

**Cleveland City Schools**  
**Board of Education Regular Meeting**  
March 13, 2023 5:30 PM  
Candy's Creek Cherokee



1. **Welcome** - Speaker: Nate Tucker
2. **Moment of Silence** - Speaker: Aarna Patel
3. **Pledge of Allegiance** - Speaker: Aarna Patel
4. **Comments from Chairman Tucker**
5. **Consent Agenda** - Speaker: Nate Tucker
  - A. **Approval of Regular Agenda**
  - B. **Approval of Minutes from February 6, 2023 Board Meeting**
  - C. **Approval of Overnight Field Trips**
  - D. **Approval of Second Reading of Policies**
  - E. **Reviewed and Update DATE ONLY policies**
  - F. **ESSER Planning Addendum**
6. **Regular Agenda**
  - A. **Director's Update** - Speaker: Russell Dyer
  - B. **Spotlight**
  - C. **First Reading of Policies**
  - D. **Strategic Plan Focus** - Speaker: Caroline Corrigan
  - E. **Student Representative's Update** - Speaker: Aarna Patel
7. **\*Math Textbook Adoption- CHS & CMS Update** - Speaker: Dr. Leneda Laing
8. **For Information Only Presentations: Transportation Study** - Speaker: Hal Taylor
9. **For Information Only Presentation: Future Impact Task Force** - Speaker: Jeff Elliott

10. **For Information Only Presentation: Salary Study** - Speaker: Kelly Kiser/Cindy Geren
11. **For Information Only Presentation: Budget Timeline** - Speaker: Cindy Geren
12. **Site Committee Update** - Speaker: Krista McKay
13. **Legislative Updates** -Speaker: Carolyn Ingram
14. **"B" Agenda**
  - A. **Financial Report**
  - B. **Personnel Report**
  - C. **School Highlights**
  - D. **Dates to Remember**
15. **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 **1259**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
Standard Field Trip

#### Trip Leave

\* Date 11/19/23 Sunday  
\* Time 6:00 AM

#### Trip Return

\* Date 11/24/23 Friday  
\* Time 6:00 AM

Trip Year/Week 2023-47

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. Jessica Garcia & Kelly Owens

\* Indicate cost per person and how the trip is being funded (parent or district?) \$2,700. - parent/dancer is responsible for their payments

Comments

The CHS Dance team has been invited back to participate in the Macy's Thanksgiving Day Parade in New York, New York. Information for the parade can be found on [www.spiritofamericaproductions.com](http://www.spiritofamericaproductions.com). Each dancer that chooses to participate will be responsible for paying their own including transportation to and from New York.

\* 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)  
New York, NY, USA

Destination Not Listed New York, NY, USA \* Destination Name New York Hilton Midtown

\* Approximate Nbr of Miles Round Trip

Nbr Students 20 Teacher Jessica Garcia

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

## **Additional Information**

\* **Funding Source #1** Other Budget Code self

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 2700

Payment Option Mail Check

Purchase Order/Requisition Nbr

Payment Due To 4637 east circle dr nw  
Cleveland

Comments Concerning Payment Dancer/Parent is responsible for payments

\* Teacher / Advisor / Staff Name Jessica Garcia

\* Teacher / Advisor / Staff Phone # 4233036218

Teacher / Advisor / Staff Email jgarcia@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 Jessica Garcia

\* Emergency Contact Phone # 4233036218

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

\* Educational Objective for Field Trip Each dancer receives tickets to museums, the 911 memorial, Statue of Liberty and much more.

### Number of Individuals Making Trip

\* Male Adult/Chaperone 0 \* Female Adult/Chaperone 2 Total Adult/Chaperone 2  
\* Male Students 0 \* Female Students 20 Total Students 20

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

\* If so, will these students need packed lunches? No

Designated Approver

amcmackin@clevlandschools.org

Name

Decision Date

\* 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.

The parent/dance can choose to drive themselves or fly. In the past, some parents choose to drive and other fly. If they did fly we all tried to coordinate and get on the same flights together.

## Vehicles Needed

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

Person Submitting Request jgarcia@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 3, 2023, 11:38:55 AM

## Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Feb 28, 2023, 12:55:03 PM

## Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Feb 28, 2023, 12:55:23 PM

## Level 10 Approval - School Board Approval

Comment

Decision

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 **1266**  
\* 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 10:30 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. Josh Bosken, LeeAnne Shurette, Jenna Morris

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

Comments Traditional State Tournament

\* 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

\* Approximate Nbr of Miles Round Trip 324.91

\* 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

\* 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 # 42-3421-9832

### Number of Individuals Making Trip

\* Male Adult/Chaperone 1 \* Female Adult/Chaperone 2 Total Adult/Chaperone 3  
\* Male Students 0 \* Female Students 14 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.

Car pool

### Vehicles Needed

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

Person Submitting Request lshurette@clevelandschools.org

Date Submitted

### Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

Decision Date Feb 9, 2023, 6:35:20 PM

### Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Feb 10, 2023, 7:42:25 AM

### 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 **1305**

\* Category Travel With Students

\* Type of Trip Athletic

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

**Trip Leave**

\* Date 3/15/23 Wednesday  
\* Time 1:00 PM

**Trip Return**

\* Date 3/19/23 Sunday  
\* Time 7:00 PM

Trip Year/Week 2023-11

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, Josh Bosken

\* Indicate cost per person and how the trip is being funded (parent or district?) \$200 paid by parents

Comments The wrestling coaches are taking three high school wrestlers to the NCAA wrestling tournament for college tour and networking.

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

\* Main Destination ⓘ Other (Type Below)  
200 S Denver Ave., Tulsa, OK 74103, USA

Destination Not Listed BOK Center, South Denver Avenue, \* Destination Name NCAA wrestling tournament  
Tulsa, OK, USA

\* Approximate Nbr of Miles Round Trip 1600.00

Funding Approver

\* Teacher / Advisor / Staff Name joey knox  
\* Teacher / Advisor / Staff Phone # 4235981118  
Teacher / Advisor / Staff Email jknox@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 joseph knox  
\* Emergency Contact Phone # 4235981118

### Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	0	Total Adult/Chaperone	2
* Male Students	3	* Female Students	0	Total Students	3

### Additional Information

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

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

Personal vehicle

### Vehicles Needed

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

Person Submitting Request jknox@clevelandschools.org

Date Submitted

### Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

Decision Date Mar 2, 2023, 1:21:37 PM

### Level 07 Approval - Overnight Trip Approval

Comment Funds for substitute teachers will need to come from the CHS local school account.

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Mar 2, 2023, 2:52:35 PM

\* **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

# Cleveland City Board of Education

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

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.<sup>1</sup> 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.<sup>2</sup>

## 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 required<sup>1</sup>:**  
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:<sup>3</sup>  
26  
27 ● ~~Staff development days~~  
28 ● ~~In service days~~  
29 ● ~~Parent conference days~~  
30 ● ~~Days immediately preceding or following a holiday or vacation period<sup>1</sup>~~  
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.<sup>24</sup>

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.<sup>2</sup>~~

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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

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Cross References

- Short Term Leaves of Absence 5.300
- Legislative Leave 5.309

# Cleveland City Board of Education

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

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.<sup>1,2</sup>

### 13 ***Local Level Grievance Procedure***

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

## 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.

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#### 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

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#### Cross References

- Job Descriptions 5.103  
Orientation and Probation 5.107



# Cleveland City Board of Education

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

## 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.<sup>1</sup>

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.<sup>2</sup>

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.<sup>3</sup>

## 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.

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#### Legal References

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

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

## 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 eligibility<sup>1</sup>) during the previous twelve-month period shall be eligible to  
8 use FMLA leave.<sup>2</sup>

## 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.<sup>3</sup>

- 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.<sup>4</sup>

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.<sup>5</sup>

## 19 LEAVE FOR A SERIOUS HEALTH CONDITION<sup>6</sup>

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*<sup>7</sup> - 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*<sup>8</sup>- 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 LEAVE<sup>9</sup>

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*<sup>10</sup>- 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.<sup>11</sup> 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.<sup>12</sup>

2  
3 2. Certification Requirement<sup>13</sup>

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)<sup>14</sup>

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**<sup>15</sup>

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.

