

Cleveland City Schools
Board of Education Regular Meeting
February 6, 2023 5:30 PM
Blythe-Bower



1. **Welcome/Moment of Silence** - Speaker: Nate Tucker
2. **Pledge of Allegiance**
3. **Comments from Chairman Tucker** - Speaker: Nate Tucker
4. **Public Comments**
5. **Consent Agenda** - Speaker: Nate Tucker
 - A. **Approval of Regular Agenda**
 - B. **Approval of Minutes from January 10, 2023 Board Meeting**
 - C. **Approval of Overnight Field Trips**
 - D. **Approval of Second Reading of Policies**
 - E. **Approval of policy date change only**
6. **Regular Agenda**
 - A. **Director's Update** - Speaker: Russell Dyer
 - B. **Spotlight** -Speaker: Autumn O'Bryan
 - C. **Director of Schools Evaluation** -Chairman: Nate Tucker
 - D. **BCPEF- Mid Year Report** -Speakers: Lynn Voelz and Dr. Nancy Blank
 - E. **High School Academic Schedule** -Speaker: Bob Pritchard
 - F. ***Math Textbook Adoption** -Speaker: Autumn O'Bryan and Dr. Leneda Laing
 - G. ***775 Raider Drive**
 - H. **First Reading of Policies** Jodi Riggins and Matthew Coleman
 - I. **Strategic Plan Focus** -Speaker: Cliff Eason
7. **Site Committee** -Speaker: Krista McKay

8. **Legislative Updates** -Speaker: Carolyn Ingram
9. **Student Representative Update** -Speaker: Aarna Patel
10. **"B" Agenda**
 - A. **Financial Report**
 - B. **Personnel Report**
 - C. **School Highlights**
 - D. **Dates to Remember**
11. **Adjourn**

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 **1119**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)

Wrestling

Trip Leave

* Date 2/3/23 Friday

* Time 9:00 AM

Trip Return

* Date 2/5/23 Sunday

* Time 12:00 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. Joey Knox, John Weiss, Jacob Murphy, Wilson Benefield

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

Comments TSSAA State Duals Tournament
Hotel information will 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)
Williamson County AG Expo Park, Long Lane, Franklin, TN, USA

Destination Not Listed Williamson County AG Expo Park, Long Lane, Franklin, TN, USA * Destination Name Ag Expo

* Approximate Nbr of Miles Round Trip 322.52

* 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 28 * Female Students 0 Total Students 28

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.
Charter Bus(Premier Transport) Itinerary will be emailed to Jeff Elliot and Bob Pritchard

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 2/3/23
* Time 9:00 AM

Vehicle Return

* Date 2/5/23
* Time 12:00 PM

Total Trip Hours 51.00

* 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

www.clevelandschools.org

Bid Id/Closing Date

Person Submitting Request

jweiss@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision

Approved

Name

bpitchard@clevelandschools.org

Decision Date

Oct 18, 2022, 11:13:50 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision

Approved

Name

jelliott@clevelandschools.org

Decision Date

Oct 21, 2022, 3:05:43 PM

Level 09 Approval - Transportation Approval

Comment

Decision

Approved

Name

mmetzger@clevelandschools.org

Decision Date

Jan 18, 2023, 9:41:35 AM

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 **1122**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)

Wrestling

Trip Leave

* Date 2/23/23 Thursday

* Time 8:00 AM

Trip Return

* Date 2/25/23 Saturday

* Time 6:00 PM

Trip Year/Week 2023-08

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, John Weiss, Jacob Murphy, Wilson Benefield

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

Comments TSSAA State Wrestling Tournament

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

* Main Destination ⓘ Other (Type Below)
Williamson County AG Expo Park, Long Lane, Franklin, TN, USA

Destination Not Listed Williamson County AG Expo Park, Long Lane, Franklin, TN, USA * Destination Name Ag Expo

* Approximate Nbr of Miles Round Trip 322.52

* 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 John Weiss
* Emergency Contact Phone # 4235051814

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 2/23/23
* Time 8:00 AM

Vehicle Return

* Date 2/25/23
* Time 6:00 PM

Total Trip Hours 58.00

* 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, 11:14:24 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Oct 21, 2022, 3:06:16 PM

Level 09 Approval - Transportation Approval

Comment

Decision Approved

Name mmetzger@clevelandschools.org

Decision Date Jan 18, 2023, 10:23:59 AM

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 **1228**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date 6/21/23 **Wednesday**

* Time 12:00 AM

Trip Return

* Date 7/8/23 **Saturday**

* Time 11:45 PM

Trip Year/Week 2023-25

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff.

Cari Bosserdet (CHS)
Kayla Rudy (WVHS)
Bo Bosserdet (Cleveland, TN)
Joe Pitney (Cleveland, TN)
Victoria Weiss (Germany)
Elvira Theil (Germany)
Nina Demberger (Germany)
Michi Blochel (Germany)

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

\$3,000 per person (estimated). Funded by student's family

Comments

There will be no school provided transportation. All transportation is set up through the travel agent.

This is the German American Partnership Program: Americans to Germany portion of the exchange

* Your School/Dept ⓘ

020 Cleveland High School
850 Raider Drive, Cleveland, TN 37312

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

No

* Main Destination ⓘ

Other (Type Below)
Burghausen, Germany

Destination Not Listed

Burghausen, Germany *

Destination Name Maria Ward and Kumax schools

* Approximate Nbr of Miles Round Trip

10000.00

* Funding Source #1

Other

Budget Code

No Budget Code.

Funding Source Desc

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

Budget Code Desc

Funding Approver

Are funds payable to a third party?

No

(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name

Cari Bosserdet

* Teacher / Advisor / Staff Phone #

4233397299

Teacher / Advisor / Staff Email

cbosserdet@clevelandschools.org

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

Emergency Contact Info

Same as Teacher / Advisor / Staff

* Emergency Contact Name

Cari Bosserdet

* Emergency Contact Phone #

4233397299

9

10

* Grade Level(s) Making Trip

11

12

* Educational Objective for Field Trip

Educational cross-cultural experience

Number of Individuals Making Trip

* Male Adult/Chaperone 2

* Female Adult/Chaperone 2

Total Adult/Chaperone 4

* Male Students 2

* Female Students 8

Total Students 10

* Will the students be away from school during lunch?

Yes

* If so, will these students need packed lunches?

No

Nbr Students 10 Teacher Cari Bosserdet

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

Additional Information

* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? Yes

* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.

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 **1231**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date 10/7/23 Saturday

* Time 6:00 AM

Trip Return

* Date 10/11/23 Wednesday

* Time 7:00 PM

Trip Year/Week 2023-40

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Dr. Ed Fickley
Casey O'Connor
Erica Rogers
Presly Turner
Parents to be determined upon registration

* Indicate cost per person and how the trip is being funded (parent or district?) \$675 funded by parents

Comments NA

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

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

* Main Destination ⓘ Other (Type Below)
6065 Richmond Hwy, Alexandria, VA 22303, USA

Destination Not Listed 6065 Richmond Hwy., Alexandria, VA * Destination Name Springhill Suites

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code

Funding Source
Desc

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

Budget Code
Desc

Funding Approver

Are funds payable to a third party? Yes

(Does venue require payment prior to trip?)

Amount of Payment varies

Payment Option

Purchase Order/Requisition Nbr

Payment Due To

405 Belvoir Ave
Chattanooga

Comments Concerning Payment

* Teacher / Advisor / Staff Name Ed Fickley

* Teacher / Advisor / Staff Phone # 4232408304

Teacher / Advisor / Staff Email efickley@clevelandschools.org

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

Emergency Contact Info Same as Teacher / Advisor / Staff

* Emergency Contact Name Ed Fickley

* Emergency Contact Phone # 4232408304

* Grade Level(s) Making Trip 8

* Educational Objective for Field Trip To visit the seat of our nation's capital and government and the home of George Washington and other various sites and destinations.

