

Cleveland City Schools
Board of Education Regular Meeting
September 6, 2022 5:30 PM
Arnold Memorial Elementary School



1. **Welcome/Moment of Silence**
2. **Pledge of Allegiance**
3. **Swearing in of new and returning Board Members by Mayor Kevin Brooks**
4. ***Consent Agenda**
 - A. ***Approval of Regular Agenda**
 - B. ***Approval of Minutes from August 15 Board Meeting**
 - C. ***Approval of Overnight Field Trips
#1001, 1008, 1032, 1035**
5. **Regular Agenda**
 - A. **Director's Update** - Speaker: Russell Dyer
 - B. **Spotlight** Adam Moss
 - C. ***State Literacy Training Stipends**
 - D. *** Staffing Update**
 - E. ***First Reading of policy 4.700 and 4.210**
 - F. ***Approval to remove policy 5.305-2**
 - G. **Strategic Plan Focus**
 - H. **TCAP Family Portal** Michael Kahrs
 - I. **Student Representative's Update** - Speaker: Leah Hargis
 - J. **Plan and Appoint Delegates to TSBA Annual Conference**
6. **"B" Agenda**
 - A. **Financial Report**
 - B. **Personnel Report**

C. **School Highlights**

D. **Dates to Remember**

7. **Adjourn**

Board of Education Regular Meeting

August 15, 2022 5:30 PM
Cleveland High School

Attendance Taken at 5:34 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

The Board Chairman Dawn Robinson welcomed everyone to the meeting and led us into a moment of silence.

2. Pledge of Allegiance

Tom Cloud led us in the Pledge of Allegiance

3. *Consent Agenda

Motion to approve consent agenda

Motion to approve Consent agenda Passed with a motion by Mr. Charlie Cogdill and a second by Ms. Carolyn Ingram.

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

Yes: 7, No: 0

3.A. *Approval of Regular Agenda

3.B. *Approval of Minutes from June 2, 2022 Board Meeting

3.C. *Approval of part-time ESL Instructional Assistant

3.D. *Approval of new position Crisis Intervention Counselor

3.E. * Approval of CCS SRO MOU

3.F. *Approval of non faculty/volunteer coaches CMS&CHS

4. Regular Agenda

4.A. Spotlight

-Board Member Recognition

-New Teachers & Retirees Presentation

Dr Dyer presented outgoing board members' Mrs. Robinson, Mr. Cloud and Mr Cogill with plaques recognizing their 27, 16 and 8 years of service, respectively, on the Board of Education. Other board members were given opportunities to share their comments."

Kelly Kiser presented all the retirees and thanked them for their dedication. Mr Kiser then recognized the new teachers for the upcoming school year.

4.B. Director's Update

-Communication Audit Update

-Strategic Plan for Technology Update

-Dr. Dyer welcomed back the staff, students and families for the new year. He mentioned the issues the Parent Responsibility Zones (PRZ) have caused concerns and mentioned that our Transportation and HR department is actively recruiting bus drivers. Hal Taylor talked about requirements, schedule and pay. Dr. Dyer discussed his plan for Employee Engagement and will conduct his other engagement programs which include the community, parents, students and staff. A new Safety page has been launched on our CCS website to help our community understand how CCS responds during any emergency. Dr. Dyer reminded the board what his goals are for CCS. Dr. Dyer reminded the Board of the Communications Audit that will be happening over the next few weeks and Public ER Communications has been posted in our schools and will respond to all types of emergencies. Dr. Dyer talked about the academic process our students across all schools have done. Dr. Dyer shared the current demographics for all CCS from the data taken from PowerSchool.

-Caroline Corigan informed the board on the upcoming communication audit, both the beginning and ending dates.

-Dr. Raper presented on Digital Safety Week and Strategic Plan for Technology Department.

4.C. *Board Resolution; Supporting Cleveland City Schools Educators
Krista McKay wanted to note that this board always supports students, teachers and staff, not just through a resolution on paper, but also by our actions every day.

Motion to approve Passed with a motion by Mr. Tom Cloud and a second by Ms. Carolyn Ingram.

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

4.D. *First and Final Reading of Policies

1.102, 1.104, 1.105, 2.806, 3.202, , 4.101, 4.210, 4.212, 4.402, 4.403, 4.406, 4.600, 5.119. 5.200, 5.201, 5.701, 6.200, 6.204, 6.318, 6.409

The Board approved reading through all the policies listed below as first and final reading.

Krista McKay asked to have clarifying wording to change SHALL to MAY in Policy 1.105 so that a Board Member be present in Nashville.

Dawn Robinson made clarification regarding 2.806 Products vs Services and the bidding process.

Policy 4.210 may need to be updated again if state level requirements change.

Policy 4.212 is updated and ready to use.

Policy 4.4.02- Krista McKay wanted clarification on what the thinking behind the Board being able to approve the instructional textbooks but the principal approves the library books. Dr. Dyer responded with how the Board approves purchases of Instructional Books and not the books in the school library as that is the principal level approval.

Dr Dyer presented each policy. They were presented as changed.

Motion to waive second reading of all policies and this round being first and final reading Passed with a motion by Ms. Krista McKay 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

Motion to approve the policies Passed with a motion by Ms. Krista McKay and a second by Ms. Peggy Pesterfield.

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

Yes: 7, No: 0

4.E. Strategic Plan Focus

-Human Resources- Kelly Kiser

Kelly Kiser presented to the Board the new staff who are, where they come; from regionally and educationally from, and why people have left CCS based on the data collected from exit surveys. The future needs of HR such as additional staff training, equipment to collect data, partnerships with Lee and UTC and other pipelines for teachers.