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**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

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**Cross References**

- Sick Leave 5.302  
Long-Term Leaves of Absence 5.304

# Cleveland City Board of Education

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

## 1 SUSPENSION

2 A Director of Schools/designee may suspend an employee at any time when deemed necessary.<sup>1</sup> ~~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.<sup>2</sup>

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Legal References

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

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Cross References

Recommendation and File Transfers 5.203

# Cleveland City Board of Education

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

## 1 ASSIGNMENT

2 The Director of Schools shall assign ~~licensed and non-licensed~~ personnel to the various schools **or departments**  
3 **by June 15<sup>th</sup>** 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.<sup>1</sup>

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.<sup>2</sup>  
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: <b>Review: Annually, in February</b>	Descriptor Term:  <b>Staff Positions</b>	Descriptor Code: <b>5.116</b>	Issued Date: <b>03/13/23</b>
		Rescinds: <b>5.116</b>	Issued: <b>11/11/02</b>

## 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.<sup>1</sup> 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.<sup>2</sup>

## 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.<sup>3</sup>

#### 10 **RECALL**

11 The Director of Schools shall maintain a preferred re-employment list for tenured teachers whose  
12 position is abolished.<sup>3</sup> ~~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.<sup>23</sup>

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.<sup>4</sup>

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.~~<sup>4</sup>

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.

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#### 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)

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**Russell Dyer, Ed.D. • Director of Schools**

4300 Mouse Creek Road NW, Cleveland, TN 37312 • p: 423.472.9571 • f: 423.472.3390 • [clevelandschools.org](http://clevelandschools.org)

Section 5.400 - 5.803 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.

- 5.400 Health Examinations/ Communicable Diseases
- 5.401 Acquired Immune Deficiency Syndrome
- 5.402 Hepatitis B
- 5.403 Drug and Alcohol Testing
- 5.500 Discrimination/Harassment
- 5.501 Complaints/Grievances
- 5.502 Complaints about School Personnel
- 5.600 Staff Rights and Responsibilities
- 5.6001 Notification of a Criminal Offense
- 5.602 Staff Time Schedules
- 5.603 Staff Meetings
- 5.605 Staff Gifts and Solicitations
- 5.606 Political Activities
- 5.608 Tutoring for Pay
- 5.610 Staff-Student Relations
- 5.701 Substitute Teachers
- 5.702 Student Teachers



- 5.800 Director of Schools
- 5.801 Director of Schools Recruitment and Selection
- 5.802 Qualifications and Duties of the Director of Schools
- 5.803 Evaluation of the Director of Schools

## ESSER 3.0 Public Plan for Remaining Funds

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation’s students.

In the fall of 2021, LEAs developed and made publicly available a *Public Plan - Federal Relief Spending*. All plans were developed with meaningful public consultation with stakeholder groups. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA’s publicly available website.

The following information is intended to update stakeholders and address the requirement.

### **General Information**

LEA Name: Cleveland City Schools

Director of Schools (Name): Dr. Russell Dyer

ESSER Director (Name): Valery Taylor

Address: 4300 Mouse Creek Rd., NW Cleveland, TN 37312

Phone #: 423-472-9571 District Website: www.cleveland schools.org

Addendum Date: 02/28/2023

Total Student Enrollment:	5,816
Grades Served:	K-12
Number of Schools:	9

### **Funding**

ESSER 2.0 Remaining Funds:	\$416,954.21
ESSER 3.0 Remaining Funds:	\$10,037,249.46
<b>Total Remaining Funds:</b>	<b>\$10,454,203.60</b>

**Budget Summary**

		ESSER 2.0 Remaining Funds	ESSER 3.0 Remaining Funds
Academics	Tutoring	0	\$765,723.20
	Summer Programming	\$283,712	\$765,723.20
	Early Reading	0	0
	Interventionists	0	0
	Other	0	\$962,911.34
	Sub-Total	\$283,712	\$2,494,357.73
Student Readiness	AP and Dual Credit/ Enrollment Courses	0	0
	High School Innovation	0	\$476.96
	Academic Advising	0	0
	Special Populations	0	\$56,382.50
	Mental Health	0	\$657,596.95
	Other	0	\$244,965.81
	Sub-Total	0	\$959,422.21
Educators	Strategic Teacher Retention	0	0
	Grow Your Own	0	0
	Class Size Reduction	0	0
	Other	\$133,242.21	\$721,317.76
	Sub-Total	\$133,242.21	\$721,317.76
Foundations	Technology	0	0
	High-Speed Internet	0	0
	Academic Space (facilities)	0	\$5,010,000.00
	Auditing and Reporting	0	\$243,541.62
	Other	0	\$608,610.11
	Sub-Total	0	\$5,862,151.76
<b>Total</b>		<b>\$416,954.21</b>	<b>\$10,037,249.46</b>

### **Academics**

1. Describe strategic allocations to accelerate **Academic Achievement**, including how allocations support the investments identified in the district's needs assessment.

The top three needs identified during our District Needs Assessment in the area of Academics were After-School Tutoring, Summer Programming, and Online Resources for Intervention. Allocations were made for teacher stipends plus benefits for our after-school tutoring program in matching with the TN All Corps grant from the state of TN. Additionally stipends were allocated for paraprofessionals to support teachers during our summer camp programs. This was to supplement Summer Learning Grants from the state of TN and to provide additional support above and beyond those allocations. These summer stipends allowed us to have a significantly lower student to teacher ratio. Along with allocations for stipends, resources were allocated for student transportation to and from tutoring and summer programming as well as additional instructional supplies and materials that may be necessary for conducting small group interventions in both programs.

2. Describe initiatives included in the "other" category.

A Learning Acceleration Specialist was added to our staff for the duration of ESSER funds in order to ensure a dedicated person to student data and coordinating tutoring and summer programming. This person will work in conjunction with building leads to structure intervention groups for tutoring, schedule transportation with the operations director, manage teacher time sheets, and coordinate communication with families of students who are identified as needing additional support. During the summer months they will coordinate with site directors of each summer camp to ensure transportation, meals, and student data is managed effectively.

### **Student Readiness**

1. Describe strategic allocations to support **Student Readiness** and the School-Related Supports necessary to access high-quality instruction, including how allocations support the investments identified in the district's needs assessment.

The top three needs identified during our District Needs Assessment in the area of Student Readiness were Capturing Kid's Hearts, Family Engagement of Diverse Populations, and additional school nurses or school nurse support. With the identified need of mental health supports for all students and staff a plan for ensuring our district initiative of Capturing Kid's Hearts continued was implemented. A three-year contract was signed for the duration of ESSER funds in order to ensure all new teachers were trained yearly and that follow-up support was provided to all schools throughout the school year in various forms. In order to address the need for families of diverse populations to be more engaged a district translator and family engagement support person was hired full-time. This position allows us to communicate effectively with non-English speaking families in a much quicker and timelier manner and has already increased participation in our tutoring and summer camp programs. School nurse support was addressed through the Epidemiology & Laboratory Capacity Grant (ELC) applied for and managed by

our Coordinated School Health department. Therefore, ESSER funds were not needed to address these needs.

2. Describe initiatives included in the “other” category.

Social Workers will be a vital part in making sure our students are successful in any academic endeavor we fund. The role of social workers over the next three years will be to act as liaison between the school, families, and the community to ensure that our students have the necessary resources in place to have their mental, physical, and emotional needs met. We are finding as a district that COVID has greatly affected the mental health of many of our students and that resources beyond the school day are needed in order to ensure students and families are given as many tools as possible to be successful. Through social workers families can be connected with outside agencies who can assist them in overcoming identified trauma.