Number of Individuals Making Trip

* Male Adult/Chaperone 10 * Female Adult/Chaperone 10 Total Adult/Chaperone 20

* Male Students 40 * Female Students 40 Total Students 80

* 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.

see sample attached

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

Arrive at Venue (Info Only)

Depart Venue (Info Only)

Vehicle Return

* Date 10/7/23
* Time 6:00 AM

* Date 10/7/23
* Time 6:00 PM

* Date 10/11/23
* Time 7:00 AM

* Date 10/11/23
* Time 7:00 PM

Total Trip Hours 109.00

* Type of vehicles needed to reserve Approved Charter



* Approved Charter

Eagle Christian Tours

Email

Phone 706-314-8684

Contact

Address PO Box 512

Rome GA

* How many vehicles do you need? 2

Vehicle Guidelines:

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

* Do you need a wheelchair lift? No

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

Special Needs

Comments or Details Concerning Needs

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

Person Submitting Request efickley@clevelandschools.org

Date Submitted

Field Trip Acceptance of Responsibility

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

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name nakiona@clevelandschools.org

Decision Date Jan 29, 2023, 3:29:06 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision

Approved

Name

jelliott@clevelandschools.org

Decision Date

Feb 2, 2023, 8:31:05 AM

Level 07 Approval - Overnight Trip Approval

Comment

Decision

Approved

Name

jelliott@clevelandschools.org

Decision Date

Feb 2, 2023, 8:32:23 AM

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 **1232**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)

Band

Trip Leave

* Date 2/2/23 Thursday

* Time 9:00 AM

Trip Return

* Date 2/4/23 Saturday

* Time 7:00 PM

Trip Year/Week 2023-05

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. Jim Burton
Erik Slmpson
Ashley Garner

* Indicate cost per person and how the trip is being funded (parent or district?) \$80 Parent

Comments

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

* Main Destination ⓘ Other (Type Below)
Pk Vis Rd, Gatlinburg, TN 37738, USA

Destination Not Listed Park Vista, Park Vista Road, Gatlinburg, TN, USA * Destination Name Park Vista Resort

Stops on the way: Lunch: West Town Mall, Kingston Pike, Knoxville, TN, USA

* Approximate Nbr of Miles Round Trip

* Funding Source #1 School Budget Code 303

Funding Source
Desc

Budget Code
Desc

Funding Approver

* Teacher / Advisor / Staff Name Jim Burton
* Teacher / Advisor / Staff Phone # 4235035987
Teacher / Advisor / Staff Email jburton@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 Jim Burton
* Emergency Contact Phone # 4235035987

Number of Individuals Making Trip

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

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

Vehicle Pickup

* Date 2/2/23
* Time 9:00 AM

Vehicle Return

* Date 2/4/23
* Time 7:00 PM

Total Trip Hours 58.00

* Type of vehicles needed to reserve Approved Charter 

* Approved Charter Rocky Top Tours, Inc & Rocky Top School Bus LLC
Email
Phone 865-970-3474
Contact
Address 445 Continental Dr. Maryville, TN 37804

* 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 jburton@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

Decision Date Jan 22, 2023, 7:21:53 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Jan 23, 2023, 7:33:43 AM

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 **1249**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)

Wrestling

Trip Leave

* Date 2/3/23 Friday

* Time 10:00 AM

Trip Return

* Date 2/4/23 Saturday

* Time 11:30 PM

Trip Year/Week 2023-05

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. Josh Bosken, Jenna Morris, LeeAnne Shurette, Joey Knox, John Weiss, Jacob Murphy, Wilson Benefield

* Indicate cost per person and how the trip is being funded (parent or district?) Paid for by Boys and Girls Wrestling Teams

Comments We are taking a Charter Bus

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

* Main Destination ⓘ Other (Type Below)
4215 Long Ln, Franklin, TN 37064, USA

Destination Not Listed Williamson County AG Expo Park, Long Lane, Franklin, TN, USA

*	Destination Name	Ag/Expo Center
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* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code n/a

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 Josh Bosken
* Teacher / Advisor / Staff Phone # 513-646-4435
Teacher / Advisor / Staff Email jbosken@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 LeeAnne Shurette
* Emergency Contact Phone # 423-421-9832

Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	3	Total Adult/Chaperone	7
* Male Students	30	* Female Students	20	Total Students	50

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.

Charter Bus

Vehicles Needed

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

Person Submitting Request Ishurette@clevelandschools.org
Date Submitted

Level 01 Approval - Location Approval

Comment
Decision Approved
Name bpritchard@clevelandschools.org
Decision Date Jan 30, 2023, 1:30:58 PM

Level 07 Approval - Overnight Trip Approval

Comment
Decision Approved
Name jelliott@clevelandschools.org
Decision Date Jan 30, 2023, 2:55:53 PM

Level 10 Approval - School Board Approval

Comment
Decision
Designated Approver amcmackin@clevelandschools.org

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 **1255**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
CTE/Fine Arts Trip

Trip Leave

* Date 2/17/23 Friday

* Time 12:00 PM

Trip Return

* Date 2/18/23 Saturday

* Time 9:30 PM

Trip Year/Week 2023-07

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. Tim Smith, Megen Saez, and Michael Ritchie

* Indicate cost per person and how the trip is being funded (parent or district?) The trip is being funded by the Robotics Club.

Comments Robotics Club competition to MTSU. Drivers will be the chaperones.

* 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 ⓘ
MTSU
1301 E Main St., Murfreesboro, TN 37132

* Approximate Nbr of Miles Round Trip
300.00

* Funding Source #1 Other Budget Code 599

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?

(Does venue require payment prior to
trip?)

* Teacher / Advisor / Staff Name Tim Smith
* Teacher / Advisor / Staff Phone # 4234579815
Teacher / Advisor / Staff Email tsmith@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 Tim Smith
* Emergency Contact Phone # 4234579815

10
* Grade Level(s) Making Trip 11
12
* Educational Objective for Field Trip Robotics Club competition, students have created their robot to compete with other high schoolers.

Number of Individuals Making Trip

* Male Adult/Chaperone 2 * Female Adult/Chaperone 1 Total Adult/Chaperone 3
* Male Students 5 * Female Students 6 Total Students 11

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

Nbr Students 11 Teacher Tim Smith

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

Additional Information

* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? Yes

* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.

We plan to use the CTE truck and personal vehicles.

Vehicles Needed

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

Person Submitting Request msaez@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 Feb 1, 2023, 9:13:31 AM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Feb 2, 2023, 10:17:45 AM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver amcmackin@clevelandschools.org

Name

Decision Date

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 ~~20 5. Because of differences in economic resources available to the various schools, and for other
21 reasons, the purchase of equipment on a matching fund basis, (part of cost provided by an
22 individual or organization and part by the Board from public funds) shall not be encouraged.~~

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 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be
22 retained or sold, and the awarding agency shall have a right to an amount calculated by
23 multiplying the current market value or proceeds from sale by the awarding agency's share
24 of the equipment.
25

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.

9

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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

Section 5.100 - 5.310 Personnel 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 5](#). After the review, the following board policies do not need to change with the exception of the annual date of review.

