood, Katherine, CHS (SpEd Assistant), Effective October 25, 2021  
Mee, Darnell, CHS (SpEd Assistant), Effective October 26, 2021  
Garrett, Jeffrey, CHS (Teacher), Effective November 1, 2021

### **Transfers**

Boston, Shamarri, Transportation (Bus Driver) to CCC (ELC School Nurse) , Effective October 18, 2021  
Cordwell, Gayle, CCC (PT Interventionist) to CCC (Assistant), Effective October 25, 2021  
Boston, Shamarri, CCC (ELC Grant Nurse) to CHS (ELC COVID Nurse), Effective November 5, 2021

### **Resignations**

Clark, Tracy, CCC (ELC Grant Nurse), Effective November 4, 2021  
Blough, Susan, ST (PT Cafeteria Monitor), Effective November 12, 2021  
Burnette, Bailey BB (Teacher), Effective November 26, 2021

### **Retirements**

Owens, Alesia RO (Speech/Language Pathologist), Effective January 1, 2022  
Watson, Janice RO (Speech/Language Assistant), Effective January 1, 2022

## **Personnel Items – September 2021**

### **Assignments**

Nunnelly, Leslie, BB (PE Teacher), Effective September 14, 2021  
Eisenhour, Jill, RO (PT Interventionist), Effective September 16, 2021  
Miller, Hali, MA (PT Interventionist), Effective September 17, 2021  
Bailey, Joshua, MAINT (HVAC Technician), Effective September 10, 2021  
Loveday, Ethan, CHS (SpEd Assistant), Effective September 20, 2021  
Cordwell, Gayle, CCC (PT Interventionist), Effective September 20, 2021  
Blackburn, Kylene, ST (Pre-K SpEd Assistant), Effective September 21, 2021  
Sullens, Hannah, ST (Pre-K SpEd Assistant), Effective September 27, 2021

### **Transfers**

Murphy, Danny, BB (PE Teacher) to CMS(PE Teacher) , effective September 14, 2021  
Worthy, Mischelle, FS (Cafeteria Program Staff) to CCC (SpEd Assistant), effective October 11, 2021

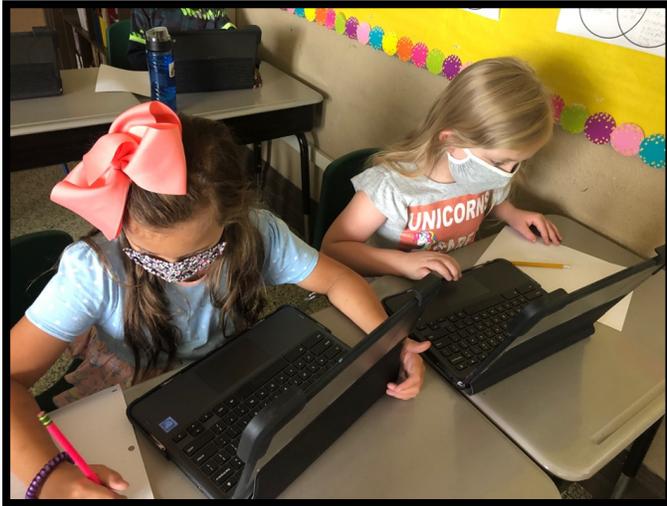
### **Resignations**

Droke, John CMS (Assistant), Effective September 28, 2021  
Eslinger, Brandi CHS (Assistant), Effective September 30, 2021  
Phillips, Eric CHS (Teacher), Effective October 1, 2021  
Garcia, Stephanie CHS (Teacher), Effective October 15, 2021



# ARNOLD

Memorial Elementary School



## 1-to-1 Devices

This is our first full school year implementing 1-to-1 devices in the school building. The students love having their own technology! We are very thankful to our school board and the IT department for putting technology into the hands of our students!

## Welcome Mrs. Ready

We would like to welcome Mrs. Allison Ready to the Arnold family as one of our full-time paraprofessionals. Mrs. Ready was previously a computer lab assistant at Taylor Elementary.