4.F. Student Representative's Update

Miss. Patel presented how reconnect week went smoothly. She noticed a lot of new freshmen. School sports are kicking off this week: volleyball, soccer, football, and golf. School is off to a great start.

4.G. Site Committee

4.G.1. *Approval of Education Facilities Master Plan

Motion to approve Education Facilities Master Plan was made by Charlie Cogdill on behalf of the site committee. Passed with a motion by Mr. Charlie Cogdill.

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

4.G.2. *Approval of the bid on the front entrance CHS & CTE entrance

Motion to approve new entry ways for CHS & CTE was made by Charlie Cogdill on behalf of the site committee. Passed with a motion by Mr. Charlie Cogdill.

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

4.G.3. *Approval on the purchase or repair of boys' lockers for the wrestling building.

Motion to approve the purchase new lockers in Boys Wrestling building was made by Charlie Cogdill on behalf of the site committee. Passed with a motion by Mr. Charlie Cogdill.

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

4.G.4. *Approval for Hall of Fame Plaques from College Hill Alumni

Motion to approve installing Hall of fame Plaques for College Hill Alumni was made by Charlie Cogdill on behalf of the site committee. Passed with a motion 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

5. "B" Agenda

5.A. Financial Report
5.B. Personnel Report
5.C. School Highlights
-Arnold Memorial

5.D. Dates to Remember
Fall District Meeting Sept 15
TSBA Annual Conference Nov 10-12
Lunch & Learn @ Mayfield September 8
September 6th BOE Meeting at Arnold Elementary
October 10th BOE Meeting Location TBD

6. Adjourn

Chairman adjourns meeting at 7:15 pm

Chairperson

Date

Superintendent

Date

Fields preceded with * are required fields. These will be highlighted in yellow if they are not populated.

Travel Request Form

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

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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 \$18.57 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 **1001**
* Category Travel With Students
* Type of Trip Athletic
* Athletic Event (you may check more than one)
Volleyball

Trip Leave

* Date 9/16/22 **Friday**
* Time 3:00 PM

Trip Return

* Date 9/17/22 **Saturday**
* Time 8:00 PM

Trip Year/Week 2022-38

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Amy McGowan
Kristen Michaelis
Daniel Millsaps
Autumn O'Bryan
Heather Turner
Michael Brock
Amelia Brock
* Indicate cost per person and how the trip is being funded (parent or district?) Rooms are being paid for by parents. The girls will be staying with their parents.

Comments

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

* Main Destination  Other (Type Below)
 Siegel High School, Siegel Road, Murfreesboro, TN, USA

Destination Not Listed Siegel High School, Siegel Road, Murfreesboro, TN, USA * Destination Name Siegel High School

* Approximate Nbr of Miles Round Trip

* Funding Source #1 School Budget Code Volleyball

Funding Source Desc Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name Amy McGowan

* Teacher / Advisor / Staff Phone # 4236505784

Teacher / Advisor / Staff Email amcgowan@clevelandschools.org

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

Emergency Contact Info **Same as Teacher / Advisor / Staff**

* Emergency Contact Name Amy McGowan

* Emergency Contact Phone # 4236505784

Number of Individuals Making Trip

* Male Adult/Chaperone 2 * Female Adult/Chaperone 5 Total Adult/Chaperone 7

* Male Students 0 * Female Students 12 Total Students 12

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 are carpooling

Vehicles Needed

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

Person Submitting Request amcgowan@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved
Name bpritchard@clevelandschools.org
Decision Date Aug 13, 2022, 11:19:52 AM

Level 07 Approval - Overnight Trip Approval

Comment
Decision Approved
Name jelliott@clevelandschools.org
Decision Date Aug 21, 2022, 5:25:30 PM

Level 10 Approval - School Board Approval

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

Fields preceded with * are required fields. These will be highlighted in yellow if they are not populated.

Travel Request Form

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

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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

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Field Trip Request Procedure

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Field Trip Hours

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

Field Trip Rates

Field Trip rates are based on mileage, driver hours, and conditions of the bus when the trip is completed. Mileage is recorded from the moment the bus leaves the Transportation Facility until the bus returns to the Transportation Facility. Mileage is calculated at \$1.25 per mile and \$17.94 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 **1008**
* Category Travel With Students
* Type of Trip Athletic
* Athletic Event (you may check more than one)
Volleyball

Trip Leave

* Date 10/17/22 Monday
* Time 12:00 PM

Trip Return

* Date 10/20/22 Thursday
* Time 7:00 PM

Trip Year/Week 2022-43

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Amy McGowan
Daniel Millsaps
Kristen Michaelis
Autumn Obryan
Heather Turner
Michael Brock
Amelia Brock
* Indicate cost per person and how the trip is being funded (parent or district?) School account will pay for it

Comments

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

* Main Destination  Other (Type Below)
 Destination Not Listed Murphy Center, Middle Tennessee Boulevard, Murfreesboro, TN, USA
 * Destination Name MTSU State Tournament
 * Approximate Nbr of Miles Round Trip

* **Funding Source #1** School Budget Code Volleyball
 Funding Source Desc Budget Code Desc
 Funding Approver

* Teacher / Advisor / Staff Name Amy McGowan
 * Teacher / Advisor / Staff Phone # 4236505784
 Teacher / Advisor / Staff Email amcgowan@clevelandschools.org
Note: This email will receive the requester emails if different from requester
 Emergency Contact Info **Same as Teacher / Advisor / Staff**
 * Emergency Contact Name Amy McGowan
 * Emergency Contact Phone # 4236505784

Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	5	Total Adult/Chaperone	7
* Male Students	0	* Female Students	12	Total Students	12

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 are carpooling

Vehicles Needed

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

Person Submitting Request amcgowan@clevelandschools.org
 Date Submitted

Level 01 Approval - Location Approval

Comment

Decision	Approved
Name	bpritchard@clevelandschools.org
Decision Date	Aug 13, 2022, 11:20:40 AM

Level 07 Approval - Overnight Trip Approval

Comment	
Decision	Approved
Name	jelliott@clevelandschools.org
Decision Date	Aug 21, 2022, 5:26:43 PM

Level 10 Approval - School Board Approval

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

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

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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.
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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.