- 5.100 Personnel Goals
- 5.101 Line and Staff Relations
- 5.102 Personnel Classification and Qualifications
- 5.103 Job Descriptions
- 5.104 Equal Opportunity Employment
- 5.105 Recruitment
- 5.106 Application and Employment
- 5.107 Orientation and Probation
- 5.108 Supervision
- 5.110 Compensation Guides and Contracts
- 5.1101 Differentiated Pay Plan
- 5.112 Extended Contracts
- 5.113 In-Service and Professional Learning Opportunities
- 5.114 Personnel Records
- 5.1141 Teacher Effect Data
- 5.1151 Telework During Emergencies
- 5.117 Teacher Tenure



- 5.118 Background Investigations
- 5.119 Employment of Retirees
- 5.200 Separation Practices of Tenured Teachers
- 5.201 Separation Practices of Non-tenured Teachers
- 5.203 Recommendations and File Transfers
- 5.301 Emergency and Medical Leave
- 5.304 Long Term Leaves of Absence
- 5.306 Military Leave
- 5.307 Physical Assault Leave
- 5.308 Sabbatical Leave
- 5.309 Legislative Leave
- 5.310 Vacations and Holidays



Director's Update

February 6, 2023

Updates

- Departmental and Principal Budget Meetings have been held. A focus group with our certified and non-certified staff will take place on Tuesday.
- Noon Rotary visited Cleveland High School on January 31. Excellent visit and lunch provided by CHS Culinary. Our CTE team presented about their department and tours were provided.
- TISA rules passed their TN House committee this week and we expect the rules and training to roll out in mid-February.
- A team of teachers, principals and central office staff will visit Collierville Schools and Bartlett City Schools on Friday to learn more about their use of technology in the classroom.
- President's Day is February 20 - schools will be closed that day.
- New Kindergarten enrollment event is scheduled for Saturday, March 25 in Raider Arena...look for more information soon!





Strategic Plan Update


Strategic Plan Focus

- Safety Update



Director of Schools Board Evaluation 2023

Director and Board Relations	3.38
Community Relations	3.43
Staff Relations	3.57
Finance and Operations	3.57
Instructional Leadership	3.64
Goal 1	3.43
Goal 2	3.14
Goal 3	3.29
Goal 4	3.14
Goal 5	3.43
Total	3.40



BRADLEY CLEVELAND
PUBLIC EDUCATION
FOUNDATION

PARTNERING WITH
BRADLEY COUNTY
&
CLEVELAND CITY
SCHOOLS

2022-23 Mid-year BOE Report

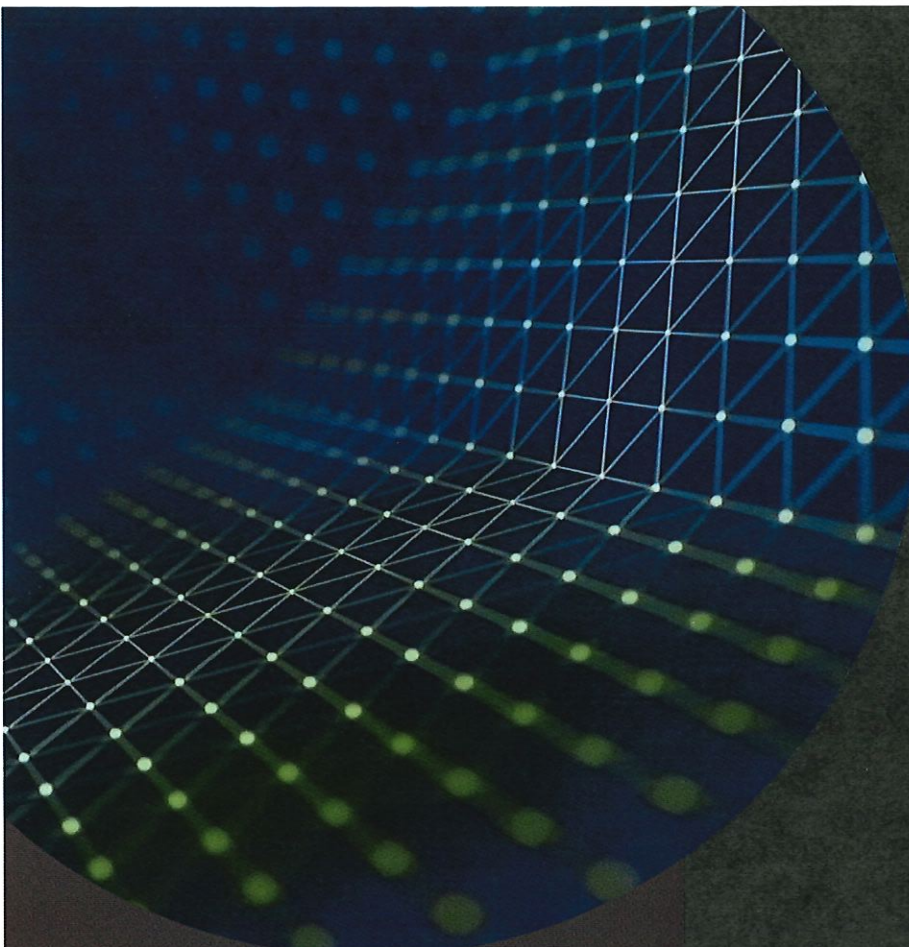
IMPACT of the Strategic, Collaborative PARTNERSHIP

Enhances the communities of Cleveland and Bradley County by establishing PRIVATE financial partnerships...providing funding at the foundational classroom level of its public schools.

Private financial support supplements public support...enabling more than 16,000 students and 1,200 teachers to pursue innovation and collaboration for measurable educational impact.

Enhances teaching and learning in our public schools, ultimately impacting the entire community, providing well educated, productive citizens.

Key is **Strategic Collaboration** – Relationships and Communication built on Vision and Planning with Strategic Purpose!



Strategic Program/Project Support 2022-2024

Teacher Grants

LEAD Fellowship

Telemedicine

Tango Flight

PIE Center

Teacher Awards

Scholarships

Grants/Funding for add'l targeted programs

Advocacy

LEAD – Leadership, Education, and Development

Year-long professional development fellowship designed for emerging school leaders to develop skills and knowledge creating exceptional professionals who transform schools

2022-23 Pilot program

Funding – CS Foundation & The Tucker Foundation

9 Sessions – September 2022 – May 2023

Facilitators – Debby Torres & Terri Murray; Mgmt – Jane Littlejohn

14 Fellows – BCHS, Black Fox, Charleston, Goal, LFMS, OMS, PIE, Waterville, CMS, CHS, Arnold & Stuart

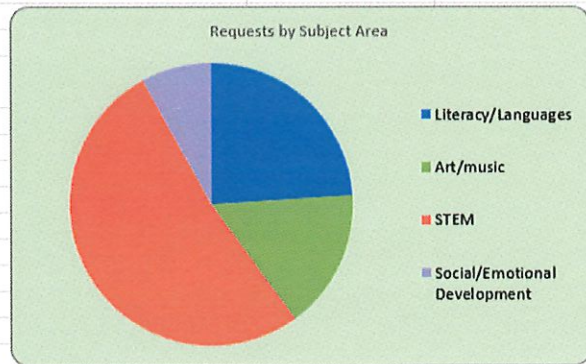


Teacher Grants Data: 2022-2023

Requests Data		
	Proposals Submitted	Amount Requested
Total Requests:	27	\$96,755.78
Cleveland City Schools	9	33,911.10
Bradley County Schools	18	\$62,844.68

# of Team Grants Requested:	20
# Individual Grants Requested:	7

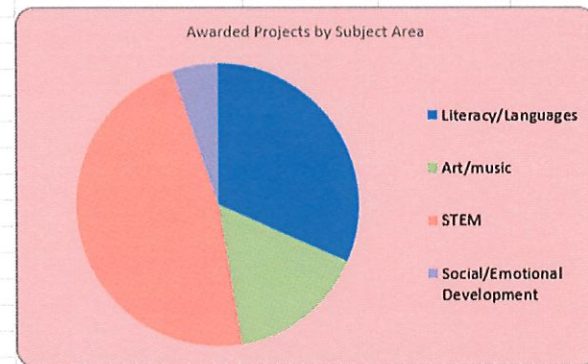
Requests by subject area:	
Literacy/Languages	6
Art/music	4
STEM	13
Social/Emotional Development	2