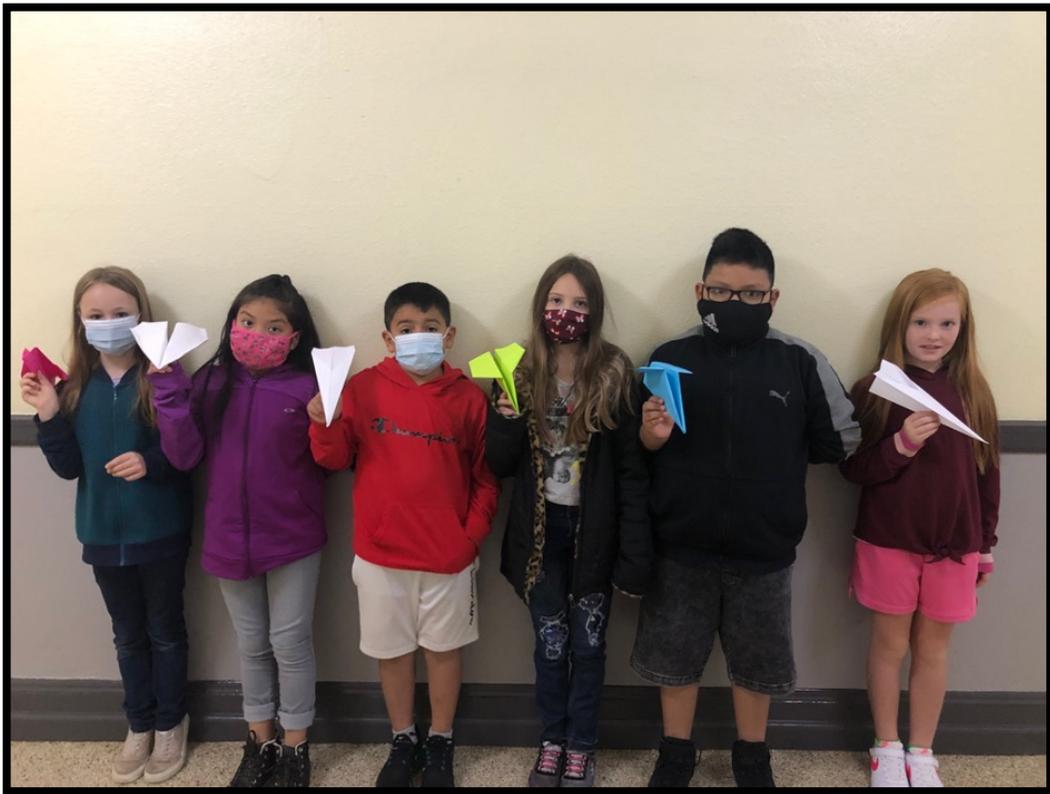
She has her undergraduate degree in Radio and TV and her Master's degree in mass communication. She worked at a radio station for 5 years and a TV station for 1 year! Mrs.

Ready is originally from Kentucky, and is married with two children.



### **3<sup>rd</sup> Grade RTI Enrichment**

Our 3<sup>rd</sup> Grade RTI enrichment students have been working with Mrs. Matthews (Computer Science) and Mrs. Murray (PE) on different STEAM activities this month. One of their favorite activities was making paper airplanes. The students had a contest in the gym to see which airplane would fly the farthest. The students used their data to make a bar graph to show the results.





# ARNOLD

Memorial Elementary School

## Second Grade Olympics



Second graders learned about many contributions from Ancient Greece including poetry, architecture, Olympics and democracy. To wrap up their study of Ancient Greece, they participated in their own Olympics. They made laurel wreaths which they learned were the prizes for ancient contenders. They each participated in either a footrace or a discus throw which were the events in ancient times.

## Staff Member Highlight Julie Shirer

Julie Shirer has been at Arnold for 19 years. She has tackled a lot this semester. As the Instructional Facilitator at Arnold she helps teachers to implement the curriculum and to find resources to meet the needs of every student. Another one of her responsibilities is guiding classroom teachers through Reading 360 training. She is also heading up the Raider XD after school tutoring program for Arnold students.