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May 2019 9

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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 **1032**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
CTE/Fine Arts Trip

Trip Leave

* Date 9/22/22 **Thursday**

* Time 7:30 AM

Trip Return

* Date 9/23/22 **Friday**

* Time 1:00 PM

Trip Year/Week 2022-39

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Jeanie Featheringill
Ali Creel

* Indicate cost per person and how the trip is being funded (parent or district?) \$90 paid per student via their parent

Comments During the course of the 24 hours, students will participate in leadership conferences and 3 leadership challenges that will strengthen their team building skills, leadership skills, and community involvement through service. Students will also be engaging in STEM and marketing challenges in small groups.

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

*

Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to FERPA/HIPPA.

No

* Main Destination 

Other (Type Below)

Wilderness at the Smokies, Old Knoxville Highway, Sevierville, TN, USA

Destination Not Listed

Wilderness at the Smokies, Old Knoxville Highway, Sevierville, TN, USA

* **Destination Name** Summit Leadership

* Approximate Nbr of Miles Round Trip

* **Funding Source #1** Donation

Budget Code 801

Funding Source Desc

Budget Code Desc

Funding Approver

Are funds payable to a third party? Yes

(Does venue require payment prior to trip?)

Amount of Payment \$600

Payment Option Mail Check

Purchase Order/Requisition Nbr

Payment Due To Wilderness of the Smokies
Old Knoxville Highway
Seveirville, TN

Comments Concerning Payment Students will pay for their portion of the hotel room and their conference fee of \$50. We will also provide a pizza dinner Friday Night.

* Teacher / Advisor / Staff Name Aileen Creel

* Teacher / Advisor / Staff Phone # 4237904383

Teacher / Advisor / Staff Email acreel@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 Aileen Creel

* Emergency Contact Phone # 4237904383

* Grade Level(s) Making Trip 6

7

8

* Educational Objective for Field Trip Students Will:

- Identify personal behaviors and personality styles
- Commit to identifying core ethical and personal values, and commit to act on them
- Develop relationships where the dignity and contributions of all people are respected
- Develop skills to be able to successfully work in groups and teams to accomplish a collective goal
- Connect with like-minded individuals in order to promote the ideals of National Beta
- Increase their capability to achieve goals

Number of Individuals Making Trip

* Male Adult/Chaperone	1	* Female Adult/Chaperone	2	Total Adult/Chaperone	3
* Male Students	5	* Female Students	5	Total Students	10

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

Nbr Students 10 Teacher Aileen Creel

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.

Parents and chaperones will carpool the students from CMS to Wilderness of the Smokies.

Vehicles Needed

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

Person Submitting Request acreel@clevelandschools.org

Date Submitted

Field Trip Acceptance of Responsibility

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

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name nakiona@clevelandschools.org

Decision Date Aug 25, 2022, 11:20:27 AM

Level 07 Approval - Overnight Trip Approval

Comment

Decision

Approved

Name

jelliott@clevelandschools.org

Decision Date

Aug 26, 2022, 2:32:13 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver

amcmackin@clevelandschools.org

Name

Decision Date

Fields preceded with * are required fields. These will be highlighted in yellow if they are not populated.

Travel Request Form

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

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

1. Field trip transportation request must be made no later than two weeks before the field trip. Once a field trip has been assigned to a driver, the trip will be activated in the digital approval system and a notification will be sent to the teacher/sponsor.
2. School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
3. The cost associated with using a school bus for a field trip is \$1.25 per mile and \$18.57 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 **1035**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
CTE/Fine Arts Trip

Trip Leave

* Date 10/20/22 **Thursday**

* Time 10:00 AM

Trip Return

* Date 10/22/22 **Saturday**

* Time 3:00 PM

Trip Year/Week 2022-43

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Cassie Langford
Mark Klepper
Alicia Klepper

* Indicate cost per person and how the trip is being funded (parent or district?) \$100 (parents). all other costs will be picked up by theater funds

Comments Theater 3/4 will be traveling to Austin Peay State University in Clarksville, TN

* 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 No

conditions due to FERPA/HIPPA.

* Main Destination  Other (Type Below)
 Austin Peay State University, College Street, Clarksville, TN, USA

Destination Not Listed Austin Peay State University, College Street, Clarksville, TN, USA * **Destination Name** APSU

Stops on the way: Hotel: Tru by Hilton Clarksville, Mr C Drive, Clarksville, TN, USA

* Approximate Nbr of Miles Round Trip

* Funding Source #1	School	Budget Code	Theater
Funding Source Desc		Budget Code Desc	
Funding Approver			

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

* Teacher / Advisor / Staff Name Don Markham

* Teacher / Advisor / Staff Phone # 423.479.6975

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 # 423.479.6975

* Grade Level(s) Making Trip 11
12

* Educational Objective for Field Trip Theater 3/4 will be traveling to Clarksville, TN for the annual TTA Conference. At the conference, we will participate in the one-act competitions, scholarship interviews, and workshops.

Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	2	Total Adult/Chaperone	4
* Male Students	5	* Female Students	10	Total Students	15

* Will the students be away from school during lunch? Yes

If so, will these students need packed

* lunches? No

Nbr Students 15 **Teacher** Don Markham

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.

Parent/teacher vans

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 bpritchard@clevelandschools.org

Decision Date Aug 27, 2022, 9:20:10 AM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Aug 29, 2022, 8:41:54 AM

Level 10 Approval - School Board Approval

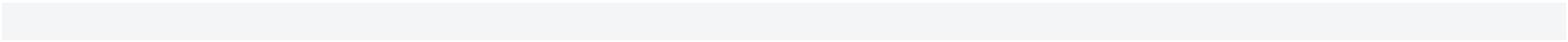
Comment

Decision

Designated Approver amcmackin@clevelandschools.org

Name

Decision Date





Director's Update

Cleveland City Schools Board of Education
September 6, 2022

Updates

- CHS Hall of Fame Ceremony on Friday - 9 AM, Raider Arena
 - Employee Engagement Sessions and Survey
 - Blythe-Bower, Cleveland Middle, Mayfield, and Ross completed
 - Community Engagement Advisory Councils
 - Academic Engagement led by the Director of Academics and Carolyn Ingram
 - Special Populations led by the Special Populations Supervisor and Peggy Pesterfield
 - ESL led by the ESL Supervisor and Andy Lay
 - Innovation led by the Director of Innovation and Nate Tucker
 - Student Life and School Safety led by the Director of Student Services and Matt Coleman
 - Student Information and Testing led by the Director of Student Information Systems and Krista McKay
 - CTE Advisory Committee led by the CTE Supervisor and Jodi Riggins
- An online application will launch soon for interested parents, students, and others to apply!

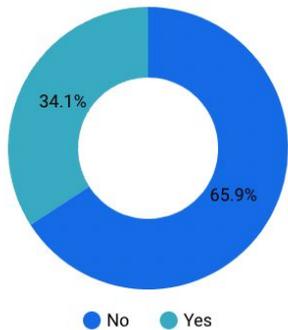
Transportation Study

- Contracted with LEAN Frog to conduct a study of our transportation system including the following:
 - Route creation/modification
 - New student adds
 - Bell schedules
 - Route efficiency analysis
 - Field trip/extracurricular activities
- LEAN Frog has conducted similar studies in Louisiana, Alabama, and other Tennessee districts
- Study should be completed in 3-4 months
- Findings will be presented to the Site Committee

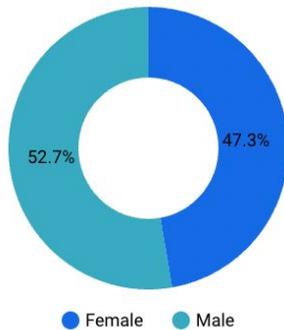
Enrollment Summary (as of 9/6/22)

School ^	ED	Female	Male	SPED	ESL	Total Students
Arnold Elementary School	115	128	139	34	74	267
Blythe-Bower Elementary School	318	281	308	83	123	589
Candy's Creek Cherokee Elementary School	94	239	224	64	59	463
Cleveland High School	549	857	996	220	182	1,853
Cleveland Middle School	420	568	694	153	164	1,262
Mayfield Elementary School	162	195	201	38	67	396
Ross Elementary School	92	134	141	45	36	275
Stuart Elementary School	93	120	125	42	66	245
Yates Primary School	72	136	131	28	47	267
Grand total	1,915	2,658	2,959	707	818	5,617

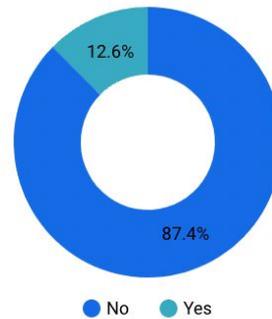
Economically Disadvantaged



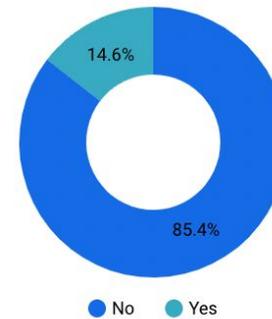
Gender



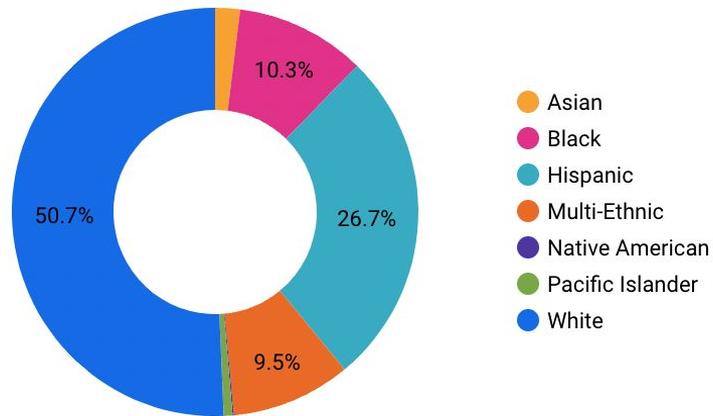
Special Education



ESL



Tennessee Race/Ethnicity



Staffing Recommendation

School	Grade Band Values						BEP Grade Band Averages		
	4-6		7-12		0-3		4-6	7-12	0-3
	Students	Teachers	Students	Teachers	Students	Teachers			
Arnold	90	4			170	9	22.50		18.89
Blythe-Bower	208	9			373	20	23.11		18.65
Candy's Creek Cherokee	161	7			290	15	23.00		19.33
CMS	390	19	837	32			20.53	26.16	
Mayfield	126	6			264	13	21.00		20.31
Ross	183	8			91	4	22.88		22.75
Stuart	74	4			159	8	18.50		19.88
Yates					267	13			20.54