Awarded Data		
	Proposals	Amount
Cleveland City Schools	8	32,911.10
Bradley County Schools	11	\$36,690.24
		Total Awarded: 69,601.34
Total Team Awarded:	15	
Total Individual Awarded:	4	

Teacher Grant Workshop:	
Attendee Total:	24
Attendees Who Applied for a grant:	11
Award Rate of Workshop Attendees:	90.91%

Awards by subject area:	
Literacy/Languages	6
Art/music	3
STEM	9
Social/Emotional Development	1



BRADLEY CLEVELAND
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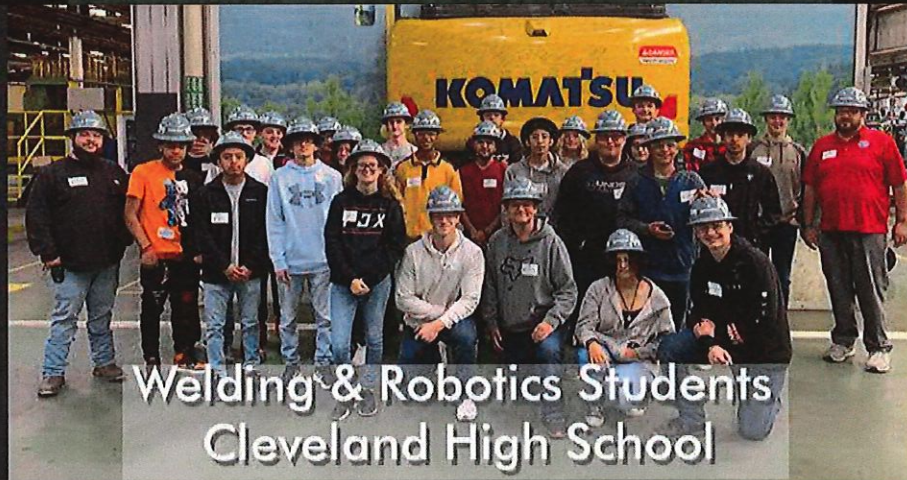
EDGE BILLBOARDS



ALL FEMALE ROBOTICS TEAM CLEVELAND HIGH SCHOOL

BRADLEY CLEVELAND
PUBLIC EDUCATION
FOUNDATION

EDGE BILLBOARDS



Welding & Robotics Students
Cleveland High School



TELEMEDICINE

2015 – 2023 Investments of \$2.5M

- United Way of the Ocoee Region - UWHEF
- Erlanger Partnership 2015 – 2021
- Ronald McDonald House Charities 2015 - 2019
- Ocoee Pediatrics Partnership Jan. 2022 – present

and

- Boards of Education
- BCPEF

Results

Equipment and nurses in 24 of 26 schools – 100,000+ nurse visits each year; 500+ Telemed visits

Local Partnership providing medical home if needed or desired

Students' and Staff's acute illnesses treated & chronic illness intervention enhanced

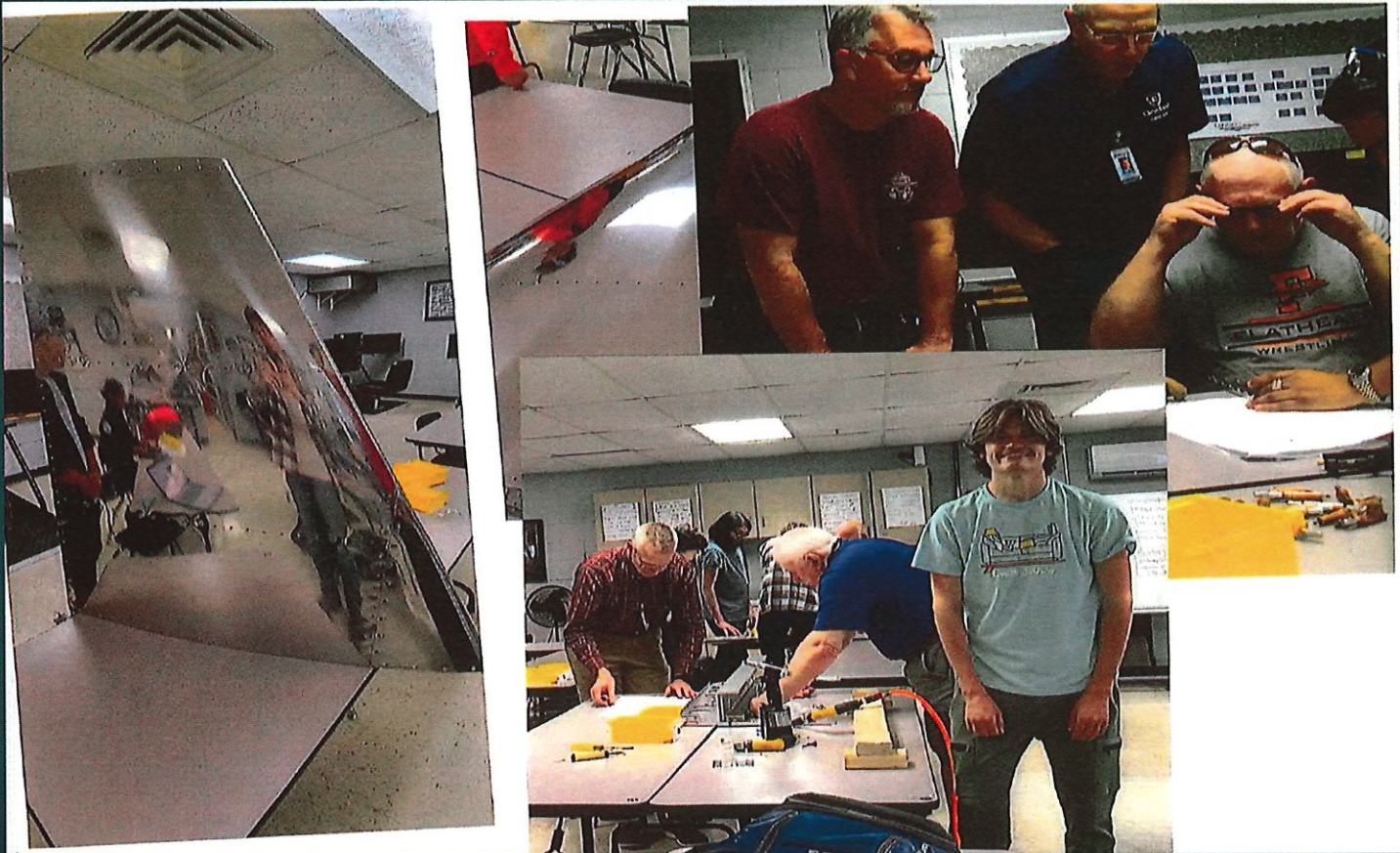




CHS – Tango Flight

- ▶ 2 years of program support funded by 5 donors (\$121,854)
 - Deposit on aircraft for duration of program
 - Re-tooling, annual fee
- ▶ Built on prior investments
 - BBES STEAM laboratory – 2015 (Annenberg)
 - CHS STEMulation Lab – 2020
 - (Johnson Family Fnd & Fitzgerald Fnd)
 - CHS CTE Aviation Program
 - Air Force JROTC Program
- ▶ LEAD Fellows visited site Jan. 20
- ▶ Donors' visit planned

CHS - TANGO FLIGHT





BRADLEY CLEVELAND
PUBLIC EDUCATION
FOUNDATION

AIR FORCE JROTC
CLEVELAND HIGH SCHOOL

EDGE BILLBOARDS



IN SUMMARY...