## Student Highlight Daryna Slyvchuk

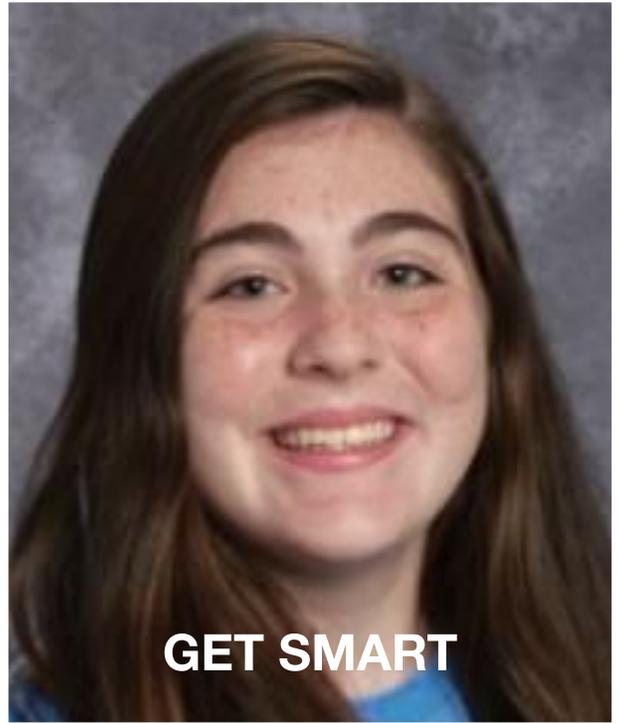
Daryna is a second grader in Ms. Baggett's class. She works hard and is excelling in all areas including music where she has really taken to playing the piano.



# Class of 2025



**WORK HARD**



**GET SMART**

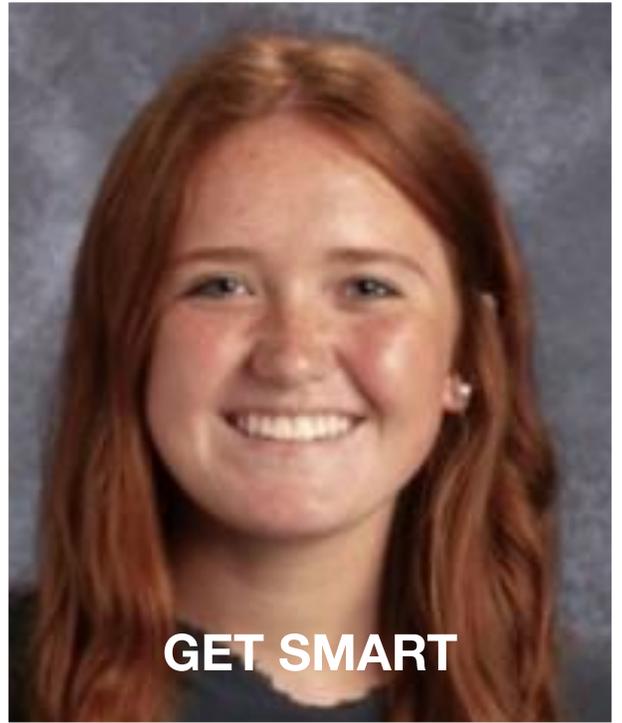


**BE NICE**

# Class of 2023



**WORK HARD**



**GET SMART**



**BE NICE**

# School Highlights

For

## Mayfield Elementary – November 2021

---



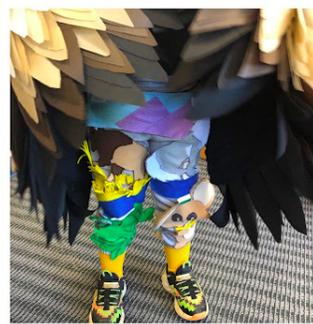
## A Very Regal Ball

First grade students danced the afternoon away as they attended a “Ball” hosted by their teachers. There were fancy desserts and punch and ballroom dancing. This culminating event wrapped up a CKLA unit on ‘smilimar stories from different lands.’

---

## A Walking Story!

When the opportunity arose for Dante Carabajal Diaz to choose a unit storybook character to recreate, he took it to the next level by becoming the story. Embedded in Dante’s costume is The story of The Jumping Mouse. Scenes from the story are depicted in fabric on Dantes’ leggings culminating in the mouse's progression to becoming an eagle. What a super cool way to retell a story.





## NO FINDINGS!

Congratulations to Mrs. Brantley upon receiving a perfect audit report this year! Our recent meeting with the auditor revealed 'no findings' for the 2020-2021 school year. These results are directly attributed to Mrs. Brantley's keen eye for detail and consistency in bookkeeping principles. Also, the steadfastness by which teachers handle receipts in a timely manner and adhere to fiscal procedures play a huge role in this audit report.