	Max Grade Span Average	Max Size Limit
K-3	1:20.4	25
4-6	1:25.4	30
7-12	1:30.4	35

Staffing Information

- As of 9/6, we are roughly 100 students over last year (around 1.5% growth overall)
 - The 22-23 general budget allocated three (3) new teacher positions based on projected growth
- ESL has grown significantly over last year - around 95 additional ESL students which is a 13% increase in ESL this year
 - An ESL teacher utilized one (1) of the growth positions and was hired over the summer
 - A CMS 6th grade teacher was transitioned into an ESL position this fall - budget neutral
- ERC Special Populations classes at Candy's Creek Cherokee and Ross
 - A position is now posted for ERC at Candy's Creek utilizing the second of the three growth positions
 - Recommending adding an ERC Special Education Teacher Assistant position through IDEA ARP funds
- Ross is a 3-5 grade school. 3rd grade at Ross is stand alone and must meet the lower grade span average alone for K-3.
 - Our last growth position is being utilized at Ross to alleviate the higher 3rd grade issue

Staffing Information

Elementary Areas:

	Max Grade Span Average	Max Size Limit
K-3	1:20.4	25
4-6	1:25.4	30
7-12	1:30.4	35

School:	Grade to Watch:	Grade Span Average:
Arnold	1st grade (24, 24)	19.0
Candy's Creek Cherokee	3rd grade (25, 23, 25)	19.33
Mayfield	1st grade (25, 24, 23)	20.31
Stuart	2nd grade (23, 25)	20.0
Yates	K (24, 25, 25, 25)	20.54

Staffing Information

Other areas to watch:

- ESL continues to grow
- High school Chemistry and English classes
- CTE courses continue to be very popular and grow
 - CTE teacher/student ratio is 1:25

Staffing Information

Options to Consider:

- 1. Make no changes this year and apply for state waivers for grade span or class sizes as needed.
- 2. Administratively transfer a Teacher Assistant at Yates with a teaching endorsement for K into a K teacher role at Yates to alleviate the grade span issue. This is roughly a \$30,000 budget adjustment and is feasible. Another add would include an ERC Teacher Assistant paid through federal funds at Ross.
- 3. Allocate additional teaching positions to the schools mentioned previously to address larger class sizes. The grade span averages are in compliance at this time except at Yates. This is an estimated \$475,000 to \$808,000 investment that would need to be added to our budget and future budgets. A con to this would be the need to rearrange students and staff in multiple schools and the ability to find teachers at this time.

Recommendation

- My recommendation is Option 2 which will alleviate the issue with being over the grade span average at Yates and help with ERC at Ross.
- I also recommend that in our future budget cycle, CCS shift our staffing model to be in alignment with our new master facility study. That study projects at least 1.3% student growth each year over the coming years.
- I would like to study some high growth models that exist now in other districts in TN and elsewhere and present more on this at a future board meeting. Areas to consider include:
 - High growth and how our new master capital plan and staffing work together
 - Student growth and its effect on ESL, Special Populations, general education, and speciality areas
 - Other ways to project staffing needs earlier to lower the chances for student/staff changes in the fall
 - Grade span averages vs. class size mandates



Strategic Plan Update

Strategic Plan Focus

- Elementary Education



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

TO: Dr. Russell Dyer, Director of Schools

FROM: Cindy Geren, Director of Business Operations

SUBJECT: One-time use of Fund Balance for Literacy Grant Training Stipends

The State Literacy Training Teacher Stipend Grant is \$1,000.00 per eligible teacher that completed Course 1 and Course 2 of training this past summer. The State is not funding the taxes and benefits above the \$1,000.00 stipend. We had 180 teachers attend this training.

I ask that the BOE approve a one-time use of the General Fund fund-balance to absorb the cost of taxes and benefits and not pass the cost to the employee. The additional cost will be \$29,412.00.

Cleveland City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 10/10/22
		Rescinds: 4.700	Issued: 12/07/20

1 *General*

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

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

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

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

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

3 **WEIGHTING TCAP SCORES**

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

- 5 1. Grades 3-5 – 0%
- 6 2. Grades 6-8 —~~10%~~ **15%**
- 7 3. Grades 9-12 —~~20%~~ **15%**

8 Cleveland City Schools shall use the following methodology:

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

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

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

14 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

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

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

20 **TESTING INFORMATION AND PARENTAL CONSENT**

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

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

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

- 29 1. The name of the test;
- 30
- 31 2. The purpose and use of the test;
- 32

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

- 13 Testing information shall also be placed in student handbooks or other school publications that are
- 14 provided to parent(s)/guardian(s) on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412; Public Acts of 2021, Chapter No. 271
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

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

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Credit Recovery	Descriptor Code: 4.210	Issued Date: 10/10/22
		Rescinds: 4.210	Issued: 09/05/17

1 *General*¹

2 The Director of Schools shall ensure that credit recovery facilitators receive training regarding course
3 organization, online instruction management, and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.¹

5 **ADMISSION AND REMOVAL**²

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

- 7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed
8 credit recovery course. Parent(s)/guardian(s) shall be informed that not all postsecondary
9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will
10 not accept credit recovery courses for credit; and
11
- 12 2. The student has previously taken an initial, non-credit recovery section of the proposed course
13 and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty
14 percent (50%) in the non-credit recovery section of the course must re-take the course.