- ▶ Cultivation and Solicitation of **Donors** – Strength of Relationships
 - Vision 100
 - Gifts, Grants & Gratitude
 - Impact of Project/Program support, communication, site visits (*transformational donor experience*)
- ▶ BCPEF Facility – Johnston Tucker Center
 - Serving the **Education Family & Donors**
- ▶ BCPEF Executive Committee & Staff
- ▶ Strategic Plan
- ▶ Impact of Strategic Collaboration and System Leadership



Elementary Math Textbook Adoption

Vision statement – We believe in our mathematics classrooms all students are capable of meeting the expectations of the standards and deserve strong, engaging instruction supported by highly aligned instructional materials and resources that make them excited about learning.



Timeline

- I. Sept. 2022 Steering and Teacher Committees Formed
- II. Oct. 2022 Attended State Adoption Meeting
- III. Approved Vendors Released from the TDOE
- IV. Nov. 2022 CCS Vendor Presentations
- V. Jan. 2023 Vendor Presentations for all CCS math teachers (top 3)
- VI. Jan. 2023 Feedback from parents, students, university professor, curriculum vendor from state math grant, all math teachers
- VII. Feb. 2023 Presentation to School Board



Teacher Comments

- Differentiation built in lesson
- Allows productive struggle (solve and share, look and listen, extensions)
- Visual bridge (visual learning and then students convince teacher of knowledge of skill)
- Pocket chart activities already made: test, digital games, technology center, activity centers
- I like the online portfolios that can be continuously updated and edited.

SAVVAS

Program Overview
Grades K-5



enVision Mathematics
Tennessee

Kids See the Math. Teachers See Results.

Teacher Comments

- Problem-Based Learning (productive struggle)
- Family Support videos per lesson
- Digital Practice for every lesson and a language support Handbook
- Adaptive Practice for any learning disability and level
- Customize each lesson and rearrange topics to create new content

SAVVAS

Program Overview
Grades K-5



enVision[®] Mathematics
Tennessee

Kids See the Math. Teachers See Results.

Parent Comments

- I like how it has offline access.
- I like how there are lots of examples and a video for lessons.
- The activities look really cool.
- There is a lot of practice, fun activities and help embedded in each lesson.
- There is a lot of variety for all learners.

SAVVAS

Program Overview
Grades K-5



enVision Mathematics
Tennessee

Kids See the Math. Teachers See Results.

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 03/13/23
		Rescinds: 5.109	Issued: 04/06/09

1 ~~The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the~~
2 ~~part of the Director of Schools and of the administrative and supervisory personnel.~~

3 ~~The Board shall use a performance contract model for evaluating administrative and supervisory~~
4 ~~personnel and shall approve standard forms to be used in evaluating support personnel.~~

5 ~~The Director of Schools is responsible for ensuring that all administrative and supervisory personnel are~~
6 ~~evaluated annually.~~

7 **LICENSED TEACHING PERSONNEL**

8 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the
9 part of the Director of Schools and of the administrative and supervisory personnel. The Board shall use
10 a performance contract model for evaluating administrative and supervisory personnel and shall approve
11 standard forms to be used in evaluating support personnel. The Director of Schools is responsible for
12 ensuring that all administrative and supervisory personnel are evaluated annually.^{1,2}

13 ***Local Level Grievance Procedure***

14 The director of schools shall develop procedures, consistent with State law, for processing evaluation
15 grievances.³

16 **NON-LICENSED PERSONNEL**

17 Newly hired non-licensed administrative/support personnel shall be evaluated once during the evaluation
18 period (up to 90 days) and at least one (1) additional time following successful completion of the
19 evaluation period during the first year of employment. Support personnel employed for more than one
20 (1) year shall be evaluated at least once a year.

21 Evaluations shall be used as an aid in improving an employee's performance and as a basis for
22 continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each
23 employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has
24 been discussed.

Legal References

1. TCA 49-5-5205(d)
2. TRR/MS 0520-2-1-.02
3. Tennessee State Board of Education Teacher and Principal Evaluation Policy

Cross References

- Job Descriptions 5.103
Orientation and Probation 5.107

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Assignment/Transfer	Descriptor Code: 5.115	Issued Date: 05/13/02
		Rescinds: 5.115	Issued: 07/09/01

1 ASSIGNMENT

2 The Director of Schools shall assign ~~licensed and non-licensed~~ personnel to the various schools **or departments**
3 **by June 15th** preceding the school year for which such persons are employed while allowing each principal or
4 immediate supervisor to assign more specific responsibilities within each school.¹

5 Assignment of employees will be made by the Director of Schools ~~who shall consider~~ **based on** the
6 recommendation of the appropriate division director and/or building principal. The ~~factors to be considered in~~
7 ~~making~~ the assignment shall **be determined by** ~~include~~ the applicant's training, experience and ability to perform
8 the duties of the position and in the best interest of the schools.

9 Extra assignments for which supplements are provided and upon which initial employment was based may not be
10 relinquished in part by the employee without the approval of the person making the assignment. Other assignments
11 for which supplemental salary is provided shall be made on an annual contract basis.

12 TRANSFER (to move from one school or administrative unit to another)

13 The Director of Schools shall transfer employees as necessary for the efficient operation of the schools.²
14 Transfers shall be non-discriminatory and shall not be arbitrary or capricious. ~~The Director of Schools is~~
15 ~~responsible for following the procedures for transfer as outlined in TCA 49-5-510.~~

16 ~~Any teacher transferred shall receive prior written notice at least one (1) week prior to the transfer with a written~~
17 ~~explanation for the transfer. All other employee transfers shall receive prior written notification of the transfer.~~

18 REASSIGNMENT (to move to another assignment within the same school or administrative unit)

19 Reassignments shall be non-discriminatory and shall not be arbitrary or capricious. Employees shall be reassigned
20 as necessary for efficient operation of the schools. ~~The Director of Schools is responsible for following the~~
21 ~~procedures for reassignment as outlined in TCA 49-5-510.~~ The employee's immediate supervisor shall make
22 reassignments with prior notification being given to the Director of Schools for approval.

23
24

Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401; **TCA 49-2-303(b)(3)**

Cross References

- Nepotism 1.108
- ~~Line and Staff Relations 5.101~~
- Job Descriptions 5.103
- Recruitment 5.105

2. TCA 49-2-301(f)(1)(EECC); TCA 49-5-510;--OP
Tenn. Atty. Gen. 98-164 (August 24, 1998);--TCA
49-2-303

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Positions	Descriptor Code: 5.116	Issued Date: 03/13/23
		Rescinds: 5.116	Issued: 11/11/02

1 CREATION OF POSITION

2 All staff positions shall be approved through the budget process in accordance with an organizational
3 plan submitted by the Director of Schools.¹ Before an additional position is established, the Director of
4 Schools ~~will~~ **shall** present to the Board a job description, qualifications, performance responsibilities,
5 and the method by which the performance of these responsibilities will be evaluated.

6 The Director of Schools may revise the organizational plan as long as budgetary amounts are not
7 exceeded and board policy is not violated. In the event of reorganization, the Director of Schools will
8 adhere to all applicable reduction in force guidelines and ~~will~~ **shall** inform, in a timely manner, ~~each~~
9 ~~member~~ of the **Board** of the change and include the change in the **Director's** report at the next board
10 meeting. If change in personnel creates additional encumbrance on a future budget, prior approval of the
11 Board is required.

12 REDUCTION IN FORCE

13 When it becomes necessary to reduce the number of positions in the ~~system~~ **district** because of a decrease
14 in enrollment or for other good reasons, the Board shall abolish the positions. **The Director of Schools,**
15 **as appropriate, and shall** dismiss such employees as may be necessary.²

16 Licensed Personnel

17 Reductions in staff shall be made in an attempt to have the least detrimental effect on children. ~~In general,~~
18 ~~this objective dictates a staff reduction policy which:~~ **Reductions shall be made in accordance with the**
19 **following:**

- 20 1. Retains the most effective teachers;
- 21 2. Avoids undue increases in class size; and
- 22 3. Provides consideration for the exceptional teachers ~~which will include consideration of their~~
23 ~~formal education~~ without exclusive emphasis on seniority.