---

## Campus Clean-Up

About 15 fine folks from First Baptist blessed us on Sunday by completing a few projects around our building. As part of a local missions endeavor, First Baptist sent over 2,000 members out into the community to serve schools in Cleveland and Bradley County. The team at Mayfield pressure washed the walls and windows and gave our cafeteria tables a much needed deep clean. Our very own Mrs. LeFoy and Olivia were among those who worked very hard to spruce up our campus. We are very grateful to our faith-based partner - First Baptist.



# DEB HART DISTRICT

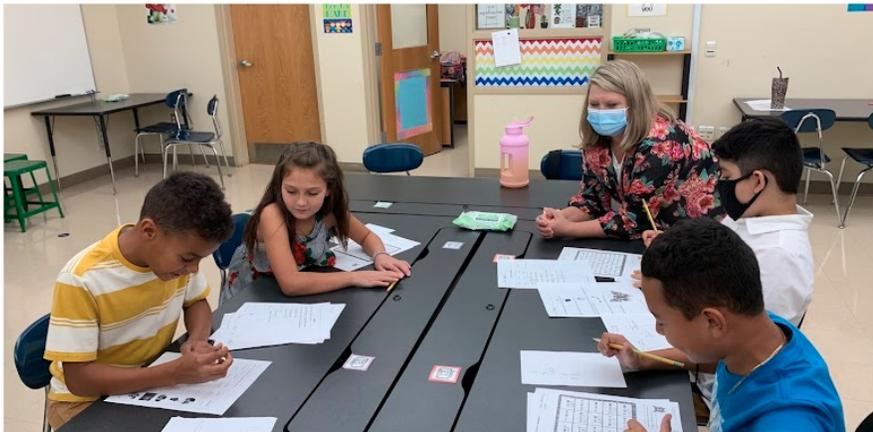
## TRACK MEET

Congratulations to Makayla, Emerson, Gabriel, Brady, Dayana, Drayton, Elijah for representing Mayfield well at the Deb Hart Cross Country Meet.

Our boys had a strong showing and our girls team placed 2nd. Makayla placed 2nd overall in the girls run. Awesome!



## EaglesXD



Our EaglesXD (after school tutoring program) is off to a great start! XD stands for “extra dose.” Students remain after school on Monday - Thursday from 3:30 - 4:30 to receive an extra dose of ELA using iReady as well as small group, interactive instruction with a Mayfield staff member.

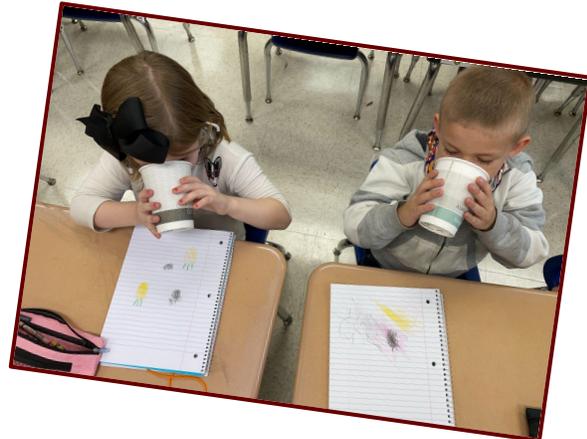


Currently, we have approximately 40 students participating and are looking at data to determine the next round of invitees.