**Educators**

1. Describe strategic allocations to **Recruit, Retain and Support Educators and School Personnel**, including how allocations support the investments identified in the district’s needs assessment.

The top three needs identified during our District Needs Assessment in the area of Educators were Substitute Teacher Services, Recruitment of Staff, and Providing Additional Positions for Student Support. A substitute staffing services was hired for three years to manage, recruit, and assign substitute teachers across the district. Additional funds were also allocated to pay substitute teachers during our staffing shortages. The recruitment of highly qualified staff was funded through the district general budget. Additional positions were funded to provide student support, they are as follows:

- Secondary Curriculum Supervisor
- 3 Social Workers
- Learning Acceleration Specialist
- District Translator/ESL Family Engagement

2. Describe initiatives included in the “other” category.

Two additional positions were added at the district level: Elementary Education Technician: Cleveland City Schools has doubled its fleet of student 1:1 devices. With this comes greater management and trouble needs on the district. This position will help facilitate the management and maintenance of the new devices that have been added to Cleveland City Schools because of COVID. The CMS Student Information Specialist position will serve as a school clearinghouse for the collection, verification, and reporting of attendance, grades, and scheduling. The accuracy and reporting of this information will be used to identify students for after-school tutoring opportunities, creating at-risk lists for learning loss, and disaggregation of data for special populations/English learners.

### **Foundations**

1. Describe strategic allocations to **Strengthen Structural Expectations**, including how allocations support the investments identified in the district's needs assessment.

The top three needs identified during our District Needs Assessment in the area of Foundations were increase data quality for communication, additional busses for overcrowding, and increasing student access to devices and high-speed internet. MBA Report and Schedule Creator for PowerSchool was purchased in order to facilitate better, more timely communication between teachers and parents. Four school busses were purchased using ESSER funds in order to add busses to our current fleet and to reduce over-crowded busses at all three levels (elementary, middle, and high school). Using ESSER funds the district was able to purchase a device for every student K-12 in our district. Additional hotspots were purchased using ESSER funds along with connectivity grants offered by the state.

2. Describe initiatives included in the "other" category.

Elementary STEAM Lab Instructional Supplies & Equipment: Part of the Cleveland City Schools five-year plan is to establish state-of-the-art STEAM labs in all schools K-12. These funds allow schools to expedite that process and to furnish, stock, and supply STEAM labs for in-school and after-school STEAM programming. These STEAM labs can be used in conjunction with after-school tutoring programs to offer acceleration to students on or above grade level as an enrichment type activity. STEAM labs will also be utilized during the school day to support STEAM standards as they are identified and woven throughout each core subject area. Technology teachers (transitioning to STEAM teachers) will coordinate efforts across the district to make sure that each school has access to materials and supplies that are consistent from building to building. They will also work with classroom teachers to plan and implement project-based learning experiences throughout the regular school year as appropriate.

### **Monitoring, Auditing, and Reporting**

1. Outline how the LEA is continuing to actively monitor allocations; conducting interim audits to ensure an appropriate application of funds; collecting and managing data elements required to be reported; and reporting this information to the community.

Allocations are monitored by our Supervisor of Federal Funds and Professional Development by ensuring that all purchases submitted from ESSER funds were previously approved by the state and that any funds expended are for approved purchases. All purchase order requests must be approved at two different levels to ensure compliance, first in the office of federal funds and then a second time by our business office. All data is collected and managed by the Supervisor of Federal Funds in conjunction with the business department and the director of student information systems. ESSER Spending plans are communicated to the community through school board meetings, system family engagement committee meetings, and is available on the system website.

2. Describe how the LEA is meeting the requirements to spend 20 percent of **the total ESSER 3.0 allocation** on direct services to students to address learning loss, or indicate participation in TN ALL Corps.

Cleveland City Schools met the requirements to spend 20 percent of ESSER 3.0 on direct services to students through various avenues. After-school tutoring, summer camp staffing, intervention supplies and materials, and benchmark assessment platforms were purchased in order to ensure students were receiving academic supports in their greatest areas of need. Social workers provided through ESSER 3.0 will partner with families and provide supports to help ensure that student's mental, physical, and emotional needs are being met so that teachers can focus primarily on improving academics within the classroom.

### **Family and Community Engagement**

1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.

Feedback was gathered from faculty, staff, admin, school board members, parents, students, and community members as to recommendations for revisions that they thought necessary for our mode of The ESSER spending plan was presented at the Family Engagement Committee meetings to various parents representing every school in the district and was also presented to admin during a monthly admin meeting. The feedback survey was issued to gather information and to direct people's attention to the current plan posted on our website. Feedback from these surveys were utilized as the new budget year approached. Feedback from district employees, principals, and teachers was used to determine that some additional mental health support positions were needed in the budget. Amendments were made in the Spring to make sure the district had adequate time to staff and fill these positions.

In the Fall of 2022, a Communications Audit was sent to student, teachers, and parents to assess the effectiveness of our communication throughout the district as well as in the community. The goal of the audit and survey is to seek data, opinion and perceptions, and from these to assess the effectiveness and management of public relations, marketing and engagement efforts in the district. It will also provide customized recommendations on strategies and best practices to enhance the overall communication program.

2. Describe how the LEA engaged at minimum 10 percent of the total stakeholders engaged vs. responses received in the development of the revised plan.

There was also an opportunity for participants to comment on any aspect of district or school/ department communications. Responses to the Scope Survey resulted in attaining the following margins of error for each audience, based on the total audience populations reported by the district, and using the industry standard equation for reliability:

Faculty/Staff Survey: 359 surveys completed,  $\pm 4\%$  margin of error ( $\pm 5\%$  target exceeded)

Parent/Family Survey: 639 surveys completed,  $\pm 3.7\%$  margin of error ( $\pm 5\%$  target exceeded)

Community survey: 45 surveys completed,  $\pm 14.9\%$  margin of error ( $\pm 10\%$  target not met)

3. Describe how the LEA engaged a representation of a diverse population of stakeholders.

At the start of the 2022-23 school year, there were 620 full-time and part-time employees, consisting of 315 teachers and professional staff, 40 administrators and 265 support personnel, including administrative assistants, secretaries, transportation staff and classroom assistants. The student-to-teacher ratio is 15:1.

The demographics for students in Cleveland City Schools....

14.4% Black

23.5% Hispanic

58.2% White

3.9% Other Races/Ethnicity

The teacher demographics for Cleveland City Schools...

2.6% Black

1.7% Hispanic

93.9% White

1.9% Other Race/Ethnicity

4. Describe how the LEA used multiple modes of engagement (such as surveys, scheduled in-person or virtual meetings, and town halls) to gain input from stakeholders in the development of the revised plan.

During the 2022-2023 school year, our school leaders met with various committees. The district will have advisory groups that meet once per semester. An online application will launch to allow family members and others to apply. Current CCS parents and students are welcome to apply for any of the following committees. The Family Advisory Council, Community Advisory Council, and CTE Advisory Committee will be by invitation only.

The lead district staff member will choose a day and time to meet once per semester.

A district survey was sent out to gather feedback as we prepared to plan for revisions during the new fiscal year. During the spring semester our LEA/Strategic Planning Team met to review progress toward current goals and to revise current action steps and strategies. The LEA/Strategic Planning Team consists of representatives from all areas (students, teachers, admin, school board, and community members). The possible revisions were presented to our District Family Engagement Committee, our PTO boards in each building via presentation from the Office of Federal Funds, and to our administrative team for feedback and adjustments. A new survey will be provided to families during the months of April through May to provide for the 2022-2023 school year.

