

Cleveland City Schools
Board of Education Regular Meeting
January 10, 2023 4:30 PM
Administrative Office Building, Board Room



1. **Welcome/Moment of Silence** - Speaker: Nate Tucker
2. **Pledge of Allegiance**
3. **Consent Agenda** - Speaker: Nate Tucker
 - A. **Approval of Regular Agenda**
 - B. **Approval of Minutes from December 5, 2022 Board Meeting**
 - C. **Approval of Overnight Field Trips**
 - D. **Approval of Second Reading of Policies**
4. **CCS Policy Review and approval of Section 2- date change only**
5. **Regular Agenda**
 - A. **Director's Update** - Speaker: Russell Dyer
 - B. **Spotlight**
 - C. **Communication Audit Report**
 - D. **First Reading of Policies**
 - E. **CCS Policy Second Reading Review**
 - F. **3-Year Technology Strategic Plan-Update** Dr. Cody Raper
 - G. **Approval of Directors Evaluation Document**
 - H. **Approval of Board of Education Self-Evaluation Document**
 - I. **Strategic Plan Focus** - Speaker: Dr. David Stone
 - J. **Student Representative's Update** - Speaker: Aarna Patel
 - K. **Board Officer Elections**
6. **"B" Agenda**

- A. **Financial Report**
 - B. **Personnel Report**
 - C. **School Highlights**
 - D. **Dates to Remember**
7. **Adjourn**

Cleveland City Schools

Board of Education Regular Meeting

December 5, 2022 5:30 PM

Administrative Office Building, Board Room



Attendance Taken at 5:30 PM.

Mr. Matthew Coleman:	Present
Ms. Carolyn Ingram:	Present
Mr. Andy Lay:	Present
Ms. Krista McKay:	Present
Mrs. Peggy Pesterfield:	Present
Mrs. Jodi Riggins:	Present
Mr. Nate Tucker:	Present

1. Welcome/Moment of Silence - Speaker: Nate Tucker

Chairman Tucker welcomed the audience and board members to the meeting.

Mr. Tucker thanked Dr. Cody Raper and his IT team for their assistance in these meetings.

Mr. Tucker gave a statement regarding his commitment to running an orderly and efficient meeting, treating everyone with respect, providing an equal opportunity for board members to voice their opinions. Board members must direct their concerns through Dr. Dyer; Director of Schools. Mr. Tucker reminded everyone of board policy 1.404 and gave instructions on how to navigate the website to these policies.

Chairman Tucker led us in a Moment of Silence.

2. Pledge of Allegiance

Student Representative Aarna Patel led us in the Pledge of Allegiance.

3. Consent Agenda - Speaker: Nate Tucker

Motion to approve consent agenda passed with a motion by Mrs. Peggy Pesterfield and a second by Ms. Carolyn Ingram.

Mr. Matthew Coleman:	Yes
Ms. Carolyn Ingram:	Yes
Mr. Andy Lay:	Yes
Ms. Krista McKay:	Yes
Mrs. Peggy Pesterfield:	Yes
Mrs. Jodi Riggins:	Yes
Mr. Nate Tucker:	Yes

Yes: 7, No: 0

3.A. Approval of Regular Agenda

3.B. Approval of Minutes from November 7, 2022 Board Meeting

3.C. Approval of Academic Calendars

- 2023-2024
- 2024-2025

3.D. Approval of Overnight Field Trips

- Trip #1197

3.E. Approval of Second Reading of Policies

- 4.200
- 4.301
- 4.5021
- 4.601

4. Regular Agenda

4.A. Director's Update - Speaker: Russell Dyer

Dr. Dyer greeted the audience and board members. His presentation consisted of the following information:

CHS will be on remote learning for EOC Testing. Those who are required to attend school will be notified.

Beta Convention- Blythe-Bower's Engineering team placed in the top 5 in the state. CMS also placed in the top 5, also earning a spot in Nationals for Lead Outside Empty Stocking Fund:

Volunteers are needed to help to shop for the children's lists at North Walmart from 8:45-2 on Tuesday 12/6.

December 10 from 8-2 @ Ocoee Middle School

Winter Choir/Band Concerts are happening throughout CCS. Please check the

website and school calendars for dates/times.

Future Impact Task Force update: This group of staff is working hard to find ways to alleviate the large numbers in class sizes. They will report for us in the new year with what they have researched and what could assist us.

The CTE December Newsletter link is provided for all current events and updates for the CTE program at CCS Schools.

Christmas Break Dec 21-Jan 6, 2023. All schools and offices will be closed.

4.B. Spotlight

- Board Member- Peggy Pesterfield
 - Peggy has been on the school board for 16 years and is in her fourth term. She is a member of the Rotary Club, she is an avid reader and a boardmember for Life Bridges. Peggy attended many different schools due to the job her father had. She has been to school in Indiana, Illinois, Iowa, Wisconsin, Ohio, and Tennessee. She attended UT Knoxville and graduated with her BA in Psychology and French and her elective classes were education so that she could get a teaching certificate. She worked for 2 years in Clinton, Tennessee in her first teaching position. Her and her husband moved to Cleveland, Tennessee, where she taught for 8 years in French, psychology and sociology. Her and her husband have 3 children and 8 grandchildren, all who attend or have graduated from Cleveland City Schools. While her children were growing up, she graduated with her Masters in Psychology and is also certified as a school counselor. She took a job at Cleveland High School as a school counselor. Peggy really enjoys working with kids and understands the hardships and difficulties of kids coming to a new school. She started a place for kids to come eat on stage at lunch tables where kid could go until they made new friends. She had a system so that it wasn't apparent students were going to the guidance office and they could get the help they needed. Peggy and her husband love to travel worldwide and she is fluent in French.
- CHS State Champion Track Team Member- Owen Clemons
 - "2022 MileSplit Tennessee Boys Performer Of The Year"
 - First ever Freshman to win a Cross Country State Championship
 - 5K with a time of 15 mins 22 seconds
 - Fastest freshman in the USA

4.C. Strategic Plan Focus - Speaker: Christy Duncan

Christy Duncan, Director of English as a Second Language Program, gave an update to ESL and its Strategic Plan in a presentation.

1525 non-English language background students are currently enrolled; that number includes over 20 different languages; Spanish, Ukrainian, Gujarati, Chuukese, Vietnamese, Russian, Chinese and French.

CCS has 847 English learners, which is 15.1% of the CCS student population.

CCS has 22 certified ESL Teachers.

Mrs. Duncan shared the top 10 CCS English learners birthplace along with the number of EL's from each location; USA-445, Guatemala-138, Honduras-68, Mexico-66, Ukraine-26, Puerto Rico-20, Micronesia-10, India-9, Colombia-7 and El Salvador-7.

ELS Learners by CCS schools with the number of EL' and the percentage of total enrolled in that school; Arnold 74, which is 27.7%, Blythe-Bower 128, which is 21.3%, Candy's Creek 58, which is 12.8%, D.P. Yates 51, which is 19.2%, E.L. Ross 35, which is 13.0%, Mayfield 69, which is 17.7%, Stuart 68, which is 27.8%, CMS 171, which is 13.5%, CHS 187, which is 10.2%.

1. 13.8% increase in English Learners from October 2021 to October 2022
2. 8.9% increase in newly arrived Immigrant Students (born outside of U.S.) from 2021 to 2022
3. Central American immigration continues to increase (27% increase in Guatemalan immigrants from 2021 to 2022)
4. Students with Interrupted Education (SIFE) numbers increasing
5. 26 Ukrainian immigrants have registered in CCS since Spring 2022

The Cleveland City Schools ESL Department provides:

Student Support

- Annual English Language assessment - WIDA ACCESS
- Individual Learning Plans personalized to the language needs of each student
- Small group instruction in reading, writing, listening, and speaking
- Supplemental language and literacy software and materials
- Extended learning opportunities after-school and in the summer

Teacher Support

- Training for classroom teachers who work with English Learners

Family Support

- Family engagement activities such as technology nights and family literacy activities
- Advocacy for students and families

Strategic Plan Goal #1: Create a Collective District Culture that Supports Language and Content Development for ELs:

- Fall Guest Speaker and Spring Book Study - Emily Francis

Strategic Plan Goal #2: Provide Ongoing Professional Development Opportunities for Teachers of ELs

- Ellivation Strategies District PD Plan- focuses on training teachers with 4 models from 22-23
- Quarter 1- Intro to Newcomers or intro to SIEF
- Quarter 2- Clarify input with supported lesson delivery
- Quarter 3- Fortify student output with classroom chatter
- Quarter 4- Foster interactions through academic conversations

Strategic Plan Goal #3: Strengthen Connections Between Schools and Families of ELs

- There was a district multi-cultural night at CHS where families were able to showcase their music, art, food, crafts.

4.D. Student Representative's Update - Speaker: Aarna Patel

Aarna Patel gave an update on what has been happening at CHS:

Sports wins! Basketball, girls wrestling, track.

Amy McGowen is named Female Coach of the Year

Concerts:

CMS/CHS 12/8

CHS Choir and Sped Dept Musical 12/13

Show Choir 12/1

Events:

SGA- filled 70 Christmas boxes

NHS hosted Teacher Breakfast

EOC Virtual Testing 12/7-12/8

TN Promise Meeting 12/8

12/17 Santa Pancake Breakfast to fundraise for Girls Basketball

4.E. CHS Front Entrance Update Hal Taylor

Hal Taylor says the construction is running on schedule/time. March will move in to punch lists and then they will move on to part 2 when school lets out in June.

5. "B" Agenda

5.A. Financial Report

5.B. Personnel Report

5.C. School Highlights

- Candy's Creek Cherokee
- Mayfield

5.D. Dates to Remember:

- December 5 Holiday Event @ Arnold Elem 5:30-6:30p
- December 6- CCCES Choir Concert & Holiday Crafts 6-730p
- December 8- Lunch & Learn @ Arnold
- December 8- CMS & CHS Band Concert @ CMS Gym 7:30-11:00 p
- December 9- Holiday Event @Blythe-Bower 6-8p
- December 13 -@CHS
 - Choir Concert
 - SPED Department Musical
- December 15- Holiday Event @ Stuart 6:30-8:30p
- December 16- Holiday Event @ Mayfield 3-6p
- December 22-January 4- Christmas/New Years Break

6. Adjourn

Chairman adjourns meeting at 6:13 pm

Motion to approve adjourn passed with a motion by Mr. Matthew Coleman and a second by Mr. Andy Lay.

Mr. Matthew Coleman: Yes

Ms. Carolyn Ingram: Yes

Mr. Andy Lay: Yes

Ms. Krista McKay: Yes

Mrs. Peggy Pesterfield: Yes

Mrs. Jodi Riggins: Yes

Mr. Nate Tucker: Yes

Yes: 7, No: 0

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

Travel Request Form

Trip Number **1112**

* Category Travel With Students

* Type of Trip Athletic

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

Trip Leave

* Date 1/6/23 Friday

* Time 10:00 AM

Trip Return

* Date 1/7/23 Saturday

* Time 7:00 PM

Trip Year/Week 2023-01

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. Joey Knox, Jacob Murphy, Wilson Benefield, John Weiss

* Indicate cost per person and how the trip is being funded (parent or district?) 0

Comments Father Ryan Wrestling Tournament
Hotel Information will be added once hotel is confirmed. It will also be emailed to B. Pritchard and J. Elliott

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

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

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

* Approximate Nbr of Miles Round Trip 322.98

* Funding Source #1 Other Budget Code Wrestling 609

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 John Weiss
* Teacher / Advisor / Staff Phone # 4235051814
Teacher / Advisor / Staff Email jweiss@clevelandschools.org

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

Emergency Contact Info Same as Teacher / Advisor / Staff

* Emergency Contact Name Joey Knox
* Emergency Contact Phone # 4235981118

Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	0	Total Adult/Chaperone	4
* Male Students	14	* Female Students	0	Total Students	14

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 Vehicles

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 1/6/23
* Time 8:00 AM

Vehicle Return

* Date 1/7/23
* Time 7:00 PM

Total Trip Hours 35.00

* Type of vehicles needed to reserve Staff Van



* 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 jweiss@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

Decision Date Oct 18, 2022, 11:12:57 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Oct 21, 2022, 3:04:09 PM

Level 09 Approval - Transportation Approval

Comment

Decision Approved

Name mmetzger@clevelandschools.org

Decision Date Dec 12, 2022, 9:57:09 AM

Level 10 Approval - School Board Approval

Comment Executive Committee Approval

Decision Approved

Name amcmackin@clevelandschools.org

Decision Date Dec 12, 2022, 3:15:56 PM

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 \$1.92 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 \$1.92 per mile and \$18.57 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 **1206**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
CTE/Fine Arts Trip

Trip Leave

* Date 3/31/23 Friday

* Time 10:00 AM

Trip Return

* Date 4/2/23 Sunday

* Time 7:00 PM

Trip Year/Week 2023-13

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. Bridgett Elwood

* Indicate cost per person and how the trip is being funded (parent or district?) \$200, Key Club will cover 1/2 of the cost and students will cover the other half with individual fundraisers, donations, and parent funds.

Comments This is a Key Club trip to the district convention. I am taking only Officers (4). The convention will allow us to connect with Key Club members from Kentucky and Tennessee. We will have an opportunity to showcase our students and the hard work they do!