15 If a student is seeking to recover credit for the first semester of a two-semester course, the student may
16 not receive the full credit for the course until he/she has enrolled in and passed the second semester of
17 the course and taken any applicable End of Course examinations.

18 The Board shall track students enrolled in credit recovery courses as directed by the Tennessee
19 Department of Education.

20 **INSTRUCTION AND CONTENT**²

21 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content
22 and instruction.

23 The Director of Schools shall ensure that all credit recovery courses:

- 24 1. Align with Tennessee's current academic standards for the relevant course content area, as
25 approved by the State Board of Education; and
26
- 27 2. Differentiate instruction to address individual student growth needs based on diagnostic
28 assessment or End of Course data.

1 Students in credit recovery programs shall:

- 2 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
- 3
- 4 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
- 5 need; and
- 6
- 7 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
- 8 earn credit.

9 **GRADES²**

10 Students passing credit recovery shall receive a grade of ~~seventy~~ **sixty** percent (~~70~~**60**%) under the state
11 uniform grading system. If the district utilizes a locally-adopted grading scale that differs from the
12 uniform grading scale, a student passing credit recovery shall receive a D.³

Legal References

1. State Board of Education Policy 2.103; TRR/MS
0520-01-03-.03(13)
2. State Board of Education Policy 2.103
3. State Board of Education Policy 3.301

Cross References

Virtual Education Program 4.212
Grading System 4.600
Promotion and Retention 4.603

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: COVID-19 LEAVE	Descriptor Code: 5.3052	Issued Date: 02/07/22
		Rescinds: 5.3050	Issued: 09/07/21

1 *General*

2 Under COVID-19 Leave, this policy will be in effect until June 30, 2022 unless extended by the Board
3 of Education. This policy will be retroactive to July 1, 2021.

4 The Director of Schools/designee shall create any necessary administrative procedures. Employees
5 should seek clarification from the Director of Human Resources if they have questions regarding the
6 total amount of leave and pay available to them.

7 **PAID SICK LEAVE**

8 Employees are entitled to up to eight (8) days of paid sick leave during the 2021-2022 school year if they
9 are unable to work or telework because the employee:

- 10 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 11
- 12 2. has been advised by a health care provider to self-quarantine related to COVID-19;
- 13
- 14 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 15
- 16 4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The
17 individual must be someone with a personal relationship, as defined in Sick Leave 5.302, to the
18 employee;
- 19
- 20 5. is caring for his/her son or daughter whose school or place of care is closed, or person who
21 regularly provides child care is unavailable, for reasons related to COVID-19 and no other
22 suitable person is available to care for the child during the requested period of leave. Son or
23 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child
24 of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older
25 who is incapable of self-care because of a mental or physical disability.

26 This paid leave may be taken if there is work available for the employee to complete and the employee
27 is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave
28 that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to
29 exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

Cross References

Sick Leave 5.302

Family and Medical Leave 5.305

ELEMENTARY EDUCATION

- English and Languages Arts
Continued partnership with TNTP (Final Year) - Focus on Analysis of student work to drive instruction.
- Math - Math Task Force
Review of TDOE Approved List of Math High Quality Materials
- Continuing our work with Capturing Kids Hearts
- Raiders XD Program - After-school tutorial program
- Implementation of Project TAB





PROJECT
TAB

Trauma and Behavior Support

Project TAB Team



Dr. Danielle Scarth
Behavior & Life Skills
Specialist



Sandy Akiona
Learning Support
Interventionist



Cassie Bailey Phillips
Behavior Support
Interventionist



Dawn Cox
Crisis Intervention
Counselor



Baily Burnette
TAB Program Teacher

Project TAB

Program Outline

- Data Driven
- Research Based
- K-5
- Tier 3
- NOT a behavior class

- 10 Students
- 2 Emergency Placement Spots
- General & Special Education
- 4 or 6-week placement





TCAP Family Portal

*Cleveland City Schools
09/06/22 Board Meeting*

*Michael A. Kahrs
Director of Student Information Systems*



What is the Family Portal?

The TCAP Family Portal is an on-demand digital resource that allows parents and caregivers to access student's scores anywhere, at any time.

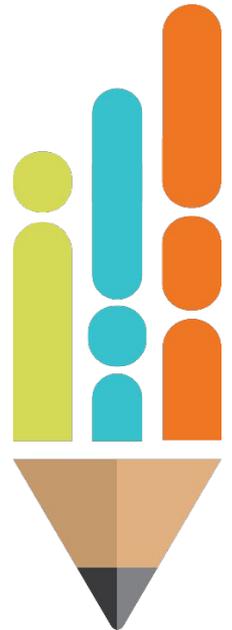
The portal also provides additional resources such as:

- Personalized student **video reports** in the language you speak at home
- Information about the types of **questions** your student sees on the TCAP, and details about why answer choices are correct or incorrect
- **Historical progress** dating back to 2019



Why should Parents use the Family Portal?

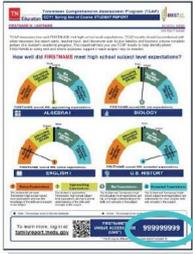
- Learn how your student is **progressing towards grade level expectations** in ELA, math, science and social studies
- Explore specific areas where your student might need **additional support** at school and at home
- Review **historical data** dating back to 2019, allowing you to track progress over time
- Get more information on your student's **reading proficiency** and use the Lexile reader measure to help you pick books that are matched to their needs
- Find tools for how to more **effectively partner** with your teacher



How do I access the Family Portal?