## ESSER 3.0 Public Plan for Remaining Funds Addendum Guidance

2023

Local educational agencies (LEAs) are required to update the ESSER 3.0 Public Plan every six months through Sept. 30, 2023. Each time, LEAs must seek public input on the plan and any revisions and must take such input into account.

Each LEA must complete the addendum and upload it to ePlan in the LEA Document Library (March 1 and Sept. 15). The LEA must also post the addendum to the LEA's website. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website. The plan intends to provide transparency to stakeholders.

Please consider the following when completing the addendum:

- On the summary page, the amounts should total the carryover amount for FY23 for each relief fund: ESSER 2.0, and ESSER 3.0.
- The LEA must respond to all questions in the document.
- The stakeholder engagement responses should closely align with the stakeholder engagement in the Health and Safety Plan.
- The LEA should ensure it uses multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- Plans require local board approval and public posting.
- LEAs must update the ESSER Public Plan at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account.
- The American Rescue Plan (ARP) Act requires LEAs to post plans online in a language that parents/caregivers can understand, or it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

## Safe Return to In-Person Instruction and Continuity of Services Plan Addendum

The Elementary and Secondary School Emergency Relief 3.0 (ESSER 3.0) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. Funding provided to states and local educational agencies (LEAs) helps safely reopen and sustain the safe operation of schools and address the impact of the coronavirus pandemic on the nation's students.

In the fall of 2021, LEAs developed and made publicly available a Safe Return to In-Person Instruction and Continuity of Services Plan. All plans were developed with meaningful public consultation with stakeholder groups. LEAs are required to update the plan every six months through Sept. 30, 2023, and must seek public input on the plan and any revisions and must take such input into account. LEAs also must review and update their plans and ensure they align with any significant changes to CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

The following information is intended to update stakeholders and address the requirement.

LEA Name:

Date: February 28, 2023

### **1. Describe how the LEA has continued to engage in meaningful consultation with stakeholders in the development of the revised plan.**

The district's COVID-19 Task Force meets on a regular basis to review procedures, look at COVID numbers, and to visit current CDC guidelines. Changes are made to the system plan as needed through this committee and feedback is gathered from stakeholders via our System Family Engagement Committee, surveys, and school board input. District Admin teams meet once a month and COVID procedures are discussed and reviewed with any recommendations going to the COVID Task Force and the school board for final decision. District Covid-19 Policies and procedures are placed on the website for public view and feedback. This information is taken before the Task Force and reviewed for future changes.

### **2. Describe how the LEA engaged the health department in the development of the revised plan.**

Our Coordinated School Health Coordinator meets weekly with the Bradley County Health Department to share updates, notify of any pressing issues, and to look at numbers across our City and County. The CSH Coordinator then brings that information back to our COVID Task Force for review as needed. Any revisions made to the district COVID-19 policy are shared with the Health Department for feedback before general public release.

**3. Provide the extent to which the LEA has updated adopted policies and a description of any such policies on each of the following health and safety strategies.**

<p><i>Appropriate accommodations for children with disabilities with respect to health and safety policies</i></p>
<p>If the school is provided documentation of a medical disability or the school suspects a medical disability, the school student support team will evaluate all information to determine what accommodations and supports are warranted to ensure safety and access for the child. The school counselor leads the student support team process and also serves as the 504 coordinator. The student support team, including the parent, will determine the appropriate pathway to developing a medical support plan. Because many medical disabilities coincide with educational disabilities, the team may consider a referral for a special education evaluation. If the student qualifies for special education services or is already determined eligible for special education services, the IEP team would be responsible to determine the appropriate supports to address the medical needs of the student. However, if the student does not qualify for special education services the 504 coordinator would be responsible to assemble a 504 team, including the parent, to develop a 504 plan that details the appropriate supports and plans to ensure the child’s safety and access within the school. The special education team in Cleveland City Schools meets regularly with families in optional settings, either in a safe in-person environment (mask options, hand sanitizer, distancing, etc.) or an online environment to keep IEPs up to date. Virtual settings and homebound education supports have been utilized as methods to support student services during the pandemic. Also, the district has contracted with other agencies to provide in-home services when needed.</p>
<p><i>Physical distancing (e.g., use of cohorts/podding)</i></p>
<p>Cleveland City Schools promotes physical distancing when feasible. Cleveland City Schools will follow state guidelines for class size, including teacher:student ratios. Classroom spaces vary in sizes throughout the district; therefore, proximity between individuals will vary.</p>
<p><i>Hand washing and respiratory etiquette</i></p>
<p>The district promotes hand washing protocols through social media posts and videos with students modeling the appropriate ways to fully wash hands.</p>
<p><i>Cleaning and maintaining healthy facilities including improving ventilation</i></p>
<p>Cleveland City Schools Operations team continues to emphasize a high dosage of extra cleaning in the schools by fogging classrooms and buses on a daily basis. Immediate fogging occurs when a Covid-19 case is identified in a specific classroom. Students are removed from the area and relocated during the fogging period. In recent years, Cleveland City Schools has done extensive work in installing new air systems to improve ventilation. Ventilation and air exchange occurs on a 15-minute cycle.</p>
<p><i>Contact tracing in combination with isolation and quarantine</i></p>
<p>Contract tracing practices by Tennessee Department of Health for isolation and quarantine. We also follow the physician orders issued for staff and students who test “positive”.</p>
<p><i>Diagnostic and screening testing</i></p>
<p>The district is utilizing resources received through a state grant to offer Covid-19 tests for staff and students who have Covid-19 symptoms. These resources help the schools reduce the transmission of the virus. Furthermore, Cleveland City Schools is partnering with a local pharmacy to distribute free Covid test kits to staff members during the month of February 2022. The Coordinated School Health Coordinator will provide a survey to collect data on the need request from staff members and pass the information along to the pharmacy so test kits can be ordered and distributed.</p>

*Efforts to provide vaccinations to educators, other staff, and students, if eligible*

Cleveland City Schools partners with local pharmacies to provide vaccines and boosters to staff members. In November 2021, the district hosted a booster clinic for any staff who needed a booster. The partner pharmacy also provided vaccines to staff members who still needed one. This was a follow up to the Spring 2021 Vaccine Clinic held at the district office campus.

*Universal and correct wearing of masks*

The district promotes the correct wearing of masks by posting posters, modeling the proper wearing of masks, and showing students how to wear a mask appropriately.

**4. Provide a current description as to how the LEA is ensuring continuity of services including but not limited to services that address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services.**

In addition to protocols implemented at the beginning of the 2021-2022 school years, the district has recently hired three social workers and has hired additional behavioral support personnel for the 22-23 school year. The goal of adding these positions is to support current staff in addressing the mental, emotional and physical needs of students affected by the traumatic consequences of the pandemic. Also, the district is providing extra professional development for counselors to support their focus on students and staff. The system continues to offer Capturing Kids Hearts training and utilize a new curriculum for teachers to provide social emotional lessons for students at all grade levels.

# Safe Return to In-person Instruction and Continuity of Services Plan Addendum Guidance 2023

LEAs are required to update the Safe Return to In-Person Instruction and Continuity of Services Plan every six months through **Sept. 30, 2023**. Each time, local education agencies (LEAs) must seek public input on the plan and any revisions and must take such input into account. The purpose of the plan is to keep stakeholders informed.

Every LEA should complete the addendum and upload it to ePlan in the LEA document library and post it to the LEA's website (March 1 and Sept. 15). Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Please consider the following when completing the addendum:

- Ensure the LEA used multiple models of engagement offered to stakeholders. Examples may include surveys, in-person or virtual committee meetings, town hall meetings, or other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in meaningful consultation during the crafting of the plan and when making any significant revisions or updates to the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development/revision of the plan.
- The LEA must engage the health department in the development and revision of the plan. This is different from providing the health department with COVID-19 numbers.
- Plans must explicitly address every bullet point in Question 3 regarding district policies and strategies.
- Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions, and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation and in an understandable format. The American Rescue Plan (ARP) Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.