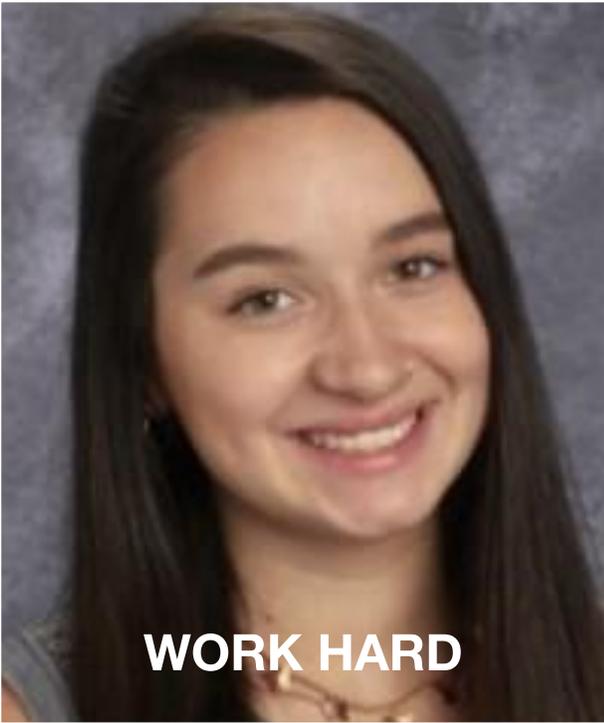
# BLYTHE-BOWER HIGHLIGHTS

## KINDERGARTEN

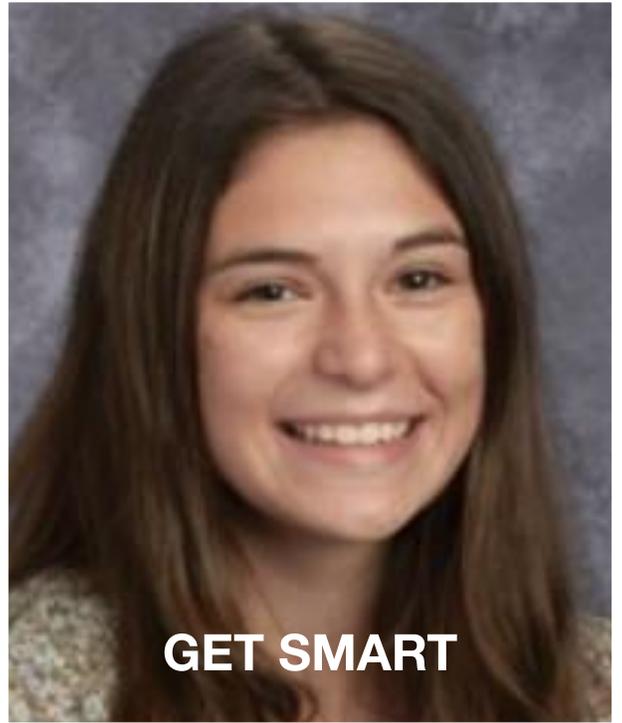
The beginning of each school year brings such excitement for students and teachers. In our Kindergarten classrooms, there is an extra amount of excitement as students come to school for the first time and begin to follow new routines and learning many new skills. The students and teachers have been as busy as ever learning about fairy tales, their five senses, reading, and math. Lots of learning all while incorporating STE(A)M concepts into each unit.