* 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)
Gatlinburg, TN 37738, USA

Destination Not Listed Gatlinburg, TN, USA * Destination Name Park Vista - Double Tree Hotel

* Approximate Nbr of Miles Round Trip

* Funding Source #1	Other	Budget Code	Key Club
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 Mail Check

Purchase Order/Requisition Nbr

Payment Due To

Comments Concerning Payment

* Teacher / Advisor / Staff Name	Bridgett Elwood
* Teacher / Advisor / Staff Phone #	(423)507-4977
Teacher / Advisor / Staff Email	belwood@clevelandschools.org
Note: This email will receive the requester emails if different from requester	
Emergency Contact Info	<input checked="" type="checkbox"/> Same as Teacher / Advisor / Staff
* Emergency Contact Name	Bridgett Elwood
* Emergency Contact Phone #	(423)507-4977

* Grade Level(s) Making Trip	10
	12
* Educational Objective for Field Trip	We are going to connect with other Key Clubs from the Kentucky-Tennessee District. We will be learning leadership skills, completing a service project in conjunction with other clubs, developing relationships with other members like us, showcasing our students and having some fun.

Number of Individuals Making Trip

* Male Adult/Chaperone	0	* Female Adult/Chaperone	1	Total Adult/Chaperone	1
* Male Students	0	* Female Students	4	Total Students	4

* 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.

Personal Vehicle - Advisor's only

Vehicles Needed

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

Person Submitting Request belwood@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 Dec 16, 2022, 5:35:07 PM

Level 07 Approval - Overnight Trip Approval

Comment Please make sure you have a copy of current driver's license and up-to-date auto insurance on file at the school prior to going on the trip. Enjoy.

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Dec 19, 2022, 3:16:44 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver amcmackin@clevelandschools.org

Name

Decision Date

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 \$1.92 per mile and \$18.57 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 **1213**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
CTE/Fine Arts Trip

Trip Leave

* Date 2/4/23 Saturday

* Time 5:00 AM

Trip Return

* Date 2/5/23 Sunday

* Time 4:00 PM

Trip Year/Week 2023-05

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Mark and Alicia Klepper, Bridgett Elwood, Don Markham, Charley Atha, Cassie Langford

* Indicate cost per person and how the trip is being funded (parent or district?) Trip is being funded through the show choir account using student Renaissance fees.

Comments

* 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)
1801 Boll Weevil Cir, Enterprise, AL 36330, USA

Destination Not Listed 1801 Boll Weevil Circle, Enterprise, AL, USA * Destination Name Enterprise High School

Stops on the return: Fairfield Inn and Suites: 100 Brabham Drive, Enterprise, AL, USA

* Approximate Nbr of Miles Round Trip

* **Funding Source #1** Other Budget Code 401

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 Charley Atha
* Teacher / Advisor / Staff Phone # 4235054443
Teacher / Advisor / Staff Email catha@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 Charley Atha
* Emergency Contact Phone # 4235054443

9
* Grade Level(s) Making Trip 10
11
12
* Educational Objective for Field Trip Performance opportunity for show choir students.

Number of Individuals Making Trip

* Male Adult/Chaperone 3 * Female Adult/Chaperone 3 Total Adult/Chaperone 6
* Male Students 9 * Female Students 22 Total Students 31

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

Additional Information

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

Vehicles Needed

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

Check here to indicate trip is drop-off only Location

Check here to indicate trip is pickup only Location

Vehicle Pickup

* Date 2/4/23
* Time 5:00 AM

Arrive at Venue (Info Only)

* Date 2/4/23
* Time 12:30 PM

Depart Venue (Info Only)

* Date 2/5/23
* Time 8:00 AM

Vehicle Return

* Date 2/5/23
* Time 4:00 PM

Total Trip Hours 35.00

Decision Date

Jan 6, 2023, 7:05:56 AM

Level 10 Approval - School Board Approval

Comment


Decision

Designated Approver

amcmackin@clevelandschools.org

Name

Decision Date

* Type of vehicles needed to reserve **Approved Charter**


* **Approved Charter** **Malone Busing/Stephens Malone**
Email
Phone 423-240-5463
Contact
Address 151 Ladd Springs Rd.
Cleveland, TN 37323

* 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 catha@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 Jan 4, 2023, 1:23:38 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

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

Travel Request Form

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1
May 2019 7

Transportation Guidelines for Field Trips

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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 \$1.92 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

Cleveland City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Safety	Descriptor Code: 3.201	Issued Date: 11/07/22
		Rescinds: 3.201	Issued: 07/09/01

1 ~~Within board policy, the principal shall develop procedures for keeping school facilities safe and free~~
2 ~~from hazards.~~

3 ~~All staff members shall report current and potential hazards to their immediate supervisors.~~

4 ~~Each principal is responsible for seeing that the practice of safety is a part of the instructional program~~
5 ~~of the school and that it is appropriately geared to students at different grade levels.¹~~
6

7 **The principal and/or designated system administrator(s) is responsible for ensuring that safety is a part**
8 **of the instructional program of the school. The safety program shall include:¹**

9 The program shall include:

- 10 1. Fire prevention;
- 11 2. Accident prevention;
- 12 3. Warning systems;
- 13 4. Emergency drills; ~~(Fire, severe weather, earthquake, and bomb threat)~~
- 14 5. ~~Emergency closings~~ 6. Traffic safety;
- 15 **6. 7.Traffic and parking controls** 8. Safety inspections;
- 16 **7. 9.First aid; and**
- 17 **8. 10.A disaster preparedness plan for a nuclear or other major emergency.** **Disaster**
18 **preparation.**

19 Only students assigned to the school, the staff of the school, parents of students, and other persons with
20 lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the
21 schools during the hours of student instruction. ~~All staff members shall report all persons appearing to~~
22 ~~be improperly on school premises to the principal.~~ **All staff shall report any person trespassing or deemed**
23 **to be acting improperly on school premises to the principal.**²

24 The principal shall secure assistance from law enforcement officials when he/she deems it necessary in
25 order to maintain order or security during the school day or during extracurricular activities at school.
26 In addition, the director of schools or designee shall provide the local law enforcement agency with all
27 safety and security plans.³

Legal References

Cross References

1. TCA 49-6-1003
2. TCA 49-6-2008
3. TCA 49-6-804(c); TCA 49-6-805

Visitors to the School 1.501
Emergency Preparedness Plan 3.202
Care of School Property 6.311

Cleveland City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 11/07/22
		Rescinds: 3.500	Issued: 11/02/15

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service
3 of foods and will meet all state and federal and local requirements necessary for participation.¹

4 The system's **district's** School Nutrition supervisor will oversee the program. All products and services
5 necessary for the operation of the school nutrition department shall be procured using a procurement
6 plan which must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as
10 defined by federal regulations.²

11 As required for participation in the School Nutrition Programs, the Board agrees to the following:

- 12 1. Meals must be made available to all students in attendance.
- 13 2. Free and reduced-price meals/snacks ~~must~~ **shall** be made available to students who are
14 determined eligible for these benefits.

15 School Nutrition Program receipts will be used only to pay regular food service operating costs. When
16 school nutrition facilities are used by outside agencies, an adequate fee approved by the Board will be
17 charged and the manager will ensure that no USDA commodities or supplies provided for the regular
18 program are used.

19 The principal and supervisor shall correlate the School Nutrition Program with areas of instruction.

20 Students will be permitted to bring their lunches from home and/or purchase beverages and a la carte
21 items at school. Foods from outside sources, such as local restaurants, may not be brought to students
22 in the dining hall.

23 ~~Cleveland City School students are not allowed to charge meals in the cafeteria except in emergencies.
24 Only the school principal or his/her designee may issue a charge slip. The number of charges allowed
25 for Kindergarten through 12th grade is the dollar equivalent of three (3) lunches. This amount is up to
26 \$7.50 on the elementary/middle level and \$8.25 on the high school level regardless of whether
27 breakfast or lunch. Adults are not allowed to charge meals. In addition, snacks/a la carte items may not
28 be purchased with cash or charged to a student account if the student has a negative account balance.~~

1 *Free or Reduced Price Meals*

2 The criteria and procedures for determining a student's need and steps in securing for students no-cost
3 or reduced-cost meals as established at the state/federal level will be outlined and made known by the
4 principal. Eligibility will be determined according to guidelines.

5 **Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from**
6 **other students during food service.**

7 *Competitive Foods/Vending Machines*

8 The sale of competitive foods must be in compliance with all local procedures, but at a minimum must
9 be as stringent as the current state and federal regulations concerning competitive foods.³

10 The sale of all competitive food and beverages to students during the school hours shall be limited to
11 those approved by the Secretary of Agriculture and controlled by the principal. Foods of minimal
12 nutritional value shall be prohibited from being sold throughout the school's ground starting at
13 midnight before the beginning of the school day and continuing until 30 minutes after the end of the
14 official school day. Sizes and types of foods allowed for sale are defined in the Nutrition Standards for
15 all foods sold in school as required by the Healthy Hunger-Free Kids Act of 2010.

16 The sale of food in the Cleveland City's Schools' dining halls during meal service periods shall be
17 limited to those sold through the School Nutrition Program.

18 **STUDENTS REQUESTING MODIFIED MEALS**

19 **The School Nutrition Program shall make reasonable modifications to accommodate children with**
20 **disabilities. These modifications will be made on a case-by-case basis when supported by a written**
21 **statement from a licensed healthcare professional who is authorized to write prescriptions under state**
22 **law.**

23 **The Director of Schools shall develop procedures for notifying parent(s)/guardian(s) of the process for**
24 **requesting meal modifications and arrange for an impartial hearing process to resolve grievances**
25 **related to requests for modifications based on a disability.**

26 **SANITATION**

27 The School Nutrition Supervisor and cafeteria managers shall be responsible for implementing
28 regulations from the Department of Health and seeing that school cafeterias meet acceptable standards
29 of cleanliness at all times.

30 **PROCEDURES FOR IMPLEMENTATION**

31 Procedures for implementing guidelines established by the State Department of Education School
32 Nutrition Program are on file in the district food service manual.

33

1 **CHARGING MEALS**

2 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to
3 charge the meal.

4 The Director of Schools shall ensure that this policy is provided in writing to all households at the start
5 of each school year and to households that transfer to the school during the school year.

6 **COLLECTION OF UNPAID MEAL CHARGES**

7 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
8 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
9 delinquent debt. The Director of Schools shall establish reasonable methods and a timeframe for
10 collection of delinquent debt. Any use of third parties to collect delinquent debt shall be approved by
11 the Board. Upon recommendation of the Director of Schools, the Board may classify delinquent debt
12 as bad debt, which shall be considered uncollectable and categorized as an operating loss.⁴

13

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR § 200.426

Cross References

Revenues 2.400
Investment Earnings 2.402
Deposit of Funds 2.500
Financial Reports and Records 2.701

Russell Dyer, Ed.D. • Director of Schools

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Section 2 Fiscal Management Policies of the Board Policy Manual were reviewed and considered for updates in accordance with the [Cleveland City Schools Board Policy Review Schedule](#). These policies may be found in the [CCS Board Policy Manual Section 2](#). After the review, the following board policies do not need to change with the exception of the annual date of review.

- 2.100 Fiscal Management Goals
- 2.200 Annual Operating Budget
 - 2.201 Line Item Transfer Authority
- 2.300 State and Federal Aid Eligibility Determination
- 2.402 Investment Earnings
- 2.500 Deposit of Funds
- 2.600 Bonded Employees
 - 2.601 Fundraising Activities
- 2.700 Accounting System
 - 2.701 Financial Reports and Records
 - 2.702 Inventories
 - 2.703 Audits
- 2.804 Expenses and Reimbursements
 - 2.8051 Credit Cards/Credit Lines
 - 2.806 Bids and Quotations
 - 2.807 Requisitions



2.808 Purchase Orders and Contracts

2.809 Vendor Relations

2.810 Payment Procedures

2.900 Student Activity Funds Management

NSPRA Communication Audit Report

Cleveland City Schools

January 2023



National School Public Relations Association
15948 Derwood Road | Rockville, MD 20855
(301) 519-0496 | www.nspra.org
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Communication Audit Team