# Director's Update

March 13, 2023

# Updates

- Riley the Reading Raccoon will be at Blythe-Bower in the morning...celebrating Tennessee Literacy Month
- Kelly Kiser recently presented at TASP; Cody Raper and Caroline Corrigan presented to TOSS
- Visit to Collierville Schools and Bartlett City Schools with the Innovation Team along with principals and teachers
  - Technology in classrooms
- Director of School Chats - one on one conversations with principals, supervisors, directors and others
  - What's your favorite part of your job?
  - What's the most frustrating part of your job?
  - What's something I need to know to better help you do your job?
  - What else is on your mind?
- March 27-29: TOSS Legislative and Learning Conference





# Strategic Plan Update

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# Strategic Plan Focus

- Communications

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Code of Ethics</b>	Descriptor Code: <b>1.106</b>	Issued Date: <b>04/03/23</b>
		Rescinds:	Issued:

## 1 *General*<sup>1</sup>

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,  
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence  
4 the vote, official action, or judgment of the board member or employee in executing decisions  
5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or  
6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive  
8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are  
9 provided in connection with a conference sponsored by an established or recognized statewide  
10 association of school board officials or by an umbrella or affiliate organization of such statewide  
11 association of school board officials.

## 12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)  
14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.  
15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall  
16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of  
17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of  
18 Schools' office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of  
20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and  
21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or  
23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,  
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a  
25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
- 28
- 29 2. In the case of a board member, refer the matter to the Board of Education for possible public  
30 censure, if warranted;
- 31



1 It shall not be considered a violation of this policy for an official or employee to receive entertainment,  
2 food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in  
3 connection with a conference sponsored by an established or recognized statewide association of  
4 school board officials or by an umbrella or affiliate organization of such statewide association of  
5 school board officials.

6 **Section 5. Ethics Complaints.** The school district may create a School District Ethics Committee  
7 (Ethics Committee) consisting of three (3) members who will be appointed to one-year terms by the  
8 chair of the board of education with confirmation by the board of education. At least two (2) members  
9 of the committee shall be members of the board of education. The Ethics Committee shall convene as  
10 soon as practicable after its appointment and elect a chair and a secretary. The records of the Ethics  
11 Committee shall be maintained by the secretary and shall be filed in the office of the director of  
12 schools, where they shall be open to public inspection.

13 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law  
14 governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be  
15 in writing and signed by the person making the complaint and shall set forth in reasonable detail the  
16 facts upon which the complaint is based.

17 The Ethics Committee may investigate any credible complaint against an official or employee charging  
18 any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it  
19 acquires information indicating a possible violation, and make recommendations for action to end or  
20 seek retribution for any activity that, in the Ethics Committee's judgment, constitutes a violation of this  
21 Code of Ethics. If a member of the Ethics Committee is the subject of a complaint, such member shall  
22 recuse himself or herself from all proceedings involving such complaint.

23 The Ethics Committee may:

- 24 (1) Refer the matter to the board attorney for a legal opinion and/or recommendations for action;
- 25 (2) In the case of an official, refer the matter to the school board body for possible public censure if  
26 the board body finds such action warranted;
- 27 (3) In the case of an employee, refer the matter to the official responsible for supervision of the  
28 employee for possible disciplinary action if the official finds discipline warranted; or
- 29 (4) In a case involving possible violation of state statutes, refer the matter to the district attorney  
30 for possible ouster or criminal prosecution.

31 The interpretation that a reasonable person in the circumstances would apply shall be used in  
32 interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes  
33 a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation  
34 of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

## **CLEVELAND CITY SCHOOL DISTRICT CODE OF ETHICS CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Instructions:** This form is for reporting personal interests required to be disclosed under Section 3 of the Code of Ethics of this school district. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

1. Date of disclosure: \_\_\_\_\_

2. Name of official or employee: \_\_\_\_\_

3. Office and position: \_\_\_\_\_

4. Description of personal interest (describe below in detail):

\_\_\_\_\_  
Signature of official or employee

\_\_\_\_\_  
Witness Signature

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Legal References

1. TCA 8-17-103

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Cross References

- Duties of Board Members 1.202

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Legal References

2. TCA 8-17-103

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Cross References

- Board Member Conflict of Interest 1.107  
Duties of Board Members 1.202

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Interns</b>	Descriptor Code: <b>5.704</b>	Issued Date: <b>04/03/23</b>
		Rescinds: <b>5.704</b>	Issued: <b>07/09/01</b>

- 1 Interns shall be assigned by the Director of Schools/~~designee~~ and accepted by either the principal or  
2 the cooperating teacher. The principal shall supervise the internship program.
- 3 Interns will be expected to follow all guidelines of the internship program which have been established  
4 by the ~~Board~~ **school system** and the participating institution of higher education.<sup>1</sup>
- 5 An intern shall be accorded the same protection of the laws as a licensed teacher and shall comply with  
6 all rules and regulations of the Board and observe all duties of interns as set forth in the State Board  
7 Rules and Regulations.
- 8 In addition, interns shall be required to fulfill all normal local responsibilities, both school and  
9 extracurricular, and shall familiarize themselves with the policies of the Board and the school.
- 10 ~~Interns shall spend at least half of the school year (100 days) in direct teaching activities. Interns shall~~  
11 ~~be evaluated at the beginning and the end of the internship period based upon a joint agreement~~  
12 ~~between the cooperating teacher, the principal, and the student's supervising teacher. The principal~~  
13 ~~shall have final responsibility for recommending or not recommending the intern for apprentice~~  
14 ~~licensure status.~~
- 15 ~~Successful completion of the internship shall count as the probationary year of teaching and shall be~~  
16 ~~credited as one full school year of experience for salary and licensing purposes.~~
- 17 ~~An intern may be asked to terminate his or her service upon the mutual consent of the principal, the~~  
18 ~~cooperating teacher and the supervising teacher at any time during the term.~~
- 19 ~~Supervision of interns by mentor teachers shall be considered as one of the teacher's regular duties and~~  
20 ~~not as an extra duty.~~  
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Legal References

1. TRR/MS 0520-2-3-11(2)

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Cross References



# Cleveland City Board of Education

Monitoring: <b>March</b>	Descriptor Term:  <b>Interim Employees</b>	Descriptor Code: <b>5.700</b>	Issued Date: <b>04/03/23</b>
		Rescinds: <b>5.700</b>	Issued: <b>07/09/01</b>

1 ~~Employees shall be hired on an interim contract only when a vacancy is created by an employee taking~~  
 2 ~~a leave of absence as set forth in TCA 49-5-702.<sup>1</sup>~~ **Vacancies occurring after the beginning of the school**  
 3 **year for any reason will be filled** ~~Such interim employees shall be considered~~ as temporary replacements  
 4 for the remainder of the school year and the contract term will not be considered as initial employment  
 5 **unless specifically authorized by the Director of Schools.**

6 Said positions will be filled at the discretion of the Director of Schools in such a manner as to cause the  
 7 least disruption in the educational process for students and as quickly as possible to ensure a continuous  
 8 function of the position.

9 Persons filling any temporary positions shall have no expectancy of continued employment under TCA  
 10 49-5-409 or any other, but such persons shall be considered for employment in filling vacancies as  
 11 specified in the section dealing with initial employment. The contract of each temporary employee shall  
 12 contain the following statement: *I understand that in filling a temporary position I have no expectancy*  
 13 *of continued employment but shall be considered for initial employment to fill other vacancies.*

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Legal References

1. TCA 49-2-203(a)(1)(A)

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Cross References

Long-Term Leaves of Absence 5.304

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Non-School Employment</b>	Descriptor Code: <b>5.607</b>	Issued Date: <b>04/03/23</b>
		Rescinds: <b>GBRG/GCRF</b>	Issued: <b>07/06/94</b>

## 1 PROFESSIONAL PERSONNEL

2 A given professional position may require additional hours during evenings or other times when  
3 offices may be closed. Outside employment is regarded as employment for compensation which is not  
4 within the duties and responsibilities of the employee's regular position with the school system.