3 STEPS TO **KNOW** **LEARN** **MORE** **TN**

1



Find your student's "unique access code" or "USID" on the bottom right-hand corner of their printed state score report. If you do not have a score report to reference, please contact your school and ask for your student's state ID number. You'll add two zeroes in front of that seven-digit number to create an account. For example, a state ID 1234567 would become 001234567.

2

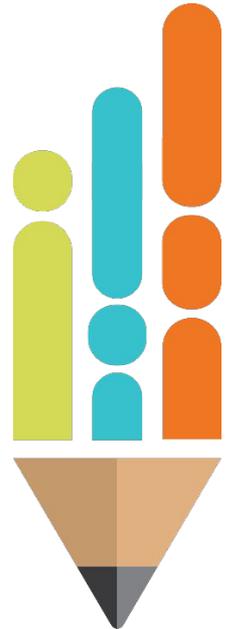


Visit the Family Portal at [KnowMoreLearnMoreTN.TnEdu.Gov](https://knowmorelearnmoretn.tn.edu.gov) to either register for the first time or return to your unique page using your student's code.

3



Log in to find information on your student's performance, a personalized video in your home language, questions to ask their teacher, and where they may need additional support. Use this more detailed information to partner with your student's teacher at the beginning of the school year.



What comes next?

- **Parents will receive personalized messages from CCS tomorrow.** Text messages and emails will be sent to parents tomorrow with personalized login information to the system.
- **Parents with questions can contact their student's teacher for more information.** Individual teachers in conjunction with a school's administrative and support teams can offer more insight into results as needed for parents.

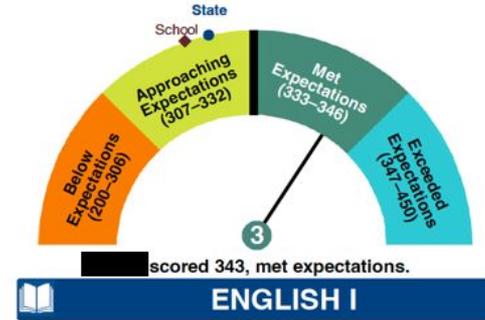
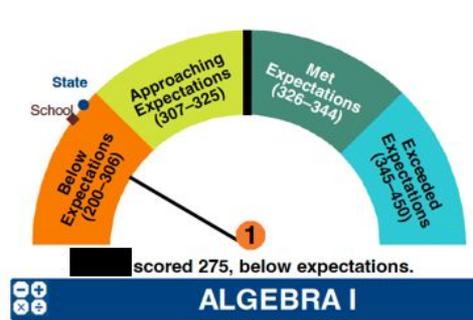




Example Report pg.1

TCAP measures how well [redacted] met high school level expectations. TCAP results should be combined with other measures like report cards, teacher input, and classroom work to give families and teachers a more complete picture of a student's academic progress. This report will help you use TCAP results to identify where [redacted] is doing well and where additional support in each subject may be needed.

How well did [redacted] meet high school subject level expectations?



1 Below Expectations

The student did not meet Tennessee's high school subject level expectations and has little knowledge of the skills and concepts in the subject.

2 Approaching Expectations

The student is approaching Tennessee's high school subject level expectations and has a partial understanding of the skills and concepts in the subject.

3 Met Expectations

The student met Tennessee's high school subject level expectations and has a thorough understanding of the skills and concepts in the subject.

4 Exceeded Expectations

The student met Tennessee's high school subject level expectations and understands the most complex skills and concepts in the subject.

● State - The average score on this test statewide.

◆ School - The average score on this test in your student's school.

To learn more, log in at familyreport.tnedu.gov



UNIQUE ACCESS CODE (USID*)

00

* This ID may be different than your school district's student ID



Example Report

pg.1

How well did [redacted] do in different areas of each test?

 **Lower** than the typical student who met expectations
  **Similar** to the typical student who met expectations
  **Higher** than the typical student who met expectations

ALGEBRA I

Structure and Operations	Equations and Inequalities	Functions and Interpreting Data
		
Students demonstrate understanding by solving problems including exponents, polynomials, and rational expressions.	Students demonstrate understanding by writing and solving equations and inequalities with one or two variables.	Students demonstrate understanding by analyzing data and using functions.

ENGLISH I

Reading: Literature	Reading: Informational Text	Vocabulary	Written Expression	Conventions
				
Students demonstrate understanding by reading and analyzing fiction, drama and poetry for grades 9-10.	Students demonstrate understanding by reading and analyzing informational text for grades 9-10.	Students demonstrate understanding by using context clues to determine the meaning of words and phrases in text for grades 9-10.	Students demonstrate understanding by effectively organizing writing for clarity, using relevant evidence from the text to thoroughly develop a topic, applying knowledge of language to make effective choices for meaning or style, and correctly using the rules of standard English.	Students demonstrate understanding by correctly using the rules of standard English when editing and writing.