- **Communication auditor:**

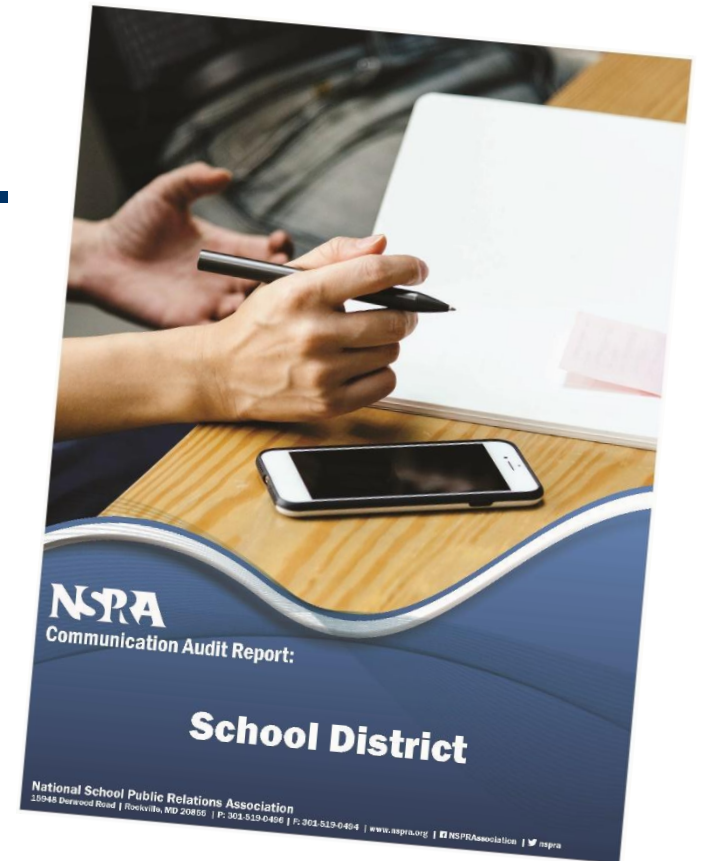
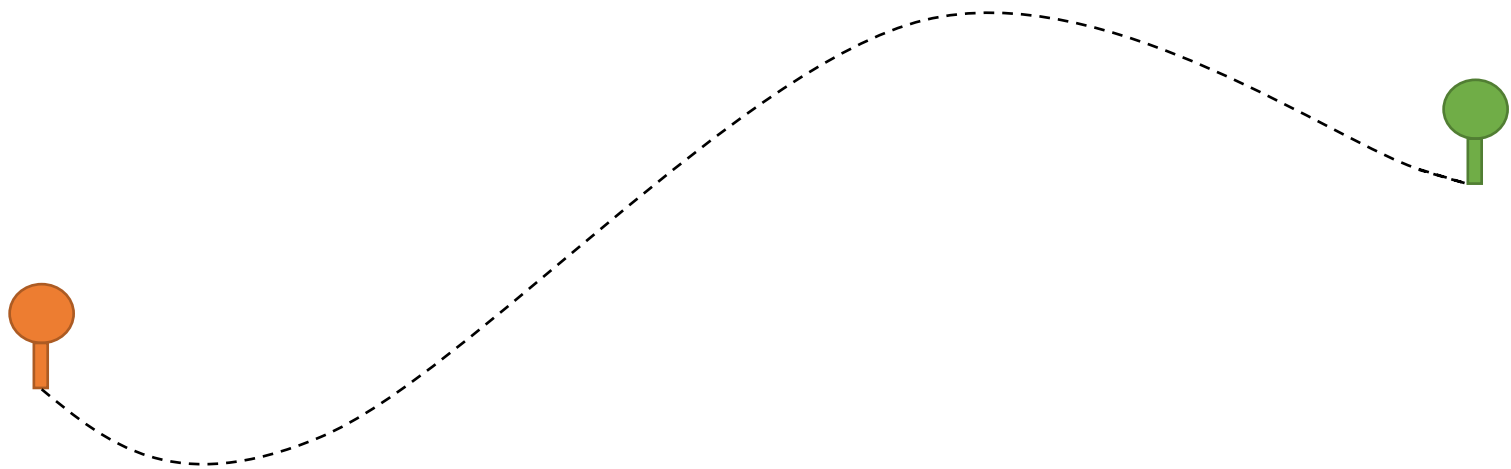
- Elise Shelton
Lead Auditor

- **NSPRA executive staff:**

- Barbara Hunter, APR
Executive Director
- Mellissa Braham, APR
Associate Director

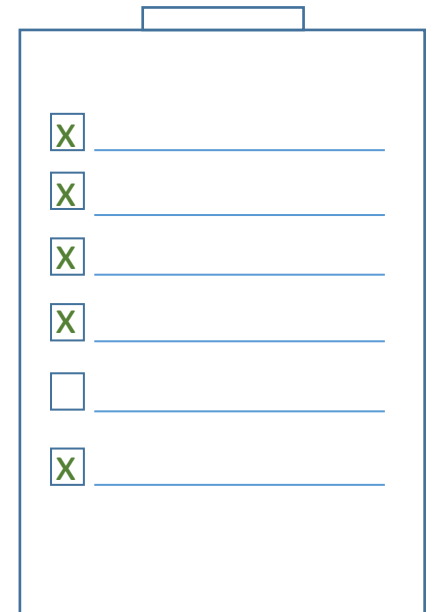
What is an NSPRA Communication Audit?

An NSPRA Communication Audit is your communication program GPS.



What is an NSPRA Communication Audit?

- **A comprehensive assessment** of current communication efforts and the effectiveness of the overall program.
- **A snapshot of current perceptions** about your schools, district and leadership.
- **A tool that provides baseline research** to evaluate progress and a framework for developing your communication plan.



A clipboard icon with a checklist of six items. The first five items have a green 'X' in a box, and the sixth item has an empty box.

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<input checked="" type="checkbox"/>	_____

Communication Audit in CCS

• Review of district materials:

- Digital publications
- Policies, goals, reports, etc.
- Programs
- Media coverage
- Websites
- Social media
- ... and more!



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Media Contact: Julie Smith
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Media Guidelines



Cleveland City Schools Action Plan - Goal Four	
YEAR: 2020-2025	
Finalized: May	
Board Goal:	COMMUNICATIONS: Cleveland City Schools will communicate with all stakeholders and the media through effective and efficient mediums.
Rationale:	Establish a brand identity that builds upon the established image of Cleveland City Schools.
	Codify and establish protocols around using the logos and marks of Cleveland City Schools while establishing guidelines for communicating on behalf of the school system.
	Be more intentional and purposeful with Cleveland City School's communication with internal and external stakeholders.
	Ensure that Cleveland City Schools complies with federal mandates by communicating with NELB families that will encourage participation and understanding of their student's educational and emotional needs.
KEY PERFORMANCE INDICATORS	
1. Rollout of new logo and website. 100% update of branding in all places (e.g., letterhead, signs, email communication, business cards, etc.)	
2. Publication of a communications playbook that encompasses branding and communications guidelines.	
3. Effective consolidation of social media accounts.	
4. Increased budget and staffing for NELB families.	
5. Installation of digital signage at every school and 100% training on usage to schools.	
6. Establishment of a weekly newsletter to all staff.	



VISUAL STYLE GUIDE

Communication Audit in CCS

•SCoPE Survey

- Aug. 22 – Sept. 6, 2022
- Faculty/staff, parent/families, community

Stakeholder Group	Total Questions*	Total Population	# Surveys Completed	Margin of Error** Achieved	Margin of Error** Target
Faculty/Staff	49	845	359	± 4%	± 5%
Parent/Family	55	5,962	639	± 3.7%	± 5%
Community	40	47,955	45	± 14.9%	± 10%

*Questions on a 1-5 Likert scale

**Using industry standard equation for reliability

Communication Audit in CCS

- **Interviews:** Individually with director of schools, chief of staff, communications coordinator, 7 board members
- **Focus groups with key stakeholders**
 - September 2022
 - 10 focus groups:
 - Parents Teachers Supervisors/Assistant Principals
 - Students Community members Non-teaching staff
 - Central Office administrators Principals
 - Secretaries/Administrative assistants Students

Key Findings:

Stakeholders' Perceptions of CCS

- Students are placed front and center.**
- Strong academic options are offered.**
- There is program variety for diverse student body.**
- Diversity of student body is seen as a strength.**
- There is a lack of information about financial priorities.**

Key Findings:

Stakeholders' Perceptions of CCS

- There are frustrations with last-minute notifications on time-sensitive announcements.**
- Multiple tools and apps can be confusing for parents.**
- The website and app are seen as unhelpful.**
- There are communication challenges with non-English speaking parents.**

Key Findings:

Stakeholders' Perceptions of CCS

- **Employees appreciate family atmosphere and collaboration among peers.**
- **Employees expressed concerns regarding internal communication, specifically:**
 - Volume/Redundancy
 - Clarity
 - Consistency
 - Delivery method
- **Board decisions/actions are a challenge to find.**

Observations:

Auditor's Observations of CCS

- High quality of teaching and learning opportunities for student success.**
- Strong feeling of community spirit.**
- Positive support for student diversity.**
- Newly hired communications coordinator making strides in sharing communications.**

Observations:

Auditor's Observations of CCS

- **There currently is no comprehensive strategic communication plan and brand identity is missing.**
- **Employees want more involvement/communication around decisions affecting their work.**
- **Website improvements are needed.**
- **There are opportunities for improvement in crisis communication.**

Observations:

Auditor's Observations of CCS

- **Finding more effective ways to communicate with non-English speakers is a high priority.**
- **The timing and tools used to deliver messages to parents and staff has been confusing.**
- **Based on feedback and analytics, social media isn't stakeholders' "go-to" for information.**

Recommendation #1

- **Develop a strategic communication plan.**
 - Action Step 1.1 – Use four-step model for plan.
 - Action Step 1.2 – Identify strategies for engagement.
 - Action Step 1.3 – Include proactive issues management.
 - Action Step 1.4 – Define, identify and market CCS brand.

Recommendation #2

- **Develop and implement strategies to keep staff members informed and engaged.**
 - Action Step 2.1 – Inform staff first, whenever possible.
 - Action Step 2.2 – Create opportunities to give input.
 - Action Step 2.3 – Gather and use input.
 - Action Step 2.4 – See support staff as frontline communicators.
 - Action Step 2.5 – Establish communication protocols.

Recommendation #3

- **Update and improve navigation on the district website.**
 - Action Step 3.1 – Identify website needs.
 - Action Step 3.2 – Test user experience.
 - Action Step 3.3 – Use website to market CCS.
 - Action Step 3.4 – Ensure accessibility for all users.
 - Action Step 3.5 – Create a website task force.
 - Action Step 3.6 – Enhance the mobile appl.

Recommendation #4

- **Develop a robust crisis communication plan.**
 - Action Step 4.1 – Specify team responsibilities.
 - Action Step 4.2 – Prepare and train.
 - Action Step 4.3 – Increase transparency and outreach.
 - Action Step 4.4 – Integrate social media.
 - Action Step 4.5 – Involve community agencies.

Recommendation #5

- **Increase methods for effectively reaching non-English speakers**
 - Action Step 5.1 – Create key communicators network.
 - Action Step 5.2 – Increase bilingual versions of materials.
 - Action Step 5.3 – Expand media partnerships.

Recommendation #6

- **Expand and enhance Board of Education communications.**
 - Action Step 6.1 – Update policy on communication.
 - Action Step 6.2 – Report meeting summaries promptly.
 - Action Step 6.3 – Enhance website presence.
 - Action Step 6.4 – Create public dialogue opportunities.

Recommendation #7

- **Expand opportunities for community engagement**
 - Action Step 7.1 – Start key communicator network.
 - Action Step 7.2 – Open avenues for input.
 - Action Step 7.3 – Create and implement visibility plan.
 - Action Step 7.4 – Roll out CCS leadership program.

Recommendation #8

- **Continue to refine the district's social media presence and engage more stakeholders.**
 - Action Step 8.1 – Tailor platform to audience.
 - Action Step 8.2 – Continue to engage with content.
 - Action Step 8.3 – Encourage stakeholder engagement.
 - Action Step 8.4 – Set protocols for social media response.
 - Action Step 8.5 – Increase the use of video.

Benchmarking Against Communication Best Practices Nationwide

- **Measures how district is doing compared to standards of excellence in school public relations**, as outlined in NSPRA's *Rubrics of Practice and Suggested Measures*

Critical Function Area	Rating Based on <i>Rubrics</i>
Comprehensive Professional Communication Program	Emerging
Internal Communications	Emerging/Established
Parent/Family Communications	Emerging/Established
Branding/Marketing Communications	Emerging
Crisis Communications	Emerging/Established
Bond/Finance Communications	Emerging

Possible Ratings: Emerging, Established, Exemplary

Considerations for Implementation

- **Team effort:**

- Recommendations go beyond what can be achieved by communications staff alone.

- **Long-term effort:**

- Introduce new components when budget, resources, staff capacity allow.
- While maintaining existing programs, may not be feasible to undertake more than 2-3 major recommendations in a year.



Questions?

- **Elise Shelton**

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NSPRA

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Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 02/06/23
		Rescinds: 2.400	Issued: 11/11/02

1 Any money collected by any school shall be documented by a written receipt and handled according to
2 the *Internal School Accounting Manual*.

3 The schools may receive funds collected from activities and for events held at or in connection with the
4 school, including contracts with other schools for interschool events. To be included in this accounting
5 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and
6 all fund raising activities.¹

7 Except for school books and school lunches, the purchase of items intended for resale through the schools
8 shall be subject to sales tax based on the purchase price to the vendor providing the service or item.²

9 FEES

10 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
11 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
12 authorized by the Board.

13 No fees shall be required of any student as a condition to attend the school or use its equipment.³ If
14 requested, school fees shall be waived for students who receive free or reduced-price lunches.⁴ No
15 student will be penalized for non-payment of any materials fee.

16 FINES

17 A student will be held responsible for the cost of replacing any materials or property which the student
18 loses or damages,⁵ including textbooks, library books, equipment and buildings.

19 All money collected as fines shall be placed in the system-wide school fund. ~~for violation of the~~
20 ~~compulsory attendance law shall be placed in the general school fund of the City of Cleveland.~~

21 TUITION INCOME

Tuition collected from non-resident students shall be paid to the Cleveland City Schools and shall be
placed in the general school fund.

22 RENTAL INCOME

23 The principal be responsible for collecting and managing all money received for use of a particular
24 school facility or other school property.

25

FEDERAL FUNDS

Funds for educational purposes made available by the federal government will be sought by the school system only when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and city.

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102
3. TCA 49-6-3001(a); TCA 49-2-110(b)
4. TCA 49-2-114
5. TCA 37-10-101, 102

Cross References

Student Activity Funds Management 2.900
Community Use of School Facilities 3.206
Nonresident Students 6.204
Student Solicitations/Fund-Raising 6.701
Student Fees and Fines 6.709

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Gifts and Bequests	Descriptor Code: 2.401	Issued Date: 02/06/23
		Rescinds: DFK/KH/KHE	Issued: 07/06/94

1 The Director of Schools is authorized to accept gifts to the school system and may designate others to
2 accept gifts for particular schools in behalf of the Board.¹ The Board will officially express
3 appreciation to the donor and all major gifts will be reported to the Board and publicly announced.