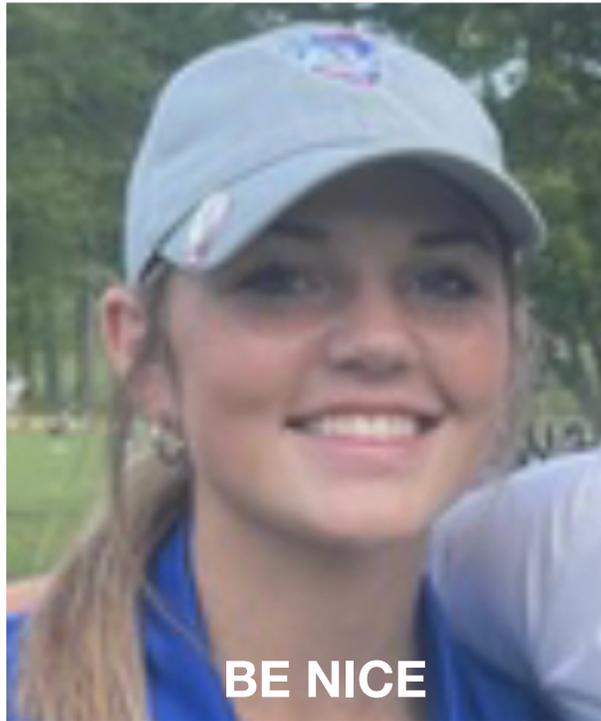
# Class of 2022



**WORK HARD**



**GET SMART**

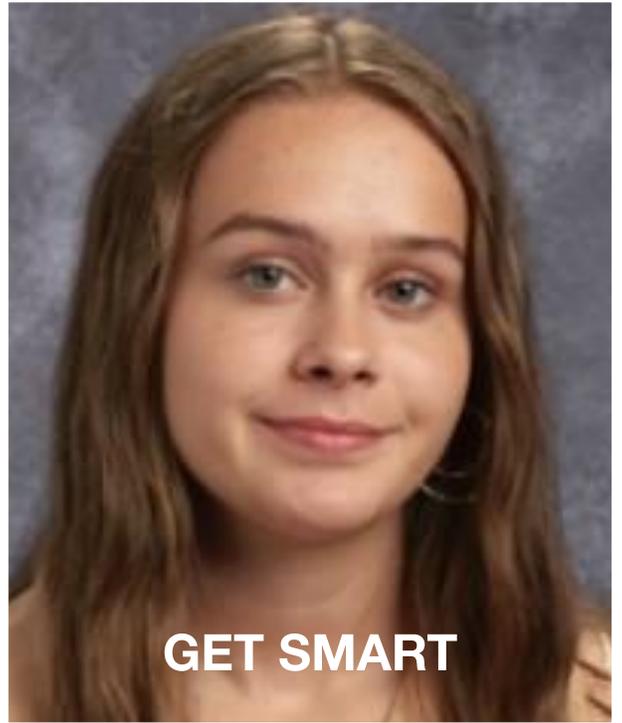


**BE NICE**

# Class of 2024



**WORK HARD**



**GET SMART**



**BE NICE**



## School Highlight

Students had a great time during their first visit to the Bulldog Store this year. They had the opportunity to spend their Bulldog Bucks, which are earned by meeting academic and behavioral goals. It's been such a wonderful motivator for our students! Our school is thankful for our new school counselor, Ms. Miranda Whittington, for stocking and organizing the store so that students could enjoy it!



## Teacher/Staff Member Highlight



This month, we would like to recognize Coach Kiser! She always strives to make our school a better place and, this year, she has incorporated students into the Morning Announcements. Every month, each class focuses on a Capturing Kids'

Hearts character word. Students are chosen by their classroom teacher to share on morning announcements what they have been learning in their classroom morning meetings. Staff members are also invited to take part and share their wisdom with the school. This new way of conducting announcements is strengthening the community in our school, as students are excited to listen to their peers, friends, and teachers sharing all the wonderful things they are learning on announcements. Thank you, Coach Kiser, for always giving your time to improve our school. You make Stuart a better place!

### **Student Highlight**

Empathy is understanding and caring about another person's thoughts and feelings...it's like putting yourself "in their shoes". These 2nd Grade Students of the Month show such kindness and caring toward others. They are able to recognize when another student might be having a hard time, be a good friend, and give them the encouragement they need. Congratulations to these students!



# December 2021

| Sunday | Monday                         | Tuesday                  | Wednesday                              | Thursday             | Friday               | Saturday        |
|--------|--------------------------------|--------------------------|--|----------------------|----------------------|-----------------|
|        |                                |                          | 1                                      | 2                    | 3                    | 4               |
| 5      | 6<br>BOE Meeting<br>5:30 @ AOB | 7                        | 8<br>Lunch and Learn<br>11:30 @ Arnold | 9                    | 10                   | 11              |
| 12     | 13                             | 14                       | 15                                     | 16                   | 17                   | 18              |
| 19     | 20                             | 21<br>Abbreviated<br>Day | 22<br>Schools Closed                   | 23<br>Schools Closed | 24<br>Schools Closed | 25<br>Christmas |
| 26     | 27<br>Schools Closed           | 28<br>Schools Closed     | 29<br>Schools Closed                   | 30<br>Schools Closed | 31<br>Schools Closed |                 |
|        |                                |                          |  |                      |                      |                 |

# January 2022

| Sunday | Monday                          | Tuesday             | Wednesday                             | Thursday                            | Friday | Saturday |
|--------|---------------------------------|---------------------|---------------------------------------|-------------------------------------|--------|----------|
|        |                                 |                     |                                       |                                     |        | 1        |
| 2      | 3<br>Schools Closed             | 4<br>Schools Closed | 5<br>Staff Develop.<br>Schools Closed | 6                                   | 7      | 8        |
| 9      | 10<br>BOE Meeting<br>5:30 @ AOB | 11                  | 12                                    | 13                                  | 14     | 15       |
| 16     | 17<br>MLK Day<br>Schools Closed | 18                  | 19                                    | 20<br>Lunch & Learn<br>11:30 @ CCCE | 21     | 22       |
| 23     | 24                              | 25                  | 26                                    | 27                                  | 28     | 29       |
| 30     | 31                              |                     |                                       |                                     |        |          |

# November 2021

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