24 The elimination of a position does not necessarily mean the person occupying the position will be
25 dismissed. When an employee is released, ~~it is the responsibility of the~~ **Director of Schools to shall** make
26 ~~a recommendation to the Board about which employee shall be released and to justify the~~
27 ~~recommendation~~ **the decision** based upon a composite of the following criteria:

- 28 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher
29 evaluation;
- 30 2. Adaptability to other assignments (academic and extracurricular);
- 31 3. Evidence of professional growth as well as specialized or advanced training;

- 1 4. Previous history of grade levels and subject areas taught; and
- 2 5. Type, length, and quality of service made to the teaching profession and the school system
- 3 **district.**

4 When a teacher is released because of reduction in staff, the teacher shall be given written notice of
5 release explaining the circumstances or conditions making dismissal necessary.

6 **Non-Licensed Personnel**

7 When a non-licensed employee is released because of a reduction in the number of support positions,
8 the Director of Schools shall give the employee written notice of dismissal explaining the circumstances
9 or conditions making termination of employment necessary.³

10 **RECALL**

11 The Director of Schools shall maintain a preferred re-employment list for tenured teachers whose
12 position is abolished.³ ~~Tenured teachers who have been released because of abolition of positions shall
13 be placed on a preferred list for reemployment in the first vacancy the teachers are qualified by training
14 and experience to fill. The most senior teacher will have first consideration. The Director shall refer to
15 this list to determine which teacher is employed.~~ The fitness of any teacher for re-employment shall be
16 determined on the basis of the teacher's competence, compatibility and suitability to properly discharge
17 the duties required by the position with consideration for the best interests of the students in the school
18 where the vacancy exists.²³

19 It shall be the responsibility of the separated teacher to notify the Director of Schools in writing of his/her
20 availability and current address. A professional employee who is placed on the preferred re-employment
21 list and subsequently refuses **the four (4) offers** of a comparable position will be removed from the
22 preferred list.⁴

23 ~~Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall,
24 by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from
25 the list. The Director shall send the notice to the last known address of the teacher. A teacher who wishes
26 to remain on the preferred list for re-employment after the second year shall notify the director of schools
27 in writing by April 15 of the second year and each subsequent year of his or her desire to remain on the
28 preferred list for re-employment.~~⁴

29 Employees returning from lay-off shall have all previously accrued sick leave and seniority reinstated,
30 but **they** shall not receive benefits for the period of the layoff.

Legal References

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(d c);TCA 49-2-301 (b)(1) (EE CC);
TCA 49-5-511(b)(1)

3. TCA 49-5-511(b)(1)-(4)
4. TCA 49-5-511(b)(4)

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Separation Practices for Non- Certified Employees	Descriptor Code: 5.202	Issued Date: 03/13/23
		Rescinds: 5.202	Issued: 01/09/12

1 SUSPENSION

2 A Director of Schools/designee may suspend an employee at any time when deemed necessary.¹ ~~Before an~~
3 ~~employee is suspended s/he shall be: (1) provided with reasons for the suspension; (2) given an opportunity to~~
4 ~~respond; and (3) given a written decision of the suspension.~~

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

8 DISMISSAL

9 All non-certified (~~classified~~) employees are employed at the will of the **Director of Schools**. The Director of
10 Schools may dismiss any non-certified employee during the year for any **lawful** reason.

11 RESIGNATION

12 **Non-certified** personnel shall give the immediate supervisor written notice of resignation ~~at least two (2) weeks~~
13 ~~(ten (10) working days)~~ in advance of the effective date of voluntary termination. The ten (10) working days may
14 be waived by the Director of Schools for justifiable reason.

15 The immediate supervisor shall forward copies the day received to the Director of Schools' office. The payroll
16 office will prepare final payment for the next appropriate scheduled pay day.

17 RETIREMENT

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

20 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the
21 retirement system.

22 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
23 responsibility of the retiring employee to provide verification of eligibility in writing from **the Tennessee**
24 **Consolidated Retirement System (TCRS)** to the central office. It shall be the responsibility of the retiring employee
25 to file for **eligible** benefits.

26 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss
27 of retirement benefits.²

Legal References

1. TCA 49-2-301(b)(1)(EE), (FF)
2. TCA 8-36-805

Cross References

Recommendation and File Transfers 5.203

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 03/13/23
		Rescinds: 5.302	Issued: 07/11/05

1 PROFESSIONAL PERSONNEL

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

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

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

11 A certificate from the physician on forms furnished by the Board may be required in support of any
12 claim for sick leave pay.

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

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

17 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
18 school system, provided that the Director of Schools of the system in which the accumulated leave was
19 held provides notarized verification.³

20 SUPPORT PERSONNEL

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

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

24 Sick leave shall be unlimited.

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

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

4 **SICK LEAVE BANK**

5 *Professional Personnel*

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

8 *Support Personnel*

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

11 **BEREAVEMENT LEAVE**

12 Each school year, two (2) days of bereavement leave are provided to all employees for use at the time of
13 death of a member of the immediate family. One of the two days may be used at the death of a close
14 friend or relative who is not covered in the definition of immediate family. Immediate family includes
15 the employee's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-
16 in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 03/13/23
		Rescinds: 5.303	Issued: 10/04/04

1 ~~Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and~~
2 ~~rules and regulations of the State Board of Education.~~

3 Certified employees shall earn personal and professional leave at the rate of one (1) day for each half-
4 year employed for a total of two (2) days per year. Any personal and professional leave remaining unused
5 at the end of a year shall be credited to sick leave.¹ Certified full-time employees are permitted a third
6 personal leave day which may not be credited to sick leave.

7 Non-certified employees are allowed two (2) personal leave days which may be credited to sick leave if
8 unused at the end of a year.

9 If, at the termination of services, any employee has been absent for more days than leave has been earned,
10 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary
11 payment.²

12 **PERSONAL LEAVE**

13 ~~Personal leave may be taken at the discretion of the employee after giving the principal adequate but at~~
14 ~~least one (1) day's notice (unless in an emergency situation) except in the following circumstances:~~

15 **Subject to the following condition, personal leave may be taken at the discretion of the employee:**

- 16 1. **Except in an emergency, each employee shall give the principal at least five (5) days' notice in**
17 **writing of intent to take leave;**
18 **Advanced approval of the principal is required¹:**
19
20 ● ~~If more than ten percent (10%) of the teachers in any given school request its use on the same~~
21 ~~day~~
22 ● ~~If requested during any prior established student examination period~~
23
24 2. ~~Advanced written~~ **The** approval of first the principal of the school and then the Director of
25 Schools is **shall be** required for:³
26
27 ● ~~Staff development days~~
28 ● ~~In service days~~
29 ● ~~Parent conference days~~
30 ● ~~Days immediately preceding or following a holiday or vacation period¹~~
31 ● ~~First and last ten (10) days of the school year~~

- 1 a) If more than ten percent (10%) of the teachers in any given school request its use on the
- 2 same day;
- 3
- 4 b) If requested during any prior established student examination period;
- 5
- 6 c) If requested on the day immediately preceding or following a holiday or vacation period;
- 7
- 8 d) If personal leave is requested for days scheduled for professional development or in-
- 9 service training, according to a school calendar adopted by the Board prior to the
- 10 commencement of the school year; or
- 11
- 12 e) If personal leave is requested for days scheduled for parent-teacher conferences,
- 13 according to a school calendar adopted by the Board prior to the commencement of the
- 14 school year.