4 In instances where the Director of Schools or his designee doubts the appropriateness or usefulness of
5 an offered gift, the gift may be declined or the matter referred to the Board.

6 In accepting gifts and donations, the following guidelines shall apply:

- 7 1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise
8 placed on school premises shall for all intents and purposes be a gift and shall become school
9 system property subject to the same controls and regulations that govern the use of other school
10 owned property.
- 11 2. Contributions of equipment or services that may involve major costs for installation,
12 maintenance, or initial or continuing financial commitments from school funds shall be
13 presented by the Director of Schools' office for Board consideration and approval.
- 14 3. Individuals or organizations wanting to contribute supplies or equipment will consult with
15 school officials about the feasibility of accepting such contributions prior to the solicitation of
16 funds or the making of budgetary appropriations.
- 17 4. A list of supplies and equipment contributed primarily for school use shall be reported to the
18 Board by the Director of Schools' office annually.
- 19 5. ~~Because of differences in economic resources available to the various schools, and for other~~
20 ~~reasons, the purchase of equipment on a matching fund basis, (part of cost provided by an~~
21 ~~individual or organization and part by the Board from public funds) shall not be encouraged.~~
22
23
24
25

Legal References

1. TCA 49-6-2006(a)

Cross References

- Staff Conflicts of Interest 5.601
Staff Gifts and Solicitations 5.605
Student Gifts 6.710

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 02/06/23
		Rescinds: 2.403	Issued: 04/10/07

1 The Director of Schools or his designee shall prepare a list of unusable items for Board approval.¹
2 The list shall contain the following information: name of item, date of purchase, and reason for
3 disposal.

4 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
5 circulation **and in an online platform** at least seven (7) days prior to the sale.

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may
7 be disposed of without the necessity of bids. In order for such disposal without bids, the Director
8 of Schools and the Board Chair shall agree in written form that the property is of no value or is of
9 less value than five hundred dollars (\$500).²

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the
11 district, the Board shall approve other methods of disposal.³

12 Surplus equipment will be auctioned off by the district. The Board shall approve all surplus
13 equipment prior to the materials being disposed of.

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁴**

15 When equipment that was purchased with federal dollars is no longer needed for the original
16 project or program or for other activities currently or previously supported by a federal agency,
17 disposition of the equipment shall be made as follows:

- 18 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be
19 retained, sold, or otherwise disposed of with no further obligation to the awarding
20 agency; or
21
- 22 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be
23 retained or sold, and the awarding agency shall have a right to an amount calculated by
24 multiplying the current market value or proceeds from sale by the awarding agency's share
25 of the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks 4.401

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 02/06/23
		Rescinds:	Issued:

1 INTRODUCTION

2 The Board of Education of the Cleveland City School System has adopted a more restrictive policy for
3 school support organizations than that defined by state law.

4 Only groups or organizations that have entered into a "cooperative agreement" with the schools may
5 use the name, mascot or logo of a school or the school district to solicit or raise money, materials,
6 property, securities, services, or other things of value.¹ These groups shall be known as "school support
7 organizations." Cleveland City Schools does not recognize student support organizations. ~~as defined by~~
8 ~~TCA Title 49, Chapter 2, Part 6 Section 603 (4)(A) and (B).~~

9 REPORTING AND RECORDS

10 The Director or the Director's designee shall post a list of school support organizations that are
11 recognized on the school district's web site. This list shall include name of group, president/chair, and
12 treasurer.

13 All school support organizations shall be required to deposit any money raised into the school account
14 under a restricted fund. This money will become part of the "internal school funds" and subject to the
15 same guidelines and audit procedures as other school funds.

16 PROCEDURES

The executive board of the school support organization must complete a cooperative agreement with
the principal of the school. This agreement must include the following:

- The executive board of the organization will include the principal of the school or his designee
- The executive board will determine the use of the restricted funds
- Purchases utilizing these funds will use the purchase order procedures used by the school
- All funds in the school accounts will be handled in the normal operating manner, using the school bookkeeper(s)
- The organization shall obtain the approval of the principal, then the Director and Board of Education for all fundraising activities.

Legal References

1. Tenn. Code Ann. § 49-2-601, et seq

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Expenditure of Funds	Descriptor Code: 2.800	Issued Date: 02/06/23
		Rescinds: DJ	Issued: 07/06/94

1 ~~The Director of Schools, as the executive officer of the Board, is the official agent of the Board in all~~
2 ~~matters pertaining to the expenditure of funds on behalf of the Board.~~

3 *Central Office*

4 All expenditures shall be approved by the Board or the Director of Schools when authorized. No
5 expenditures shall be made except on an approved purchase order or contract. Employees shall not create
6 or authorize the creation of a deficit in any fund. No expenditure may be authorized or made which
7 exceeds the appropriation of any fund of the budget as adopted or amended, and expenditures or
8 encumbrances will not be authorized, made, or incurred in excess of any fund balance. The Director of
9 Schools shall develop federal grant expenditure and cash management procedures that comply with all
10 federal laws and regulations.¹

11 *Individual Schools*

12 Internal activity funds shall not be expended without written approval by the membership of the group.
13 All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting Policy*
14 *Manual*. Restricted account expenditures require the account sponsor's approval prior to expense. No
15 checks shall be written to employees from the internal school activity fund account. Any supplemental
16 compensation owed to the Board for extracurricular activities shall be processed through the Director of
17 Schools' office in the same manner as salary and other payroll payments. The Board shall invoice the
18 school for reimbursement. Substitute teachers' salaries related to restricted class and club accounts shall
19 be paid by the Board and shall be reimbursed by the school from the appropriate class or club account.²

20 Employees who authorize or contract for any obligation in violation of this policy shall assume personal
21 responsibility for the payment of the obligation, shall be subject to dismissal from employment, and shall
22 be subject to applicable civil and criminal proceedings. Any obligation, authorization for expenditure,
23 or expenditure made in violation of the law and this policy shall be illegal and void.³

Legal References

1. 2 CFR § 200.403
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-23
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-11

~~Cleveland City Board of Education~~

Monitoring: Review: Annually, in January	Descriptor Term: Petty Cash Accounts	Descriptor Code: 2.801	Issued Date: 02/06/23
		Rescinds: DJB	Issued: 07/06/94

1 ~~Cleveland City Schools does not authorize the use of petty cash accounts for any purpose. All purchases and~~
2 ~~collecting of funds should be processed through the approved accounting methods.~~

3 ~~In order to facilitate refunds and minor purchases, the central office and the individual schools in the~~
4 ~~system may maintain petty cash funds.¹ These funds will be used for the payment of permissible and~~
5 ~~properly itemized bills for materials, supplies, or services under conditions calling for immediate~~
6 ~~payments. The Board shall determine the maximum amount to be available in any fund.~~

7 ~~The Director of Schools or his/her designee shall be responsible for disbursing and accounting for~~
8 ~~money from the central office fund. The principal in each school shall have the same responsibility~~
9 ~~regarding individual school funds.~~

10 ~~Expenditures against these funds must be itemized and will be charged to the applicable budget code.~~
11 ~~After a budget item is exhausted, no expenditures against the item may be made from petty cash.~~

12 ~~Itemized expenditures from the individual school funds shall be maintained and kept on file at each~~
13 ~~school. Expenditures made from the central office fund shall be itemized and kept on file in the~~
14 ~~Director of Schools' office.~~

Legal References

1. ~~Tennessee Internal School Uniform Accounting Policy Manual; Section 5-18 &19~~

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 02/06/23
		Rescinds: 2.802	Issued: 07/09/01

- 1 All payroll for fulltime employees will be made through direct deposit. If the end of a pay period falls
2 on a weekend, employees will be paid on the Friday prior to the end of the pay period.
- 3 Fulltime employees will be paid on or about the 20th day of the month. Part-time employees will be
4 paid on or about the 10th day of the month.
- 5 No advance payments of salary shall be made. Upon resignation, **retirement, or termination** ~~or~~
6 ~~retirement~~ of school personnel, final salary payment shall be withheld until all records and assets in
7 custody of the employee are satisfactorily transferred to his successor or another designated person.
- 8 Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

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Legal References

1. TCA 50-1-308
2. TCA 8-50-702(b)(3); TCA 49-5-608

Cross References

- Compensation Guides and Contracts 5.110
Overtime Pay 5.604

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Salary Deductions	Descriptor Code: 2.803	Issued Date: 02/06/23
		Rescinds: GAL	Issued: 08/11/97

- 1 The administration is authorized to make automatic payroll deductions of those employees who request
- 2 it, provided that the inclusion of the organization receiving the wage assignment has been approved by
- 3 the Board and the deduction is not prohibited by controlling regulation.

- 4 Authorization to start or stop for a given employee any approved withholding should be made by the
- 5 employee in writing at least ten (10) days before the effective date.

- 6 The Board will consider the request for additional withholding when at least thirty-five (35) staff
- 7 members request such and the recommendation of the Director of Schools has been received.

- 8 One day's pay, or a **pro-rated equivalent thereof**, will be deducted for each day's absence not allowed in
- 9 the policies, rules and regulations of the Board unless official Board approval is given.

Cross References

Insurance Management 3.600

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 02/06/23
		Rescinds: 2.805	Issued: 07/09/01

1 *General*

2 The school system will purchase competitively and seek maximum educational value for every dollar
3 expended. Authorization to purchase shall be provided by the Board. The Director of Schools shall
4 serve as purchasing agent for system-wide purchasing.¹ Principals shall serve as purchasing agents for
5 individual schools.

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

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

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

15 *Individual Schools*

16 ~~The Director of Schools shall approve the following purchases:~~

17 **The following purchases shall be submitted to the Director of Schools for approval.**

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

21 *Central Office²*

22 **ROUTINE PURCHASES**

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

1 **SPECIAL PURCHASES**

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

10 **EMERGENCY PURCHASES**

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

17 **PURCHASING SURPLUS PROPERTY**

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

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

24 **COOPERATIVE PURCHASING³**

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

28 **ONLINE PURCHASING**

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

- 32 1. Prior authorization shall be obtained from the Director of Schools before setting up new online
33 accounts, and schools shall maintain a list of accounts;

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

10 **PURCHASING WITH FEDERAL GRANT FUNDS**

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

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

Legal References

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

Cross References

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

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 01/10/23
		Rescinds: BCBI	Issued: 10/11/99

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be addressed at a Board meeting. However,
3 the Board desires that all matters be settled at the lowest level of responsibility and will not hear
4 complaints or concerns which have not advanced through the proper administrative procedure from the
5 point of origin.

6 If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the
7 Board, the matter shall be referred in writing to the office of the Director and the Board shall determine
8 whether to hear the appeal.

9 APPEARING BEFORE THE BOARD/ PRE-MEETING REQUEST

10 Individuals desiring to appear before the Board must submit a written request with descriptive
11 materials to the office of the Director ~~five (5) working~~ **three (3)** days before the meeting. If the request
12 is approved by the Executive Committee, the item will be placed on the agenda. Individuals placed on
13 the agenda will be recognized at the beginning of the meeting and given time to speak when their topic
14 of interest is addressed on the agenda. All requests submitted, **whether approved or denied by the**
15 **Executive Committee**, will be included in the board packet.

16 Delegations must select only one individual to speak on their behalf unless otherwise determined by
17 the Board.

18 The chairman may recognize individuals not on the agenda for remarks to the Board if he/she
19 determines that such is in the public interest. A majority vote of members present can overrule the
20 decision of the chairman.

21 Individuals speaking to the Board shall address remarks to the chairman and may direct questions to
22 individual board members or staff members only upon approval of the chairman. Each person speaking
23 shall state his name, address, and subject of presentation. Remarks will be limited to five (5) minutes
24 unless time is extended by the Board. The chairman shall have the authority to terminate the remarks
25 of any individual who is disruptive or does not adhere to Board rules.¹ **Members of the Board and**
26 **Director of Schools may have the privilege of asking questions of any person who addresses the Board.**

27 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
28 the office of the Director of Schools.

29 ADDRESSING THE BOARD ON AGENDA ITEMS/ SAME-DAY REQUEST

1 Any person may request the opportunity to address the Board on an agenda item. A copy of the meeting
2 agenda and a sign-in sheet will be made available thirty (30) minutes prior to the start of any meeting of
3 the Board. Any person wishing to address the board must list his/her name, address, and agenda item
4 for comments. The chair will recognize the first five (5) persons requesting to comment on an agenda
5 item immediately following adoption of the agenda. Any additional person(s) may be approved by
6 majority vote of the members present. Each person will be given three (3) minutes to address the Board
7 unless time is extended by majority vote of members present.

8 Each person requesting to comment on an agenda item must agree to the following statement before
9 addressing the Board:

10 The Board wishes to hear the opinion of interested parties on matters pertaining to the business of the
11 Board. All comments shall be restricted to the scope of the agenda item and shall not address topics
12 outside the Board's meeting agenda. Failure to adhere by the rules of the Board¹ shall result in the chair
13 terminating the remarks of the individual.

14 Individuals speaking to the Board shall address remarks to the chair and may direct questions to
15 individual board members or staff members only upon approval of the chair. Each person speaking shall
16 state his/her name, address, and agenda item for comment. The chair shall have the authority to terminate
17 the remarks of any individual who is disruptive or does not adhere to Board rules.¹

18 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
19 the office of the Director of Schools.

Legal References

1. TCA 39-17-306

Cross References

School Board Meetings 1.400
Agendas 1.403
Complaints About School Personnel 5.502



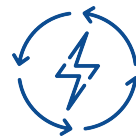
3-Year Technology Strategic Plan

Spring 2023 - Fall 2025

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TECHNOLOGY STRATEGIC PLAN INTRODUCTION AND OVERVIEW

The 3-year technology strategic plan will provide a roadmap for technology services within Cleveland City Schools through Fall 2025. The strategic plan and steering committee comprehensively reviewed technology infrastructure, cyber security, Internet safety, educational/instructional technology, and technology efficiencies.