5 An employee will not perform any duties related to an outside job during his/her regular working hours  
6 or during the additional time that the responsibilities of the position require, nor will an employee use  
7 any district facilities, equipment or materials in performing outside work. This includes the Board's  
8 district's computer systems and networks and any configuration of hardware and software. The  
9 systems and networks include all of the computer hardware, operating system software, stored text and  
10 data files. This includes but is not limited to, electronic mail, local databases, externally accessed  
11 databases (such as the Internet), CDROM, optical media, clip art, digital images, digitized information,  
12 communications technologies, and new technologies as they become available. The Board reserves the  
13 right to have all technology resource activity monitored. The Board district's technology resources will  
14 be used only for learning, teaching and administrative purposes consistent with the Board's mission  
15 and its goals. Commercial use of the district's Board's system is strictly prohibited.

16 When the periods of work are such that certain evenings, days or vacation periods are duty-free, the  
17 employee may use such off-duty time for the purposes of remuneration, provided all the following  
18 conditions are met:

- 19 1. The work in no way interferes with the degree of effectiveness of his/her work in the school  
20 system;
- 21 2. The work in no way reflects detrimentally upon the school system or its prestige;
- 22 3. Such outside obligations do not prevent the individual from assuming duties required by the  
23 regular position; and
- 24 4. The individual does not receive remuneration for work which is customarily within his/her  
25 regular position.<sup>1</sup>
- 26 5. No employee will be involved in merchandising either services or products to other employees  
27 during school hours.

## 28 SUPPORT PERSONNEL

29 Support personnel shall not be prohibited from holding employment outside the school system so long  
30 as such employment does not interfere with regular and overtime scheduled duties for the school  
31 system.

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Legal References

1. TCA 49-5-410

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Cross Reference

Tutoring for Pay 5.608

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Overtime Pay of Support Personnel</b>	Descriptor Code: <b>5.604</b>	Issued Date: <b>07/09/01</b>
		Revises: <b>GCRD</b>	Issued: <b>07/06/94</b>

1 ~~The Board expects that employees will work in excess of standard hours when requested. When work~~  
2 ~~in excess of standard hours is required, employees will be compensated for the unscheduled hours~~  
3 ~~worked.<sup>1</sup>~~

4 ~~Overtime is defined as hours physically worked in excess of forty (40) hours per week. When an~~  
5 ~~employee is requested to work over regularly scheduled hours, the following shall apply:~~

## 6 **Compensation for Unscheduled Hours**

- 7 1. ~~Hours worked over the scheduled hours must be approved by the immediate supervisor.~~
- 8 2. ~~Whenever possible, compensatory time off shall be used in preference to overtime pay.~~
- 9 3. ~~All payment for overtime shall be processed through the payroll office.~~

## 10 **Overtime Pay**

11 ~~If it is determined by the immediate supervisor that compensatory time cannot be granted within the~~  
12 ~~forty (40) hour pay period or without severe disruption of the operation of the facility, overtime may be~~  
13 ~~authorized.~~

## 14 **Payroll Provisions**

- 15 1. ~~Time and one-half (1 1/2) shall be paid for all hours, not compensated by time off, worked in~~  
16 ~~excess of forty (40) in a week.~~
- 17 2. ~~An authorization for overtime payment must be submitted by the immediate supervisor.~~
- 18 3. ~~Payment for overtime will be included in the paycheck for the period immediately following~~  
19 ~~the one in which it was earned.~~

## 20 **Discipline**

- 21 1. ~~Persons who have been assigned to work overtime, whether voluntary or mandatory, shall be~~  
22 ~~expected to report to work as scheduled.~~
- 23 2. ~~Failure to report shall subject an employee to disciplinary procedures as specified for any other~~  
24 ~~non-appearance for a regularly scheduled work time.~~
- 25 3. ~~Employees shall be released from mandatory overtime, without fear of discipline, when they~~  
26 ~~can provide a reasonable excuse such as the following:~~
  - 27 a. ~~Personal family emergency;~~
  - 28 b. ~~Personal or family health maintenance;~~
  - 29 c. ~~Important family function; weddings, etc.~~

1 ~~If there is doubt concerning the employee's sincerity in offering such an excuse, the burden of proof~~  
2 ~~will rest with the employee.~~

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Legal References

TCA 5-23-101;104; Section 7(o) 29 CFR § 553.20; 21



# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Conflict of Interest</b>	Descriptor Code: <b>5.601</b>	Issued Date: <b>04/03/23</b>
		Rescinds: <b>CB/GAG/KD</b>	Issued: <b>11/03/97</b>

## 1 ADMINISTRATIVE PERSONNEL

2 Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in  
3 supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author,  
4 publisher, bookseller, or dealer in school furniture or apparatus; however a spouse or family member of  
5 a principal, teacher or other school administrative employee may participate in business transactions  
6 with the school system where a sealed competitive bid system is used, provided that the employee does  
7 not have discretion in the selection of bids or specifications.<sup>1</sup>

8 It shall be a misdemeanor for the Director of Schools to take any other contract under the Board, to  
9 perform any other service for additional compensation, to act as principal or teacher in any school, or to  
10 become the owner of a school warrant other than that allowed for his/her service as Director of Schools  
11 ~~or as secretary to the Board.~~<sup>2</sup>

## 12 PROFESSIONAL AND SUPPORT PERSONNEL

13 Employees ~~of the Board~~ will not engage in, or have financial interest in, any activity that raises a  
14 reasonable question of conflict of interest with their duties and responsibilities as members of the  
15 school staff. This includes but is not limited to the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render any  
17 service to the school system on a commission basis;<sup>1</sup>  
18
- 19 2. Employees who have patented or copyrighted any device, publication, or other item will not  
20 receive royalties for use of such item in the school system;  
21
- 22 3. Employees will not engage in any type of work where the source of information concerning a  
23 customer, client, or employer originates from information obtained through the school system;  
24
- 25 4. The Board shall make no purchase of supplies, materials, or equipment from a school system  
26 employee;  
27
- 28 5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and  
29 reference books in a territory that includes the parents of the children of the school in which the  
30 employee is assigned; and  
31
- 32 6. Employees shall not be subjected to pressures to participate in solicitations contrary to their  
33 wishes. No administrator, teacher, or other employee of the Board shall furnish any list of  
34 names of pupils, teachers, or other employees to any individual, firm, or company without the

- 1 approval of the Director of Schools. Any pupil or employee may request that his/her name be
- 2 omitted from such approved list.

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Legal References

1. TCA 49-6-2003
2. TCA 49-2-301(c)

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Cross References

Purchasing 2.805  
Bids and Quotations 2.806  
Purchase Orders and Contracts 2.808  
Employee-Developed Materials 4.405  
Staff Gifts and Solicitations 5.605

# Cleveland City Board of Education

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

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.<sup>1,2</sup>

13 **Cleveland City Schools will allow teachers whose individual student growth data demonstrates an**  
14 **effectiveness level of 4 or 5 to use the individual student growth score as one hundred percent (100%)**  
15 **of the teacher's final evaluation score.**

## 16 ***Local Level Grievance Procedure***

17 The Director of Schools shall develop procedures, consistent with State law, for processing evaluation  
18 grievances.<sup>3</sup>

## 19 **NON-LICENSED PERSONNEL**

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

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

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Legal References

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Cross 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

Job Descriptions 5.103  
Orientation and Probation 5.107

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Board Member Conflict of Interest</b>	Descriptor Code: <b>1.107</b>	Issued Date: <b>04/03/23</b>
		Rescinds:	Issued:

1 *General*

2 State law provides specific instances when direct or indirect conflicts of interest may affect a board  
3 member's ability to vote on certain matters.