15 NOTE: Any employee who takes leave without permission will forfeit pay for each day absent.

16 **PROFESSIONAL LEAVE**

17 Professional leave is a short, temporary absence for the purpose of attending workshops and other
 18 meetings relating to school business or serving on boards and commissions which meet during daytime
 19 hours when appointed by a mayor, city council, county executive or county commission.²⁴

20 ~~Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.~~

21 ~~In addition, certified employees shall be granted leave to serve on any board or commission of the state~~
 22 ~~when the appointment is made by the Governor or General Assembly. Such leave shall not be counted~~
 23 ~~against any other accumulated leave credits. The employee shall notify the principal at least five (5) days~~
 24 ~~prior to leave being taken.²~~

Legal References

- 1. TCA 49-5-711(a); TRR/MS 0520-1-2-.04(3)
- 2. TCA 49-5-711(b)
- 3. TCA 49-5-711(c)(1)
- 4. TCA 49-5-205

Cross References

- Short Term Leaves of Absence 5.300
- Legislative Leave 5.309

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 03/13/23
		Rescinds: 5.305	Issued: 09/04/18

1 **PURPOSE**

2 ~~To entitle employees to take reasonable leave for medical reasons, for the birth or adoption of a child,~~
3 ~~and for the care of a child, spouse or parent who has a serious health condition.~~

4 **ELIGIBILITY**

5 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
6 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
7 service for purposes of FMLA eligibility¹) during the previous twelve-month period shall be eligible to
8 use FMLA leave.²

9 **GENERAL PRINCIPLES**

10 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
11 calendar year for the following reasons:

- 12 1. The birth of a child;
- 13
- 14 2. The placement of a child with the employee for adoption or foster care;
- 15
- 16 3. A serious health condition of the employee that makes the employee unable to perform the
17 essential functions of his or her job position;
- 18
- 19 4. The care of a spouse, child, or parent, ~~or next of kin~~ of the employee who has a serious health
20 condition; and
- 21
- 22 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
23 employee is on covered active duty or has been notified of an impending call or order to
24 covered active duty in the Armed Forces.

25 ~~Granting of leave under this policy shall be subject to, and in accordance with, the provisions of~~
26 ~~applicable federal and state laws.~~ An employee may substitute accrued paid leave for unpaid time. Use
27 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of
28 FMLA leave.

29 **MATERNITY/PATERNITY LEAVE**

- 30 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* - FMLA leave shall run
31 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible

1 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
2 childbirth, and nursing of a newborn child.³

- 3
- 4 2. *Teachers' Leave* - In accordance with state law, any teacher who goes on maternity or paternity
5 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for
6 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher
7 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.
8 Upon verification by a written statement from an adoption agency or other entity handling an
9 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both
10 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled
11 to use such leave.⁴

12

13 Spouses who are both eligible employees of the school district are limited to a combined total of
14 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken
15 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,
16 or to care for a parent **or child** who has a serious health condition. Under certain circumstances,
17 spouses who share leave for the birth or adoption of a child may be eligible for limited amounts
18 of additional leave for other qualifying FMLA reasons.⁵

19 LEAVE FOR A SERIOUS HEALTH CONDITION⁶

20 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she
21 is unable to work because of a serious health condition or to care for an immediate family member with
22 a serious health condition. ~~Granting of such leave shall be subject to the provisions of applicable federal
23 and state laws.~~ Employees shall contact Human Resources to determine if the reason for leave qualifies
24 as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave
25 is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either
26 the same or next business day.

27 LEAVE FOR MILITARY FAMILY MEMBERS

- 28 1. *Qualifying Exigency Leave*⁷ - Eligible employees are entitled to up to twelve (12) workweeks
29 of leave because of any qualifying exigency arising out of the fact that the spouse, son,
30 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been
31 notified of an impending call to active duty, or has been notified of an impended call to active
32 duty status in the Armed Forces. Qualifying exigencies may include:
33
- 34 a. Issues arising from the service member's short notice deployment;
 - 35 b. Military events and related activities (e.g. official ceremonies, support programs);
 - 36 c. Making or updating financial and legal arrangements;
 - 37 d. Attending counseling;
 - 38 e. Taking up to fifteen (15) days leave to spend time with a covered service member who
39 is on short-term rest and recuperation leave during deployment; or
 - 40 f. Attending post-deployment activities.
- 41
- 42 2. *Military Caregiver Leave*⁸- An eligible employee who is the spouse, son, daughter, parent, or
43 next of kin of a covered service member or covered veteran with a serious injury or illness is

1 entitled to up to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A
2 covered service member is a current member of the Armed Forces, including a member of the
3 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is
4 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious
5 injury or illness.
6

7 A covered veteran is an individual who was a member of the Armed Forces at any time during
8 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy
9 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or
10 therapy.
11

12 ~~The calculation of this five (5) year period shall not include the interval of October 28, 2009~~
13 ~~through March 8, 2013.~~ The single twelve (12) month period for military caregiver leave begins
14 on the first day the employee takes leave for this reason and ends twelve (12) months later. An
15 eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide
16 care for a covered service member. The maximum of twenty-six (26) workweeks may include no
17 more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child,
18 for the placement of a child for adoption or foster care, for care of a parent who has a serious
19 health condition, or for the employee's own serious health condition.

20 INTERMITTENT LEAVE⁹

21 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
22 seriously ill family member, because of the employee's own serious health condition, or for the care for
23 a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee
24 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater
25 than 20% of the total number of working days in the period during which the leave would extend, the
26 school district may require that such employee elect either to take the leave for periods of a particular
27 duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an
28 available alternative position offered by the school district for which the employee is qualified and that
29 has equivalent pay and benefits and better accommodates recurring periods of leave.

30 RESTRICTIONS

31 1. Notice Requirements

- 32
- 33 a. *Employee Notice*¹⁰- For foreseeable leave, the employee shall provide the Director of
34 Schools with at least thirty (30) days written notice before the beginning of the anticipated
35 leave.
36
- 37 b. *District Notice*- Once it has been established that the leave requested qualifies for
38 FMLA, the Director of Schools/designee shall notify the employee within three (3)
39 business days (absent extenuating circumstances) that any leave taken pursuant to state
40 leave statutes (paid vacation leave, personal leave, sick leave, or workers'
41 compensation) shall run concurrently with FMLA leave.¹¹ The notice may be given
42 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than

1 the following pay day.¹²

2
3 2. Certification Requirement¹³

4
5 a. The Director of Schools may require that a request for leave be supported by
6 certification issued by a health care provider with the following information:

- 7
8 i. The date on which the serious health condition commenced;
9 ii. The probable duration of the condition;
10 iii. The appropriate medical facts within the knowledge of the health care provider
11 regarding the condition; and
12 iv. A statement that the eligible employee is needed to care for the son, daughter,
13 spouse, or parent and an estimate of the amount of time that such employee is
14 needed.

15
16 b. If there is any reason to doubt the validity of the certification provided, the Director of
17 Schools may require, at the expense of the school district, an opinion of a second health
18 care provider.

19
20 3. Period Near the End of an Academic Term (Professional Employees)¹⁴

21
22 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
23 Schools may require the employee to continue taking leave until the end of the term if
24 the leave is at least three (3) weeks of duration and the return of employment would
25 occur during the three (3) week period before the end of the term.

26
27 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
28 may require the employee to continue taking leave until the end of the term if the leave
29 is greater than two (2) weeks duration and the return to employment would occur during
30 the two (2) week period before the end of the term.

31 **REQUIREMENTS OF THE BOARD**¹⁵

32 1. The employee shall be restored to the same position of employment or an equivalent position
33 with no loss of benefits, pay, or other terms of employment.

34 2. The employee shall be kept under any group health plan for the duration of the leave.

35 3. The Board may recover the premium paid under the following conditions:

- 36
37 a. The employee fails to return from leave after the period of leave has expired; and
38 b. The employee fails to return to work for a reason other than the continuation,
39 recurrence, or onset of a serious health condition or other circumstances beyond the
40 control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4); Public Acts of 2019, Chapter No. 248
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304



ARNOLD

Memorial Elementary School

Character - Student Highlights

Arnold has over 60 English language learners who attend daily ESL classes. These students have to work extra hard because not only are they learning a new language, but they are also trying to learn academic content in all subject areas. Arnold is proud of these diligent and hardworking students.