The strategic plan will align its goals with the overall district's strategic plan while providing a pathway to ensure quality and availability of services and devices. Specifically, the committee will seek to empower staff, faculty, and students with the best tools available to more effectively carry out their jobs, teach, and learn.

The 3-year strategic plan document begins with the steering committee members who sacrificed many hours of meetings and talks with constituents to understand what we could do better in Cleveland City Schools technology. The next section overviews the long-process of developing the plan into a reality.

In addition to anecdotal conversations with employees, students, and parents the steering committee commissioned a survey to understand attitudes toward technology and what needs existed. The final survey results were long and contained open-ended responses that were given careful attention. Summarized findings are included in the plan.

From the stakeholder conversations and the comprehensive stakeholder survey, the steering committee established needs of the district. These were categorized into 4 domains: (A) Infrastructure and Operations; (B) Teaching and Learning; (C) Security and Safety; and (D) Efficiency and Effectiveness. Together, the domains of the strategic plan represent a holistic look at the needs of district technology.

The goals that were developed from established needs are then organized by domain and timeline. There were 11 goals in all ranging from a Spring 2023 implementation to a Fall 2025 implementation and cover the entire lifespan of this strategic plan.

Finally, the plan concludes with Cleveland City School's Portrait of a Graduate. While not directly a technology tool, the Portrait of a Graduate enumerates the things we want to teach our students to become. It flows through everything we do, and it had a measurable influence on this plan.

Technology can no longer be separated from the classroom or employees' daily jobs— it's a critical part of the process. It's crucial that this is done right. This plan establishes where we are, what we need, and how we're going to get there. With the efforts of many incredible and devoted educators, this plan poises Cleveland City Schools to accelerate learning and make our jobs more efficient than ever before.



STEERING COMMITTEE MEMBERS

Senior District Administration

Dr. Cody Raper..... Director of Innovation Cleveland City Schools
 Dr. Jeff Elliott..... Chief of Staff..... Cleveland City Schools
 Autumn O’Bryan Director of Academics Cleveland City Schools
 Michael Kahrs..... Director of Student Information Systems Cleveland City Schools

School-Based Educators

Mike Chai..... Principal Arnold Memorial Elementary School
 Dr. Eric Garner..... Assistant Principal Cleveland High School
 Emily Raper Operations Coordinator Blythe-Bower Elementary School
 Donald Benton..... BLADE Facilitator (Teacher Representative)..... Cleveland High School
 Sarah Bryson BLADE Facilitator (Teacher Representative)..... Cleveland Middle School
 Andrea Phillips..... BLADE Facilitator (Teacher Representative)..... Cleveland City Schools

Department of Innovation

TJ Allen..... Systems Administrator Department of Innovation

Parent and Student

Nolan Rumble Parent George R. Stuart Elementary
 Maeve Clark Student..... Cleveland High School

Cleveland City Schools Board of Education

Nate Tucker..... Chairperson..... CCS Board of Education



3-Year Innovation Plan Project Timeline

January 2022

Initial Meeting

- Convene Committee for Initial Meeting
- Establish Current Conditions

February 2022

Review Current Conditions

- Gather Feedback from Others
- Plan for Needs
- Aggregate Info and Send to Committee for Review

February - August 2022

Establish Needs

- Gather Feedback from Others
 - Comprehensive Survey to Constituents
- Aggregate Info and Send to Committee for Review

September 2022

Establish Goals Based on Needs

- Based on Current Conditions and Needs Assessment, Develop Goals for Technology and Innovation
- Aggregate Info and Send to Committee for Review

October 2022

Establish Evaluation Instrument

- Determine Ways to Evaluate Goals
- Develop Final Plan and Sent to Committee for Review

November 2022

Final Plan Approval by BOE



Current Conditions and Environment



CURRENT CONDITIONS AND ENVIRONMENT

- The Director of Innovation manages both instructional technology and infrastructure technology within the district.
- The Director of Student Information Systems manages the system's student information system (SIS).
- Dual egress/ingress and dual carrier at 5 Gbps each for a total of 10 Gbps bandwidth for the district.
- Next-generation 10Gbps firewalls are located at the edge of both egress/ingress points.
- ClearPass network access control is established on the network and controls access to the network and VLAN segmentation for wireless clients.
- Network access is limited to Cleveland City Schools owned devices and staff BYOD for cell phones.
- All schools are connected via a dark fiber 10Gbps ring topology network.
- Wireless access points are located in all educational areas and other core business centers across the district.
- Wired ethernet access exists in every classroom for critical infrastructure.
- VOIP phones with advanced functionalities are provided for every teacher and desk employee. This includes the ability to access the extension from any computer or smartphone to send and receive phone calls from any location.
- A robust installation of security cameras exists with the majority being IP-based and high resolution.
- Access to the security camera infrastructure is available to all school administrators and select district personnel on and off campus.
- Redundant DHCP and DNS servers exist for high availability.
- Redundant domain controllers exist for high availability.
- Network-wide DNS-based content filtering is forced for any device connected to the network.
- Off-campus filtering is provided by Mosyle for device-wide filtering for all MacBooks and Chromebooks are filtered by GoGuardian.
- Computerized access control systems are available at all 11 Cleveland City Schools locations.
- Core server infrastructure includes a 4-host VMWare environment.
- All critical servers are backed up locally and to the cloud through a 3rd party vendor specializing in backups.
- The district maintains a managed internal broadband services contract through E-Rate for networking support.
- Google Workspace and Microsoft 365 licenses are provided to all employees and students.
- Key employee Google Drives are backed up to a secondary cloud provider.
- An easy-to-use conversational ticketing system is available to all employees and is utilized to ensure effective and efficient resolution of technical issues.
- A central print-server is maintained for most copiers in the district to ensure an efficient use of physical resources.
- All teachers are provided a MacBook.
- All students in grades K-5 have a Chromebook.
- All students in grades 6-12 have a MacBook for school and at-home use.
- An adequate pool of hotspots are available for any student who needs one.
- MDMs manage all Cleveland City Schools devices whether they are Apple, Windows, or iOS.
- District accounts are maintained in Active Directory, Google Workspace, and Azure Active Directory.
- Employees are required to set complex passwords.
- ClassLink is maintained to roster educational technology systems and provide SSO into the varying websites.
- A OneSync server automatically creates and maintains all district accounts based on information provided from our student information system and authorized by human resources.
- PowerSchool is the district's Student Information System (SIS).
- PowerSchool is vendor-hosted and utilizes Google SSO for security.
- MyBenefitsChannel provides HR and business operations support.



CURRENT CONDITIONS AND ENVIRONMENT (continued)

- ITProTV subscriptions are provided for all technical staff to receive ongoing professional development and learning opportunities.
- Every classroom has projection capabilities ranging from TVs and projectors to smart panels depending on the use-case of the classroom.
- Teachers use PowerTeacher Pro for grading.
- The district utilizes BOE Connect for school board meetings.
- The district provides Frontline Education (formerly Aesop) for employees to submit substitute requests.
- All email is saved for a minimum of 365 days in Google Vault.
- Thrillshare provides emergency and routine communication services via phone, email, text, and web.
- The district provides several technologies that allow the district and teachers to communicate to families in their preferred language.
- Dozens of teacher professional development opportunities are offered in technology every year.
- Canvas LMS is used for digital delivery of classroom content, communication, and online testing in grades 6-12. Some 6-8 instructors utilized Google Classroom as an alternative to Canvas.
- K-5 teachers utilize Google Classroom as their LMS.
- Libraries use Follett Destiny to maintain their collections and track checkouts.
- Sora digital libraries are available to students in elementary schools.
- Staff utilize Siesta to track hours.
- The district is a "Common Sense District" in recognition of its efforts in teaching digital citizenship to its students.
- The district does not provide devices for paraprofessionals or other staff members. Some schools provide these devices at the school level but not all have them.
- Substitutes are required to take attendance online (PowerSchool), and a device is available for them to utilize that be can checked-out from the front office.
- All ESL students in grades K-5 have a Chromebook for at-home use.
- Parking lot wifi is available at each site.
- Document cameras are in some classrooms
- Students use a variety of educational tools including Google Workspace for Education, MS Office Suite, Amplify ELA products, Canvas, Edgenuity, iReady, Ixl, Myon, Epic, Readworks, Nearpod, Kami, Easy CBM, CommonLit, NoRedInk, SchoolNet, Delta Math, Google Classroom, PowerSchool, and Class Dojo.
- Teachers must review websites for COPPA compliance before utilizing them in the classroom.
- The district has invested in several online textbooks: Pearson for Spanish, Anatomy, Bio, and AP Physics; McGraw Hill for Math and Science in grades 6-8, Social Studies in grade 6-12 and Accounting; Think Central for Math and Social Studies K-5; Social Studies Weekly for grade 4; Stemsscopes for Science in K-5; Bedford, Freeman and Worth for AP Biology, AP European History and AP World History; Cengagebrain AP Chemistry & DHO Health Science; Cambridge for Latin I - III; Bolchazy-Carducci for Latin IV & V; Houghton Mifflin/McDougal for Chemistry, Physics and World Geography; Vista Higher Learning for German and French.
- Parents of students in grades K-12 have access to students' grades and attendance using the parent portal in PowerSchool or using the PowerSchool app for iOS and Android.
- Many communications have become fully electronic by students, staff, and parents (email, calendar, online documents, surveys/forms, etc.)
- SSO via ClassLink or Google is provided for most of the online resources with links embedded in ClassLink for all grades.
- Each grade band has a BLADE Facilitator (K-5, 6-8, 9-12) who supports classroom instructional technology, job-embedded PD for teachers, and asset management
- Telemedicine is available at all schools for students and staff to virtually see a provider.



Establishing Needs: Comprehensive Stakeholder Survey



EXECUTIVE SUMMARY

As part of the creation of the 3-year Technology Strategic Plan, Cleveland City Schools sent a survey to stakeholders about various technology factors. The survey received a total of 1,120 responses. Constituents included classroom teachers (n=163), students (n=627), parents or guardians (n=276), and certified or classified staff that do not provide direct instruction to students (n=54).

Student highlights of the survey include that students feel that they are able to easily access technologies at school and at home when they need it (94.4%), students feel like their teachers integrate a variety of technology-based instruction (86.6%), and they feel like technology is important for their success (80.9%). Students indicate that the top needs include more time to work on technology skills (27.1%) and support from teachers in using the technologies utilized in the classroom (24.2%).

Classroom teachers indicate that they also have easy access to technology when they need it (97.6%). Furthermore, teachers generally feel that they have varied ideas for lessons integrating technology (85.9%) and that integrating technology is important for student success (85.3%). Teacher needs include more support keeping technology working, increased time to integrate technology, and more access to professional development focused on technology integration into teaching and learning.

Parents/guardians feel confident in their students' abilities to utilize multiple technologies (91.7%), that their teachers integrate a variety of technologies into lessons (81.9%), and that technology integration is important for student success (83%). However, parents/guardians seem split on whether they receive enough information on using technologies at home to help students complete assignments with only 55.4% indicating a favorable response to this question. Similarly, specific needs from parents/guardians include the request for more communication about technology in regards to the assignments their students have and training on how to access the programs students use (e.g., Canvas, Google Classroom, PowerSchool, etc.).

Focusing on safety, 88% of students feel safe on their school device, 83% of parents/guardians feel their student is safe on their school device, and 74.8% of teachers feel that their students are safe on school devices. 94.3% of students respond that they use technology appropriately and 85.2% of parents/guardians feel that their student uses technology appropriately and district filtering is effective. Conversely, only 52.7% of teachers feel that students use technology appropriately and district filtering is effective. Anecdotal conversations with teachers seem to indicate that this score is based on off-task behaviors by students.