4 Direct conflicts of interest may arise if the school district contracts with a board member or with a  
5 business in which the board member is a sole proprietor, partner, or person having a controlling  
6 interest.<sup>1</sup>

7 Indirect conflicts of interest may arise if a board member votes on a matter involving a situation that a  
8 reasonable person would infer affects his/her personal finances indirectly. If a board member has a  
9 direct interest but is the sole supplier of goods or services in the city or county, he/she would be  
10 considered indirectly interested in such a matter.<sup>2</sup>

11 **DIRECT CONFLICT OF INTEREST<sup>1</sup>**

12 A board member shall not be directly interested in any contract in which the Board may be interested.

13 If there is a pre-existing contract that predates the board member's election to the Board, the board  
14 member shall refrain from voting or discussing any matter related to that contract since he/she has a  
15 direct interest. Upon expiration, the contract shall not be renewed by the Board.<sup>3</sup>

16 This shall not prohibit any board member from voting on the school budget or any budget amendments  
17 unless the vote is on a specific budget amendment in which the board member is directly interested.<sup>4</sup>

18 **INDIRECT CONFLICT OF INTEREST<sup>2</sup>**

19 A board member shall not be indirectly interested in any contract where the Board may be interested  
20 unless the board member publicly acknowledges such interest. The disclosure of this interest shall be  
21 made at the board meeting in which the Board is taking action on the contract. A board member with  
22 an indirect interest is not required to refrain from voting on the contract.

23 **PENALTY FOR UNLAWFUL INTEREST<sup>5</sup>**

24 If a board member is found to have an indirect interest and fails to disclose such interest, or becomes  
25 directly interested in any contract, he/she shall forfeit all compensation. He/she shall also be dismissed  
26 from the Board and be ineligible to serve in the same or similar position for ten (10) years.

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Legal References

1. TCA 12-4-101(a); Op. Tenn. Att’y Gen. No. 10-46
2. TCA 12-4-101(b)
3. Op. Tenn. Att’y Gen. No. 99-209
4. TCA 12-4-101(a)(1)
5. TCA 12-4-102

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Cross References

- Code of Ethics 1.106  
Duties of Board Members 1.202

## CONFLICT OF INTEREST DISCLOSURE STATEMENT

**Instructions:** Board members are required to disclose conflicts of interest in matters that affect, or would lead a reasonable person to infer that it would affect, the exercise of discretion of a board member.

1. Date of disclosure: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Description of conflict of interest (describe below in detail):

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Signature of Witness

1 A board member shall not be directly interested in any contract in which the Board may be interested.  
2 "Directly interested" means any contract with the board member or with any business in which the  
3 board member is sole proprietor, a partner, or the person having controlling interest. "Controlling  
4 interest" shall include the individual with the ownership or control of the largest number of outstanding  
5 shares owned by any single individual or corporation.

6 This policy shall not prohibit any board member from voting on the school budget or any budget  
7 amendments, unless the vote is on a specific budget amendment in which such board member is  
8 directly interested.

9 A board member shall not be indirectly interested in any contract in which the Board may be interested  
10 unless the board member publicly acknowledges such interest. "Indirectly interested" means any  
11 contract in which the board member is interested but not directly so, as defined above, including  
12 contracts in which the board member may have a direct interest but is the sole supplier of goods or  
13 services in the county.

14 Any board member who is an employee of the county/city and whose employment predates his/her  
15 initial election/appointment to the Board may vote on matters in which he/she has a conflict of interest  
16 if the member informs the Board immediately prior to the vote as follows: "Because I am an employee  
17 of (name of governmental unit), I have a conflict of interest in the proposal about to be voted.  
18 However, I declare that my argument and my vote answer only to my conscience and to my obligation  
19 to my constituents and the citizens the Board represents." The vote of any board member having a  
20 conflict of interest who does not inform the Board of such conflict shall be void if challenged during  
21 the same board meeting at which the vote was cast and prior to the transaction of any further business  
22 by the Board.

23 Any board member who is also an employee of the county/city and whose employment began on or  
24 after the date on which he/she was initially elected/appointed to serve on the Board shall not vote on  
25 matters in which he has a conflict of interest.

26 If a board member has a conflict of interest in a matter to be voted on by the Board, he/she may abstain  
27 for cause by announcing such to the chairman. Any board member who abstains from voting for cause  
28 on any issue coming to a vote before the Board shall not be counted for the purpose of determining a  
29 majority vote.<sup>1</sup>

30

31

32 **PENALTY FOR UNLAWFUL INTEREST**

33 If a board member becomes directly or indirectly interested in any such contract, he/she shall forfeit all  
34 pay and compensation and shall be dismissed from the Board and be ineligible to serve in the same or  
35 similar position for ten (10) years.<sup>1</sup>



Legal References

Cross References

6. ~~TCA 12-4-101; TCA 12-4-102~~



# Secondary 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/ Parent Comments

- It is laid out for easy to follow lesson, has standards laid out.
- Fluency pages are in workbook form Matches to state data as a predictor on TCAP  
Embedded TCAP review
- High level questions throughout examples and practice
- High priority questions that need to be asked are highlighted
- Select and sequence student answers in teacher edition to guide lesson
- Error analysis available for some examples

Tennessee  
Edition

i-Ready Classroom  
Mathematics

## Program Overview

Grades  
6-8



## Teacher Comments

—SAVVAS has a very similar layout to current text

— I love the "virtual nerd" videos for all the lessons, this will be super helpful for students.

—I love the flow of the lessons. I love the student companion book and the standard assessment book.

—Several different platforms to monitor student understanding

—Engaging curriculum with scaffolding for all learners



Teacher's Edition

**enVision**<sup>®</sup> Algebra 1  
Tennessee

SAVVAS

## Parent Comments

-This curriculum has a friendly interface. It seems straight forward. It looks like it gives the teachers a lot to pull from so they can create lots of different assignments based on the levels in their classes. There are a lot of "helps" included in this program. I sat down with my student and looked at all 3. This one seems the best by far.

—Savvas just makes more sense than any of the other ones I looked at. It looks like something my child will be interested in and actually learn from. Seems like there are more supports in this one.

—Looks solid, lots of variety, lots to pull from, neat technology intertwined, ways to assist students in the classroom and at home, looks interesting for the student, lots of ways to cover topics, lots of ways to check for understanding of the students, fun activities



Teacher's Edition

enVision® Algebra 1  
Tennessee

SAVVAS

# Supplemental Core (High School)

–Open Up Math

—Open Up Resources is a 501 (c ) (3) non profit developing a full-course curricula available to K–12 districts, made accessible as Open Educational Resources (OER) to promote instructional equity.

–Problem Based Curriculum





# Future Impact

## Task Force Report



# Future Impact Task Force Team Members

- Krista McKay, Board Member
- Kelly Kiser, Director of Human Resources
- Jeff Elliott, Chief of Staff
- Cindy Geren, Director of Business
- Michael Kahrs, Director of Student Information
- Doug Moore, Director of Student Services
- Autumn O'Bryan, Director of Academics
- Hal Taylor, Director of Operations
- Kellye Bender, Supervisor of Elementary Education
- Christy Duncan, Supervisor of ESL
- Leneda Laing, Supervisor of Secondary Education
- David Stone, Supervisor of Special Populations
- Renny Whittenbarger, Supervisor of CTE
- Joel Barnes, Elementary School Principal at Blythe-Bower
- Nat Akiona, Middle School Principal at CMS
- Bob Pritchard, High School Principal at CHS

# Overview/Goals

To provide a report with recommendations for staffing classes in Cleveland City Schools with a consideration of variables that will have an impact on educating and equipping students with the academic, social, and emotional skills necessary.