The ESL teachers, Charlotte Hallman and Leslie Melton, have chosen one student from each grade who exhibits superior character - trustworthiness, respect, responsibility, fairness, caring, and citizenship.



Kindergarten
Belen Gomez Diaz

Belen is such a hard worker! She is so dedicated, diligent, and responsible that her academic growth is above expectation this year. She is always on task and ready to learn.



1st Grade
Iker Samayoa

Iker is an excellent student. He's thoughtful, respectful, and hardworking. He pays close attention to details. Iker is also kind and quick to help others.



2nd Grade
Josias Vazquez Santizo II

Josias loves to learn and participate in group discussions. He enjoys sharing his knowledge with others. Josias always has a positive attitude and has an amazing work ethic.



3rd Grade
Angel Maldonado Vazquez

Angel is always responsible and on task. He is respectful during the whole group and partner time. Angel is a hard worker and his diligence shows in his academic growth.



4th Grade
Yana Novykov

Yana is eager to learn and work hard. She shows her trustworthiness by working independently to get her assignments completed. Yana also helps others to be successful.



5th Grade
Christian Chai

Christian is an example of citizenship. He is respectful at all times and is an active participant in class. He takes joy in learning. Christian knows how to have fun while working extremely hard.

Character - Staff Highlight



RTI Instructors

Back Row: Emanuela Melton, Aimee Smith, Stephanie Massengill
Front Row: Becky Bucalew, Allison Ready, Julie LaMagna
(not pictured - Jennifer Miranda)

We would like to highlight the RTI instructors. These teachers are an integral part of our school. They help students academically, but they also give the students the extra attention and emotional support they need. The RTI instructors genuinely care for each child, and we can't thank them enough for all they do for the Arnold students. We Are The One!



Candy's Creek Cherokee Elementary School

Board Highlights February 2023



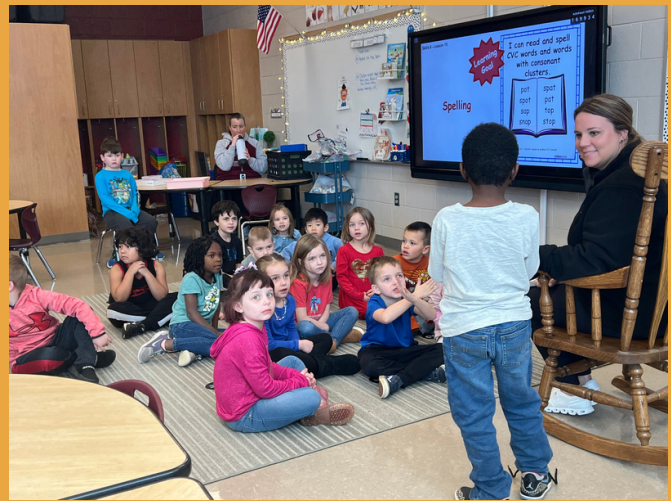
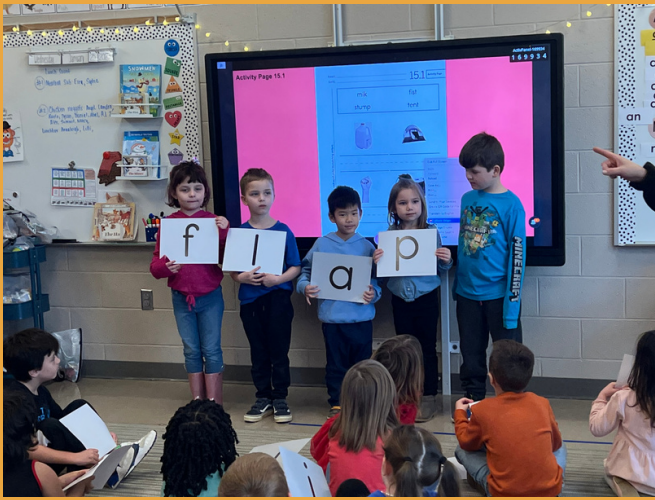
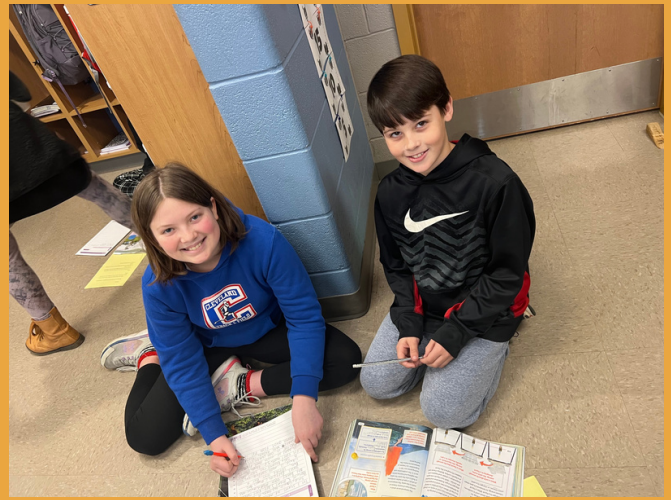
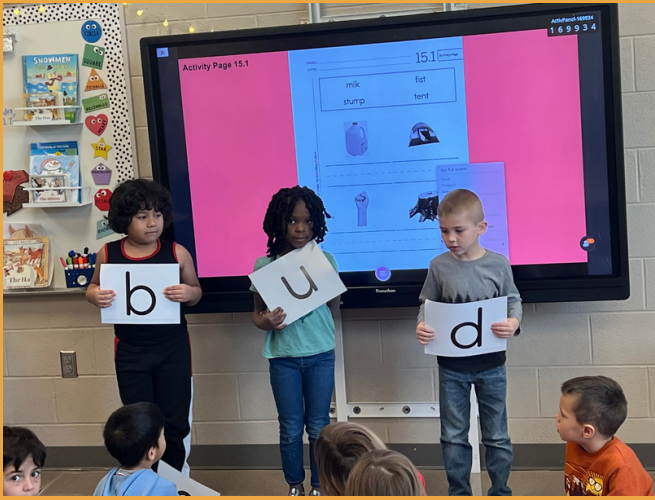
Family Game Nights



One of our goals for this school year is to embed STEM, multi-cultural awareness, and academics into our family events. We hosted two Family Game Nights with a spin- students learned about the origins of the games and many of the games required problem solving! Mrs. Pesterfield, our Family Coordinator, made learning fun!



Academics



Our entire staff and students have started second semester strong. These next few months are great for focusing on reviewing state standards that our students learned last semester and achieving mastery of the remaining grade level standards. This happens through class work, project-based learning, RTI, specials classes, and RaidersXD.



Academics



Teacher of the Year



The Thunderbird staff nominated Megan Martin (5th grade), Brittany Stephens (1st grade), Lesley Avery (Music), and Denise Longley (Special Education) as our Teacher of the Year finalists.



Brittany Stephens was chosen as our final Teacher of the Year representative. This is Mrs. Stephens' 3rd year at CCCES. She formerly taught in Bradley County and at a private school in Chattanooga. We're proud to have her as our TOY representative!



CLEVELAND MIDDLE SCHOOL



Spelling Bee

Students at CMS competed in the 2023 Mildred Maupin Spelling Bee. The top 5 spellers were Sam Cash, Neel Patel, Alberto Martinez, Elif Unsal, and Jack Chapman.



Athletics

The undefeated CMS Lady Raiders Basketball team won the District Championship! Both the Raiders and Lady Raiders are currently in the second round tournament for sub state.



7th grade science teachers dressed up for their "Hogwarts Heredity" unit on genetics in their classes

Hogwarts Heredity



FCA Leadership Breakfast