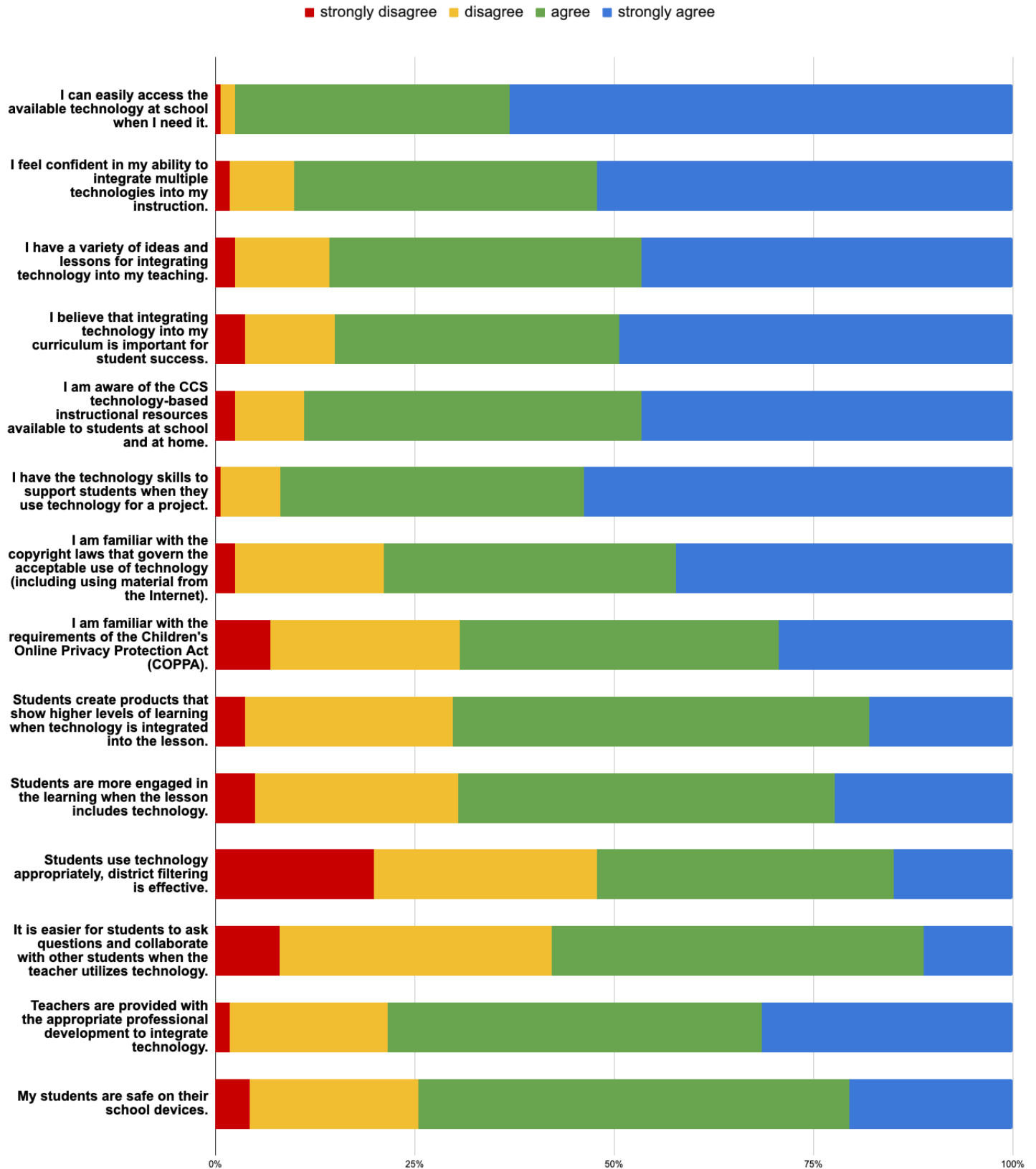
When looking at usage of different software programs, Google Workspace is the most prominent tool utilized by students and teachers. Interestingly, most students report that they frequently use Canvas while most teachers respond that they do not frequently use Canvas. This would seem to indicate that most students have at least one teacher who regularly uses Canvas, but there is still not wide-spread adoption of the learning management system (LMS) among teachers.

The last stakeholder group surveyed was non-certified staff and certified staff who do not provide direct instruction to students. Of this group, 81.1% of respondents indicate that they are able to find information from Cleveland City Schools that helps them address their specific needs regarding using technology. Additionally, respondents generally feel that district-provided technology has positively impacted their communication with peers, leadership, parents, students, and the community over the last three years.

STAKEHOLDER SURVEY RESULTS



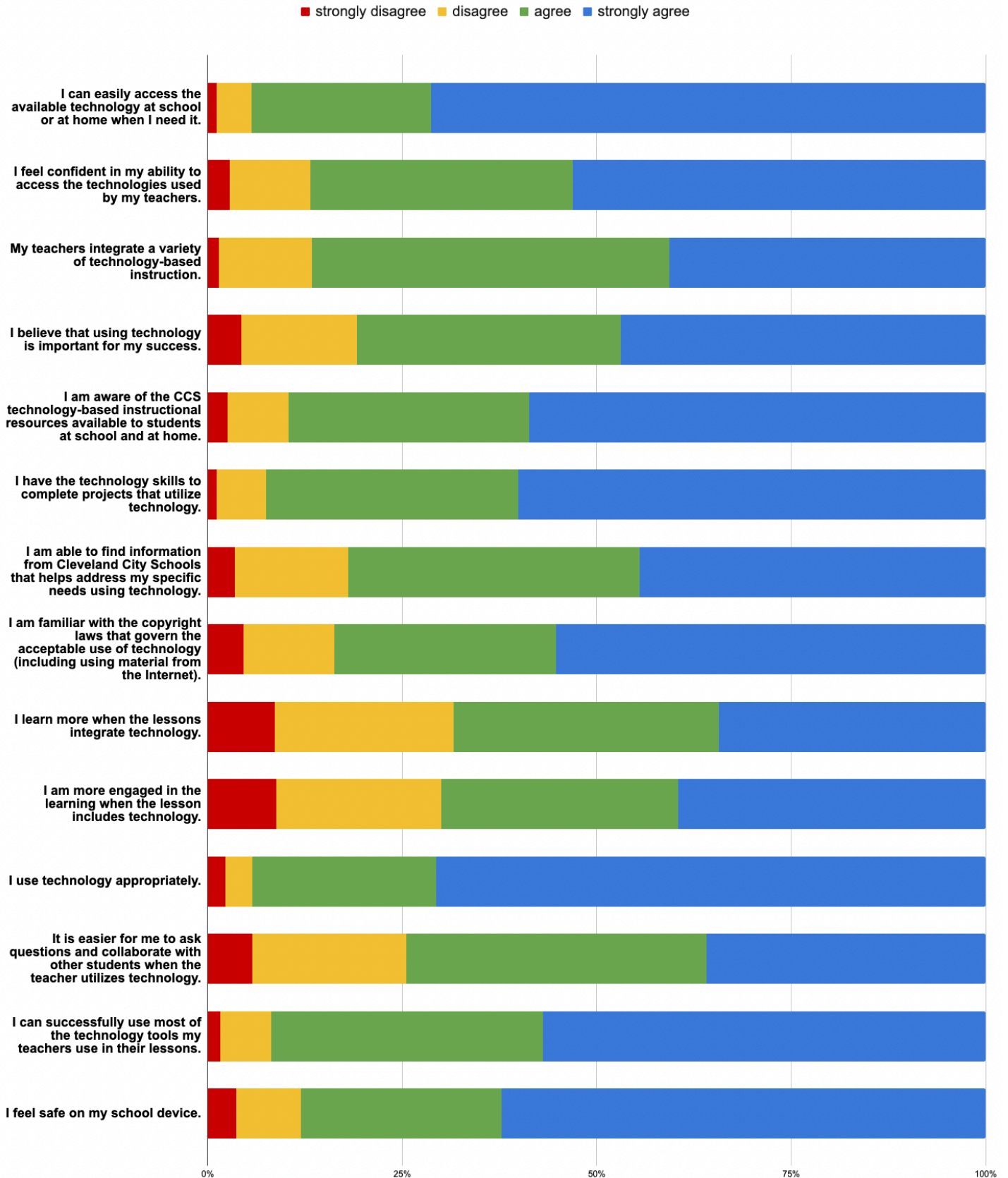
TEACHER ATTITUDES TOWARD TECHNOLOGY (n=163)



STAKEHOLDER SURVEY RESULTS



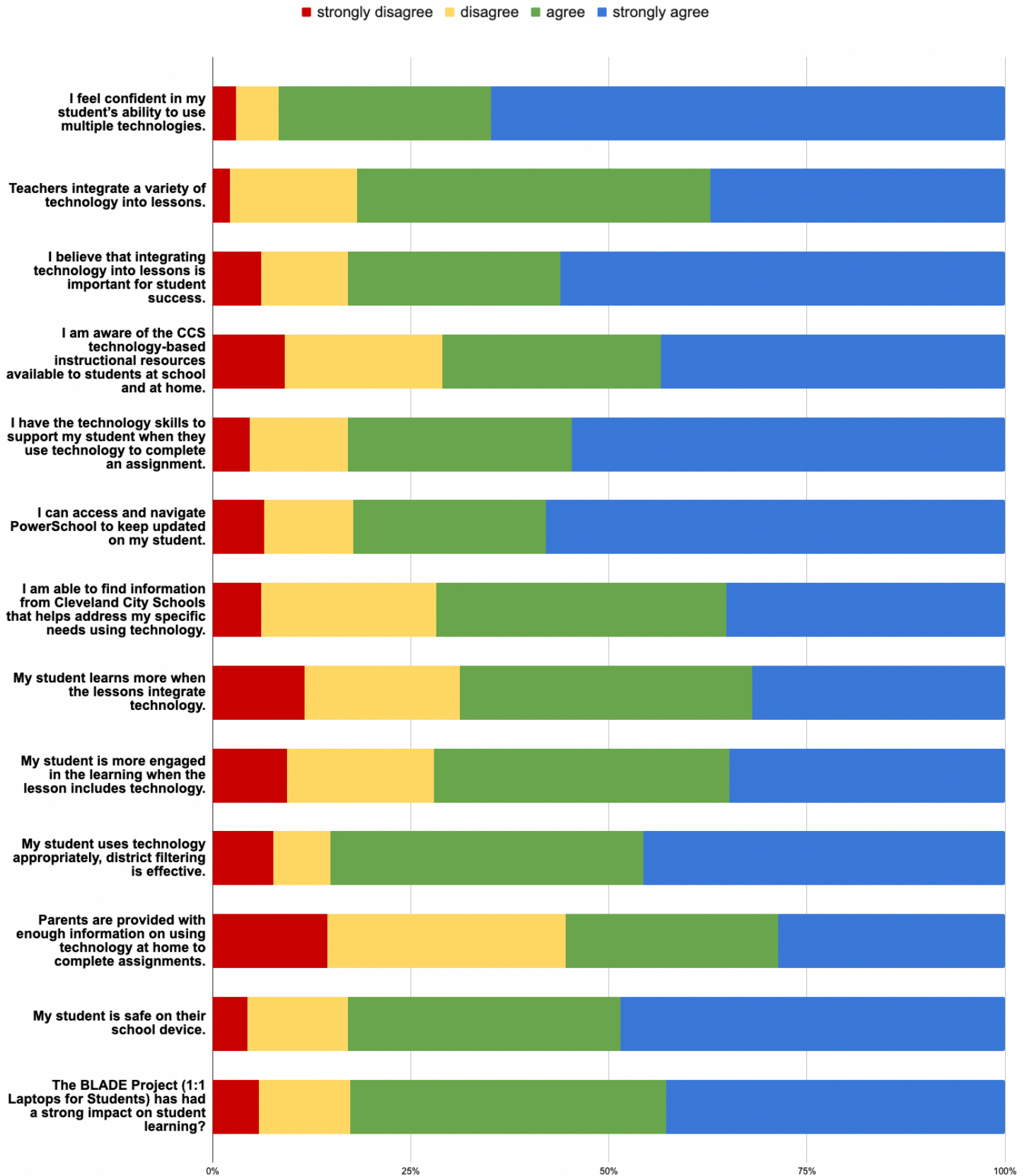
STUDENT ATTITUDES TOWARD TECHNOLOGY (n=627)



STAKEHOLDER SURVEY RESULTS



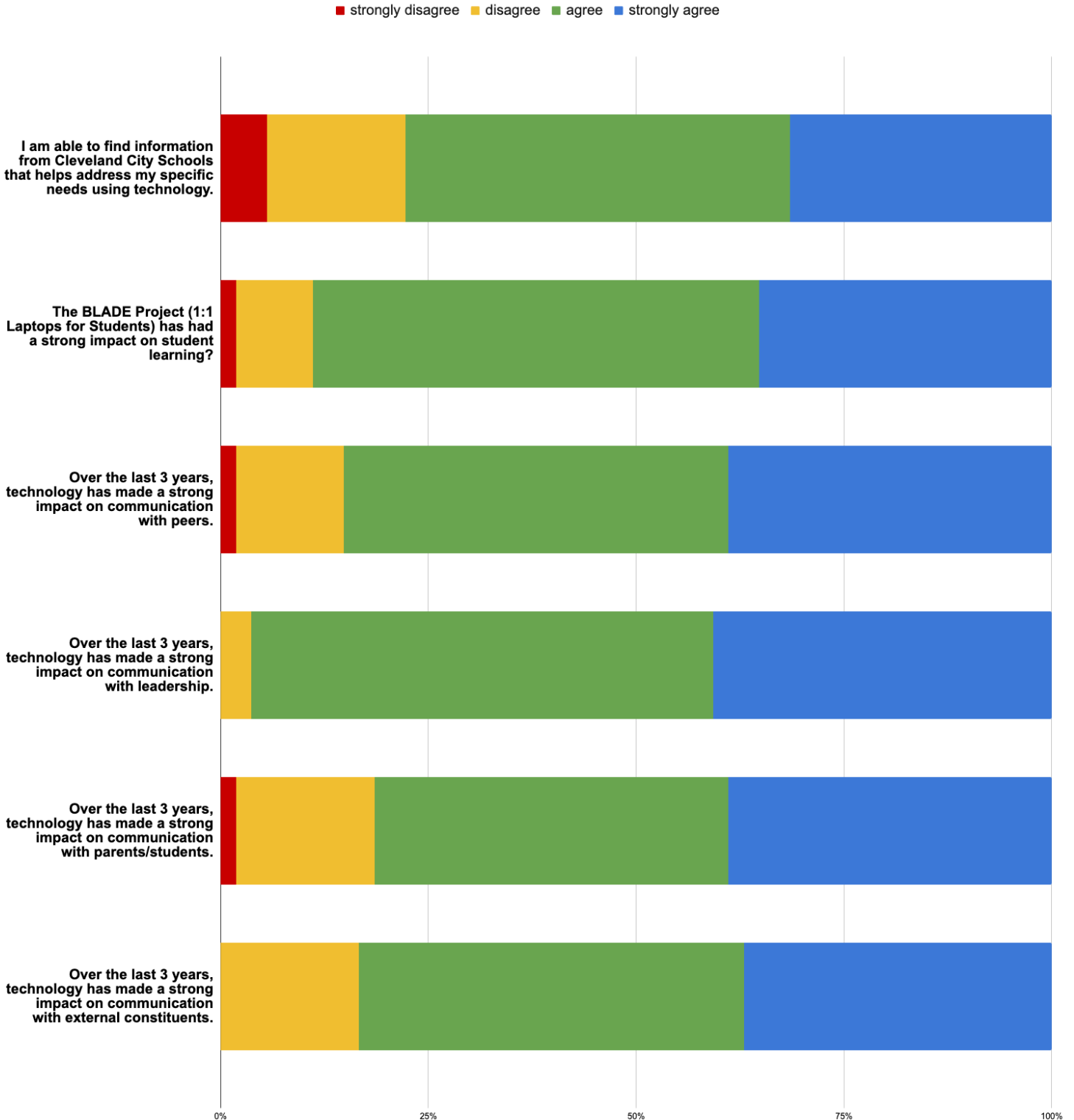
PARENT/GUARDIAN ATTITUDES TOWARD TECHNOLOGY (n=276)





STAKEHOLDER SURVEY RESULTS

STAFF ATTITUDES TOWARD TECHNOLOGY (n=54)





Goals and Efficacy Evaluation



GOALS AND EFFICACY EVALUATION

GOAL DOMAINS OF THE 3-YEAR STRATEGIC PLAN



Domain A: Infrastructure and Technical Operations

This domain encompasses back-end and front-end technologies that enable connectivity to the network and provide technological services to users. Primary examples are firewalls, network switches, wireless access points, servers, virtualization hardware, cloud computing, and the software that run on these systems. This domain enables other domains to function.