Questions to Ask [redacted] Teachers:

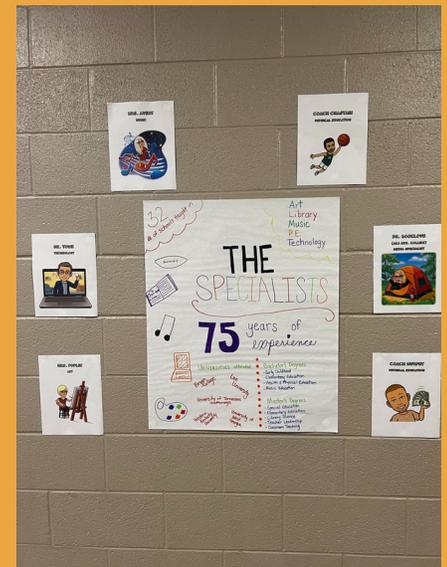
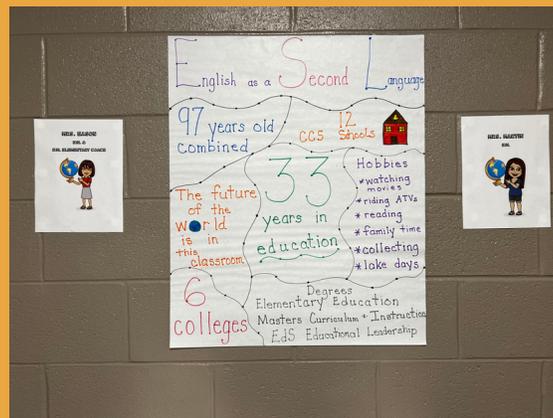
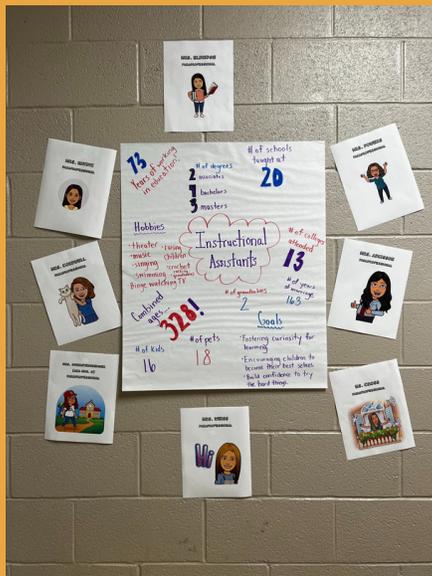
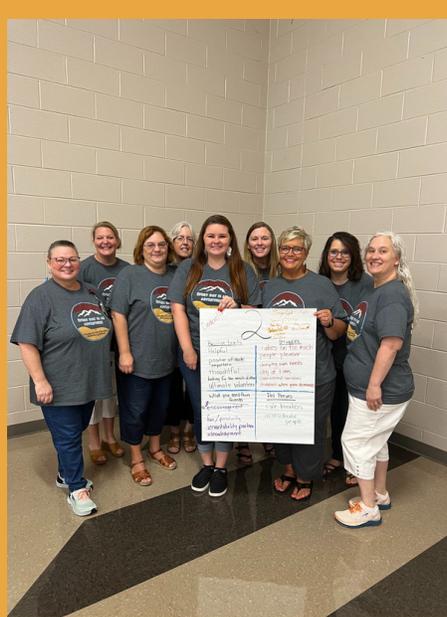
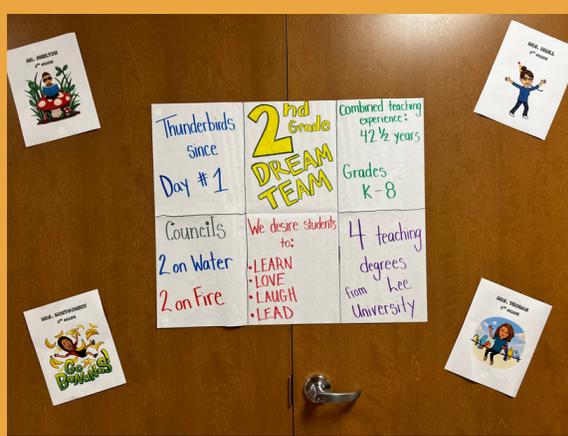
- How do my student's TCAP results compare to what you see in the classroom?
- Where is my student doing well and where does my student need more support?
- How can I support learning at home?



Candy's Creek Cherokee Elementary School

Board Highlights
September 2022





Our Thunderbird staff participated in teambuilding activities before school started. We learned about each other through Enneagram activities, and we showcased our teams by developing a "collective resume" in groups.



Thunderbirds Walk the Red Carpet

One of our favorite traditions is rolling out the red carpet each year to welcome our Thunderbirds back to school. The students enjoy the bubbles, noisemakers, signs, and cheers. The staff loves the smiles!



More Cheers Than Tears Kindergarten Family Breakfast



Honoring Our Evening Custodial Staff



During the past year, our evening custodial staff has provided exceptional service and are dependable and responsible. Our staff put together gift bags for them to let them know how much we appreciate them. Jordan and Jeremy take pride in their jobs, and we are thankful for them!





We would like to highlight our new 3rd grade teacher, Savannah Taylor. She graduated from Walker Valley in 2004 and then attended Lee University. Ms. Taylor graduated in 2018 with her degree in Interdisciplinary Studies (K-5 Licensure). Before coming to Arnold she taught in Bradley County Schools for three years. We are so happy to have her as part of our Arnold family!



We have some new students in the Arnold 3rd grade this year. We are excited to have them in our building and help them learn the Arnold WAY! We would like to welcome Mason, David, Layla, Shelby, and Elijah.



On Friday, August 19, we had our annual Kindergarten Parent Breakfast. We welcomed our Kindergarten families with a parent/family member breakfast in our school cafeteria. We are always happy to have our families in the building with us and to see their smiling faces as they spend time with their students.