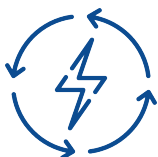
Domain B: Teaching and Learning

This domain is at the heart of the mission of Cleveland City Schools and centers on the technologies that are used in the classroom and the technological and pedagogical training of teachers and students. This domain included 1:1 devices provided by the Blended Learning and Digital Enhancement (BLADE) Project and job-embedded professional development.



Domain C: Security and Safety

This domain centers on keeping students and staff safe. It includes content filtering and digital safety education that intends to shelter students from dangerous parts of the Internet. This domain also includes technologies that help protect the network, devices, and data and include user authentication and authorization, email scanning and filtering, and endpoint protection.



Domain D: Efficiency and Effectiveness

This domain provides all employees (including assistants and non-certified staff) with the tools and training they need to do their jobs in the most efficient manner possible. Technology can be the catalyst organizations need to more efficiently break down communication barriers, ensure the free-flow of information between departmental silos, and see productivity increase.



GOALS AND EFFICACY EVALUATION

Goal 1: Cleveland City Schools will upgrade all wireless access points in the district.

Domain

A | Infrastructure and Technical Operations

Timeline

Spring 2023

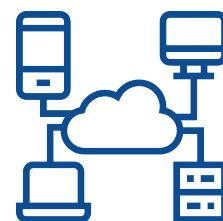
Details

Cleveland City Schools currently utilizes Aerohive/Extreme Networks for wireless with the model of placing one access point in each classroom or learning space. While the access points have worked well, many are aging and beginning to show signs of trouble or outright failing. Switching and network access control in Cleveland City Schools are Aruba products. Given this, and the favorable reviews from other school districts, Aruba has been selected as the next wireless vendor. This will homogenize the environment with one vendor and allow for "better-together" features between wireless, switching, and access control.

With more than 500 access points across the district, this will be a major overhaul. However, more users connect wirelessly than wired, and the BLADE project devices are wholly supported by wireless access points. The new access points will continue to follow the current model of placing one access point in each classroom or learning space while adding Wi-Fi 6 (AX) capabilities. This will allow our devices such as the student MacBooks to take advantage of features that help reduce connectivity issues in congested radio frequency environments such as schools.

Success Criteria

Cleveland City Schools will completely phase out Aerohive/Extreme access points across the district and replace them with updated Aruba Wi-Fi 6 access points.





GOALS AND EFFICACY EVALUATION

Goal 2: Cleveland City Schools will replace the fiber infrastructure at the AOB campus.

Domain

A | Infrastructure and Technical Operations

Timeline

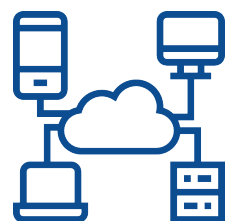
Spring 2024

Details

Cleveland City Schools currently has 1 gigabits per second (Gbps) multi-mode fiber running from the main distribution frame (MDF) at maintenance to the Administrative Office Building (AOB), Ross Elementary, and Yates Elementary. This fiber is outdated and can no longer support the operations of these schools in the coming years. Cleveland City Schools will replace the existing fiber with 10 Gbps single-mode fiber between maintenance and all other locations. This will require a switch upgrade and optics upgrade at several sites.

Success Criteria

Cleveland City Schools replaces all outdoor 1 Gbps multi-mode fiber with 10 Gbps single-mode fiber on the AOB campus. Additionally, all switches in MDFs at the AOB campus will send and receive at 10 Gbps.





GOALS AND EFFICACY EVALUATION

Goal 3: Cleveland City Schools will replace all uninterruptible power supplies with a robust solution that is centrally managed and controlled.

Domain

A | Infrastructure and Technical Operations

Timeline

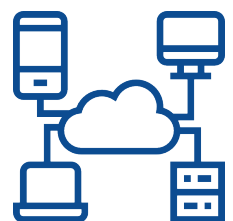
Fall 2025

Details

Cleveland City Schools manages several main distribution frames (MDF) and intermediate distribution frames (IDF) across the district. Each of these MDFs and IDFs contains critical network and operational infrastructure. Currently, the uninterruptible power supplies (UPS) deployed in the district are aging, inadequate for the load, and independently operated. Cleveland City Schools will replace all UPSs with standardized equipment that is capable of properly powering the load in case of a power outage and connects back to a central management service.

Success Criteria

Cleveland City Schools replaces all MDF and IDF uninterruptible power supplies with centrally connected hardware that can maintain the load for 20 minutes.





GOALS AND EFFICACY EVALUATION

Goal 4: Cleveland City Schools will increase the availability and accessibility of training materials for parents on the tools students utilize in the classroom.

Domain

B | Teaching and Learning

Timeline

Fall 2023 - Fall 2024

Details

Cleveland City Schools recognizes the importance of family involvement in a student's academic success. In order to provide caregivers with the tools they need to help their student be successful, Cleveland City Schools will provide training opportunities during open house each semester as well as offer easy to use online guides and tutorials on our most widely used platforms. These include PowerSchool, Canvas, Google Classroom, GoGuardian, and more. These guides and other helpful information for parents will be placed into a central repository of information that parents can utilize for support with district-provided technologies.

Cleveland City Schools will also develop guides for teachers to utilize when needed to assist parents in accessing current assignments and programs. Furthermore, each school will have a point-of-contact who is available to assist parents with gaining access to programs and using programs to help students with assignments.

Success Criteria

Each parent receives multiple opportunities to access the training resources he or she needs to support students with the assignments and programs used in the classroom. An online repository of resources is available for parents to access when needed.





GOALS AND EFFICACY EVALUATION

Goal 5: Cleveland City Schools will empower teachers with tools to help limit distractions for 1:1 devices.

Domain

B | Teaching and Learning

Timeline

Fall 2023 - Spring 2024

Details

Cleveland City Schools recognizes the importance of keeping students safe and focused on learning objectives while using technology. Our internet filtering blocks content deemed inappropriate on-campus and off-campus utilizing a system-wide secure DNS profile. However, teachers can also utilize GoGuardian and Apple Classroom to apply an additional level of classroom-based filtering or monitor student screens during specific subjects, assignments, or assessments. Unfortunately, the GoGuardian classroom-level filtering is not robust on the MacBooks and leaves opportunities for improvement as evidenced by the feedback from the classroom teacher surveys. Cleveland City Schools will continue to work to find an effective software solution that provides teachers with the tools they need to adequately limit distractions while they are in the classroom and utilizing 1:1 BLADE devices.

In addition to software, teachers are encouraged to arrange student seating to provide optimal monitoring of student screens as well as make it easier for teachers to practice proximity. Simple solutions like this can also help combat student off-task behaviors. Similar strategies-for-success will be discussed with teachers through job-embedded professional development sessions.

Success Criteria

Cleveland City Schools will procure a software program that helps teachers to further limit distractions on BLADE devices. Additionally, the BLADE Facilitators will reinforce training on the existing software while providing best-practices for ensuring the program operates as intended. In addition, BLADE Facilitators will include job-embedded professional development on best practices such as room arrangement and proximity.





GOALS AND EFFICACY EVALUATION

Goal 6: Cleveland City Schools will provide teaching and learning frameworks that reinforce the role of blended learning strategies when incorporating technology into the classroom.

Domain

B | Teaching and Learning

Timeline

Ongoing

Details

Cleveland City Schools began its 1:1 initiative with the objective of blending technology and traditional teaching strategies together to enhance student learning. According to survey feedback from students, some classes seem to have become over reliant on digital teaching strategies in areas where students believe they would learn better through more traditional methods.

To help empower teachers to embrace the best of both technology and traditional methods, Cleveland City Schools will continue to offer job-embedded professional development through our BLADE Facilitators. Future professional development will focus not just on technology integration, but also on how to select the best tools for the learner and the learning task.

Success Criteria

Teachers will be provided two professional development sessions per year in blended learning best practices. BLADE Facilitators will be available for consultation as well as providing co-teaching and coaching opportunities.





GOALS AND EFFICACY EVALUATION

Goal 7: Cleveland City Schools will enable multi-factor authentication for all employee Google accounts.

Domain

C | Security and Safety

Timeline

Spring 2023

Details

Cyber attacks are on the rise, and the FBI has issued specific warning for education entities that attacks against them are increasing. One of the most frequent vectors for security breaches is compromised employee credentials. Enabling multi-factor authentication significantly reduces the likelihood of unauthorized account access.

Most data in the district is protected with employee Google Workspace account credentials either directly or through a single sign-on with Google. Adding multi-factor authentication (MFA) to Google accounts will enable multi-factor authentication to many single sign-on (SSO) apps such as PowerSchool as well.

The district will publish FAQs and formalize a communication plan prior to the rollout of MFA. Additionally, to help ensure that users are supported throughout the process of enabling MFA, there will be a designate person at each building to provide troubleshooting guidance.

Success Criteria

100% of faculty, staff, and service accounts are protected by multi-factor authentication as reported in the Google Admin console.



GOALS AND EFFICACY EVALUATION



Goal 8: Cleveland City Schools will develop a panel to review websites and digital resources for COPPA compliance and integration feasibility.

Domain

C | Security and Safety

Timeline

Fall 2023

Details

The Children's Online Privacy Protection Rule (COPPA) imposes certain requirements on websites or online services directed to children under 13 years of age. Currently, Cleveland City Schools teachers bear the burden of ensuring that websites that collect student data (including student names) are COPPA compliant before utilizing the resource in their classroom.

Cleveland City Schools will support teachers in pre-vetting websites for COPPA compliance and publish a list of resources that can be used in the classroom. Teachers will be expected to ensure that any website that collects student data has been checked against the pre-verified list before utilizing the site in his or her classroom. Although COPPA is directed at students under the age of 13, all teachers will be expected to utilize the approved resource list before integrating the website that collects student data into their classroom.

The initial list will be as comprehensive as possible, however, there will be a form for teachers to submit requests to have resources evaluated for possible inclusion and the team (comprised of the Director of Innovation and BLADE Facilitators) will meet monthly to make these determinations.

Additionally, the district must ensure protection of student data. Before any purchases are made of software that requires data to be sent to a vendor, safeguards will be established that ensure the Director of Innovation and the Director of Student Information Systems have approved the integration of data.

Success Criteria

A comprehensive list of approved resources is available to all constituents and teachers have received training on COPPA compliance, the initiative, and how to access the approved list. Additionally, administrative procedures outline that the Director of Innovation and Director of Student Information Systems must approve any acquisitions of programs requiring data ingestion and all administrators have been trained on this procedure.





GOALS AND EFFICACY EVALUATION

Goal 9: Cleveland City Schools will develop a natural disaster recovery plan and refine its cybersecurity plan.

Domain

C | Security and Safety

Timeline

Spring 2024 - Spring 2025

Details

Cleveland City Schools has put into place several operational safeguards that help defend against a catastrophic technological loss. However, the operational redundancies and resiliencies can be improved through a formalized natural disaster recovery plan. The Department of Innovation will review its current status, industry recommendations, and put together a formalized natural disaster recovery plan.

Additionally, Cleveland City Schools currently has a cyber security plan, but a comprehensive review of the plan should be completed. Similar to the natural disaster recovery plan, the Department of Innovation will review its current status, industry recommendations, and refine the cyber security plan.

The last step of this goal will be to begin implementing the operational changes and purchase any necessary hardware to fortify against natural and cybersecurity disasters

Success Criteria

Cleveland City Schools establishes a natural disaster recovery plan and refines its cybersecurity plan. Internal audits indicate that the district is in compliance with the plan.





GOALS AND EFFICACY EVALUATION

Goal 10: Cleveland City Schools will strengthen and formalize its internal procedures for granting authorization to systems with a comprehensive approval program.

Domain

C | Security and Safety

Timeline

Fall 2024

Details

Cleveland City Schools has a fiduciary responsibility to protect staff and student data. While access to key systems is currently limited, the authorization procedures are varied and cumbersome. Cleveland City Schools will increase viability into access requests and ensure proper authorization by developing a centralized, comprehensive access request form.

The access request form will be the central depot for anyone needing privileged information access. Once the form is submitted, it will be routed to the employee's immediate supervisor for approval. Once the supervisor has approved access, the form will be routed to the Director of Innovation or the Director of Student Information Systems for processing.

Success Criteria

A comprehensive form for logging and approving access to privileged systems will be available and in-use by employees as the sole way to gain access to information.





GOALS AND EFFICACY EVALUATION

Goal 11: Cleveland City Schools will provide non-certified staff training in core programs including MacOS and Google Workspace.

Domain

D | Efficiency and Effectiveness

Timeline

Spring 2023 - Fall 2025

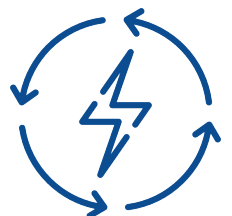
Details

Traditional integration of technology has been focused on teachers and students, however, Cleveland City Schools recognizes the training gap that exists within other populations. Beginning with some of the district's most-used programs and software, comprehensive training opportunities will be provided for staff members to help with the efficiency and effectiveness with which they utilize technology to complete their jobs.

Cleveland City Schools will work to provide both large-group and differentiated, individualized training for staff members that ensures alignment with their job duties. The BLADE Facilitators will lead this charge within their assigned grade-bands. The BLADE Facilitator will seek to understand the needs that exist within their buildings and put together a training schedule to address the learning needs.

Success Criteria

The district will provide at least one comprehensive professional development opportunity geared toward staff members each semester. Additionally, BLADE Facilitators will conduct a periodic review with staff members to determine on-going needs and provide individualized training as necessary.





GOALS AND EFFICACY EVALUATION

Goal 12: Cleveland City Schools will provide non-certified, classroom-based staff access to a laptop computer.

Domain

D | Efficiency and Effectiveness

Timeline

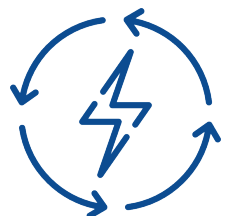
Spring 2024

Details

Students and teachers are provided a MacBook or Chromebook that they can use in the classroom. However, there is no district-wide program to deliver laptops to non-certified instructional personnel. Many schools or departments have elected to provide their paraprofessionals and teacher assistants with a Chromebook, but this isn't universal. Recognizing the impact that these employees have on our school system and student, Cleveland City Schools will provide all non-instructional, classroom-based staff with a laptop computer.

Success Criteria

All teacher assistants and paraprofessionals will have access to a laptop computer that they can utilize for instruction and work-related tasks.



GOAL SUMMARY



Key: ● Partially Implemented ● Fully Implemented

	Domain	Description	Year 1 (2023)		Year 2 (2024)		Year 3 (2025)	
			Spring	Fall	Spring	Fall	Spring	Fall
Goal 1	A	Access Point Upgrades	●					
Goal 2	A	Fiber Infrastructure at AOB Campus			●			
Goal 3	A	Uninterruptible Power Supplies						●
Goal 4	B	Parent Training Resources		●	●	●		
Goal 5	B	Limiting Digital Distractions		●	●			
Goal 6	B	Reinforce Blended Learning	●	●	●	●	●	●
Goal 7	C	Multi-Factor Authentication	●					
Goal 8	C	COPPA and Integration Review		●				
Goal 9	C	Disaster Recovery Plan			●	●	●	
Goal 10	C	Systems Authorization				●		
Goal 11	D	Non-Certified Staff Training	●	●	●	●	●	●
Goal 12	D	Non-Certified Staff Device Access			●			

COSTS SUMMARY



Key: Local - Board Approved Technology Budget

Sales Tax - Sales Tax Revenue Apportioned for System-Wide Technology

E-Rate - *Federal Communications Commission (FCC) Funding Discount for Connectivity

	Domain	Description	Projected Costs	Funding Source(s)
Goal 1	A	Access Point Upgrades	\$500,000	Local, Sales Tax, E-Rate
Goal 2	A	Fiber Infrastructure at AOB Campus	\$15,000	Local, E-Rate
Goal 3	A	Uninterruptible Power Supplies	\$100,000	Local, E-Rate
Goal 4	B	Parent Training Resources	Nominal	N/A
Goal 5	B	Limiting Digital Distractions	\$25,000 /year	Local
Goal 6	B	Reinforce Blended Learning	Nominal	N/A
Goal 7	C	Multi-Factor Authentication	Nominal	N/A
Goal 8	C	COPPA and Integration Review	Nominal	N/A
Goal 9	C	Disaster Recovery Plan	\$100,000	Local, Sales Tax
Goal 10	C	Systems Authorization	\$1,500 /year	Local
Goal 11	D	Non-Certified Staff Training	Nominal	N/A
Goal 12	D	Non-Certified Staff Device Access	\$75,000	Sales Tax

* The FCC's E-Rate program makes telecommunications and information services more affordable for schools and libraries. With funding from the Universal Service Fund, E-Rate provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries.



PORTRAIT OF A GRADUATE

PREPARING STUDENTS TO BE COLLEGE, CAREER, AND LIFE READY

THE FIVE CS

COMMUNICATION

- Clearly exchange information through varied modes of communication (oral, written, visual, and/or performance)
- Utilize technology and media effectively
- Engage others through active listening and informed, logical responses
- Use effective interpersonal skills

COLLABORATION

- Work cooperatively with team members to achieve a goal
- Value diverse viewpoints and demonstrate flexibility
- Share success through affirmation and accountability
- Build positive relationships

CREATIVITY

- Create, develop, refine, and implement innovative ideas
- Understand there are often multiple ways to solve a problem
- Form original ideas in response to feedback, setbacks, and failures
- Express curiosity and inquiry in pursuit of solutions

CRITICAL THINKING

- Assess and analyze relevant information to find solutions to problems
- Make sound judgments and wise decisions
- Reflect and reason
- Understand “bigger picture” issues, then collect and connect details to reach solutions

CHARACTER

- Exhibit moral and ethical integrity
- Model respectful and responsible behaviors
- Be community-minded and civic-minded by showing empathy, compassion, and kindness
- Demonstrate self-motivation, discipline, and a strong work ethic



Cleveland City Schools

Special Populations Update

2022-23

School	# of SWD	From last year	# of teachers	# of Assistants	Student to Adult Ratio
Arnold	42	+1	2	2	10.5
Blythe Bower	95	-8	4	4	11.9
Candy's Creek Cherokee	79	+7	3	2	15.8
Mayfield	42	-1	2	2	10.5
Ross	48	+16	2	3	9.6
Stuart	47	+7	3	4	6.7
Discovery Pre K	42	-7	2	2	10.5
Yates	29	-5	2	2	7.25
CMS	170	-4	9	11	8.5
CHS	241	+23	11	12	10.5
Totals	835	+29	40	44	9.9 average

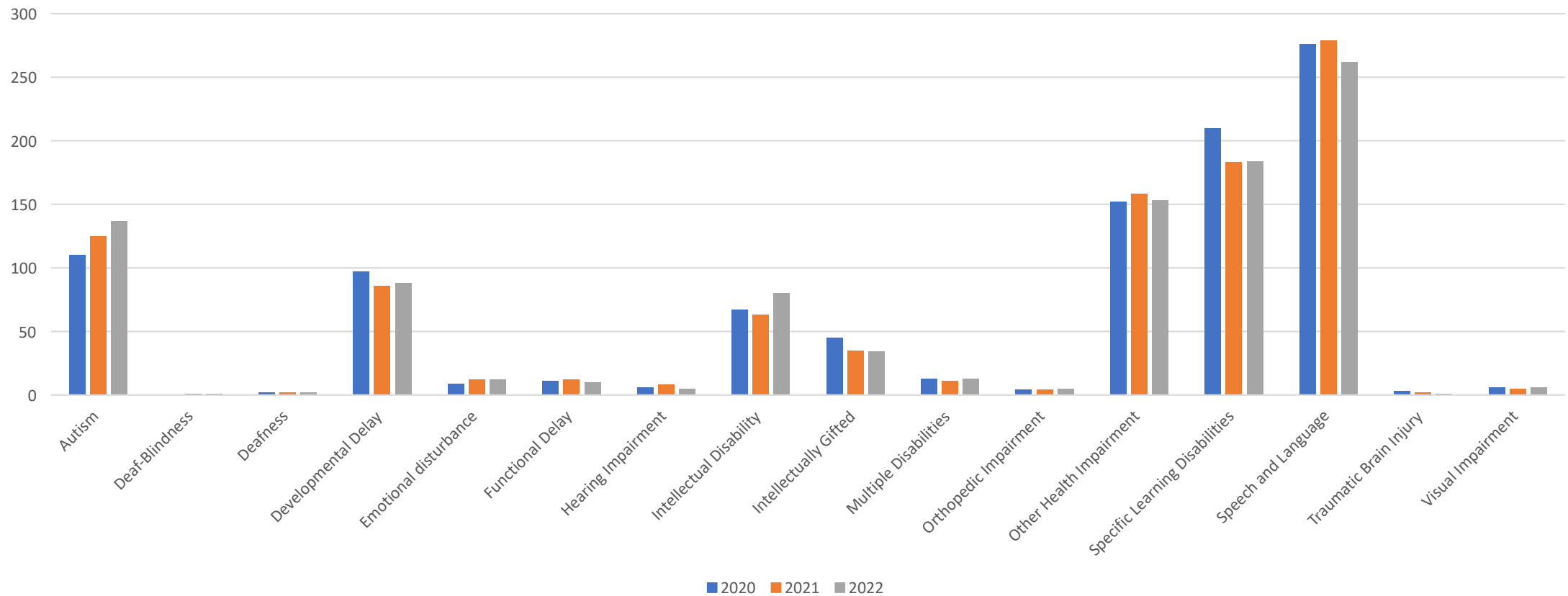
Disabilities in our district

Autism	140
Deaf-Blindness	1
Deafness	2
Developmental Delay	89
Emotional disturbance	12
Functional Delay	10
Hearing Impairment	5
Intellectual Disability	80
Intellectually Gifted	35
Multiple Disabilities	13
Orthopedic Impairment	5
Other Health Impairment	152
Specific Learning Disabilities	183
Speech and Language	262
Traumatic Brain Injury	1
Visual Impairment	6

	2020	2021	2022
Autism	110	125	137
Deaf-Blindness	0	1	1
Deafness	2	2	2
Developmental Delay	97	86	88
Emotional disturbance	9	12	12
Functional Delay	11	12	10
Hearing Impairment	6	8	5
Intellectual Disability	67	63	80
Intellectually Gifted	45	35	34
Multiple Disabilities	13	11	13
Orthopedic Impairment	4	4	5
Other Health Impairment	152	158	153
Specific Learning Disabilities	210	183	184
Speech and Language	276	279	262
Traumatic Brain Injury	3	2	1
Visual Impairment	6	5	6

Disabilities for 3 years

By Disability



Budget



Grants received for this year

- | | |
|---|---------------------|
| • IDEA Preschool discretionary (ages 3-5) <ul style="list-style-type: none">• Funds field pre-school teacher. | \$80,000.00 |
| • TDOE ARP IDEA (Funds used for 2 yrs) | \$298,616.05 |
| • Total funds received from grants: | \$378,616.05 |





Recently, our Kindergarten students participated in making gingerbread houses to practice identifying shapes. Parents were invited to assist students with making the houses. During this activity, students could be heard talking about the shapes they recognized and the Kindergarten teachers heard many students utilizing complete sentences when speaking to the volunteers. This was a great way to culminate a shape unit, in which students have been naming and describing shapes in their environment.





The Arnold Way

We'd like to recognize one of our kindergarten students this month for representing "You Before Me" with his peers. Zachary is a great representation of putting others before yourself. During a recent lesson, his teacher observed Zachary breaking his crayons to share with a peer because they were missing certain colors needed for the lesson. He did not hesitate to snap his crayons in half and hand them to his friend and never complained about having broken crayons. Zachary continued on with his learning and his friend was a recipient of kindness. We could all learn a lot from his little bit of kindness!



School Highlights

For

Mayfield Elementary – January 2023

Limo Ride to Lunch



One of the many facets of our Capturing Kids Hearts/Character Education program is the monthly Limo ride to lunch. Our very gracious BEST partner, Companion Funeral Home, treats six students of the month to lunch at Jenkins. Congrats to this month's recipients who exhibit the

trait of Courage: Kayden Scott, David Morzon, Naomi Mejia, Latoya Adeeko, Major Battle, Nadia Kudryk.



Christmas Extravaganza

Wow! What an overwhelming turnout of students and families at our recent Christmas Extravaganza. Our students did a great job singing and performing to a full and proud audience. Coupled with a visit from Ole Saint Nick made this a night filled with Christmas cheer. A BIG THANKS to Mrs. Casteel, Mrs. Miller and Nurse McKinley for their tireless work preparing for this event and to all those who lended a hand.



Reverse Caroling

An exciting twist on a traditional Christmas activity, reverse caroling allowed the Mayfield Choir to present a mini Christmas concert without traveling from class to class.

Each grade level visited the theater at an appointed time to have the choir bless them with holiday cheer.



Christmas Program

It was like a Christmas variety show with singing, dancing, and a partridge in a pear tree. Students from CHS Renaissance Choir entertained the student body with a few rousing numbers. This was followed by the Mayfield Singers blessing the audience and finally a group of brave teachers acting out the Twelve Days of Christmas - what a crew!

Quarterly Nest Prize



Students in the Green Nest were rewarded with an afternoon of dancing, crafting, s'mores, and a picture with Santa as a reward for earning the most nest points during this quarter. Santa and his elves were present to assist.