# Timeline

October 2022: Begin Study of Enrollment, Budget, Human Resources, Future Growth, Special Programs, Community Growth Trends

November 2022: Subteams reported out early findings and created more questions to explore.

December 2022: Subteams began a draft report regarding the variables impacting the staffing in schools. The task force identified future dates to meet and share out with community stakeholders.

January 2023: Subteam updated building capacities at each school and reviewed enrollment timeline.

February 2023: Reviewed with administrative team and gathered feedback.

# Information Reviewed

- **Class Size Impact Academic Research**
- **City of Cleveland Growth Projections**
- **AIMS Districts Staffing Plans**
- **Current CCS Enrollment**
- **Future CCS Enrollment Projection**
- **State of TN Staffing Requirements**
- **Current CCS Staffing Formula**
- **Current CCS Staffing Information**
- **CCS Staffing Timelines**
- **CCS School Requests**
- **Current ESL Needs Enrollment**
- **Future ESL Enrollment Projection**
- **Current Special Education Enrollment**
- **Future Special Education Enrollment Projection**
- **CTE Class Sizes and Requirements**
- **TDOE TISA Funding Information**
- **Current BEP Funding Information**
- **Other Budgetary Factors**

# AIMS (City/Special) Districts Contacted

**Dr. Dyer contacted all Directors of Schools for AIMS districts.**

**Specific responses were received from:**

- 1. Collierville**
- 2. Murfreesboro City**
- 3. Oak Ridge**

**The general consensus across all districts is that districts are operating in a similar manner as Cleveland City Schools in relation to reviewing numbers and adding staff as the need arises through Day 10 to meet state ratios.**

**Since 2018-2019, Cleveland City Schools has added five new teachers after the beginning of school due to class size ratio issues. Two were added in August 2021 and three were added in August 2022. Zero were added the three previous years after the beginning of school.**

# City Growth

Data from proposed building projects and annexed properties **within current city limits** shows a possibility of 1,637 new students.

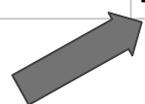
# Proposed building projects within the city limits

Building Within City		# of Units	Date	# of Students	School
Boone Valley	Parker Street SW	13 Single Family		5	BI-Bo
Westover Townhomes	3rd Street @ Westover	8 Townhomes		3	BI-Bo
Candies Lane/Freewill Road	42 acres	157 units	2021	60	CCCES
Durkee Road	104 acres	512 lots	2021	197	Mayfield
Harmony Court	Off Weeks Drive	28 Single Residence	2021	11	Ross/Yates
Serenity Drive	Off Weeks Drive	29 Single Residence	2021	11	Ross/Yates
Solar Lane	Off Mouse Creek	25 Single Residence	2021	9	Ross/Yates
Judd Way	Off Mouse Creek	36 Single Residence	2021	14	Ross/Yates
College Trailer Park	113 units	113 units	2022	43	CCCES
Vintage Cleveland Apartments	2388 Villa Drive	216 units	2022	83	CCCES
Haven Ridge	Weeks/Angie Lane	20 lots	2022	8	Mayfield
Kings Den	North Lee in Kings Den	22 Townhomes plus detached residences	2022	11	Ross/Yates
Adkisson Drive NW	16.5 acres request to change zoning	343 apartments	2022	136	CCCES
Westside Dr/Raben Dr Zoning Chg.	15.54 acres	336 units	2022	129	CCCES
Oasis Subd. Pleasant Grove Ch. Rd.	13.28 acres	60 units	2022	23	BI-Bo
N. Lee Hwy.	80 acres				
			<b>2020-2022</b>	<b>743</b>	

# New building projects and buildings recently annexed within the city limits

Name of Annexation	# of Units	Annual Cost to City	Date	# Students	School
3581 Cove Lake Drive NW		Minimal Impact	2016		
Freewill Rd & 22nd Street NW	7.5 acres	2 houses - Minimal Impact	2016		
	20 acres - 75 lots	\$28,125.79	2017	29	
	58 lots - 24 units	\$8,994.39	2017	9	
Michigan Avenue/Foxfire	5 acres - 100 units	\$37,501.05	2017	39	Mayfield
New Murraytown Rd/22nd St.	20 acres - 58 lots	\$21,748.66	2017	22	CCCES
861 Old Chattanooga Pike	15.68 acres/50 single units	\$18,750.53	2018	19	Bl-Bo
APD 40/Holloway Road	36.93 acres	No impact. Commercial.	2018		
Tasson Lane NW	5.58 acres - 18 singles	\$6,748.24	2018	7	
Triplett Circle NW	.4 acres	Minimal Impact	2019		
Lewis Street NE	7.42 acres MU	\$976.59 per pupil per year	2019		
702 Martin Drive NW	1.12 acres R-1	\$976.59 per pupil per year	2019		
Tasso Lane	5.87 acres/64 single units	\$24,414.75	2019	25	Ross/Yates
2444 Hensley Road NW	27.5 acres/115 single units	\$43,946.55	2019	44	CCCES
New Murraytown Road	1.5 acres/3 single units	\$1,125.00	2019	2	CCCES
New Murraytown Road	3 houses	\$976.59	2020	1	CCCES
Michigan Avenue/31st St.	120 houses	\$45,005.00	2021	46	Mayfield
Nicholson Dr.Country Club Dr.	2.3 acres - 32 units	\$5,126.78	2021	5.25	Stuart
Pleasant Grove Trail	23.5 acres/140 residential units	\$52,736	2021	54	Bl-Bo

Name of Annexation	# of Units	Annual Cost to City	Date	# Students	School		
Tasso Lane Area	69.4 acres/175 residential units	\$65,432	2021	67	Ross/Yates		
Wilkinson Rd/Michigan Ave. Rd	100 acres/277 residential units	\$103,886.04	2021	106	Mayfield		
N. Lee Hwy.	23.5 acres/66 residential units	\$25,391.34	2021	26	Ross/Yates		
Minnis Road @ Michigan Ave.	14.8 acres/185 residential units	\$69,307.89	2022	71	Mayfield	<b>Students by School Zone</b>	<b>2019-2022</b>
New Murraytown Rd.	23.4 acres/124 units	\$46,876.32	2022	48	CCCES	CCCES	546
Michigan Ave.	5.7 acres/48 units	\$17,578.62	2022	18	Mayfield	Ross/Yates	174
Brymer Creek Road	238 acres/876 units	\$328,535.00	2022	336	Bl-Bo	Mayfield	493
Minnis Rd. NE/Old Powerline Rd.	31.73 acres/122 units	\$45,900.00	2022	47	Mayfield	Stuart	5.25
Westland Drive SW	24.5 acres/180 units	67,507.17	2022	69	Blythe Bower	Bl-Bo	419
Lewis Street NE	11 acres/189 units	70,880.36	2022	73	Mayfield		
			<b>2019-2022</b>	<b>896.25</b>			<b>1637.25</b>
<b>*2.51 residents per household</b>	<b>*15.3% are school-aged children</b>	<b>*\$976.59 per pupil per year</b>					



Possible new students

## Facility/Building Capacities

<b>School:</b>	<b>Building Capacity:</b>	<b>Enrollment:</b>	<b>Optimal Capacity:</b>	<b>Maximum Capacity:</b>
Arnold	315	259	236	260
Blythe-Bower	714	622	544	600
Candy's	520	467	426	470
Mayfield	441	378	354	390
Ross	345	236	274	300
Stuart	294	252	236	260
Yates	280	212	270	300
CMS	1400	1390	1050	1190
CHS	2500	1736	1595	1875
Total:	6809	5552	4985	5645

\*Additional classrooms will require the displacement of staff or services in all buildings.

## Facility/Building Capacities

<b>Optimal Capacity</b> = Maintaining all classrooms used for programming beyond traditional classes at optimal student to teacher ratio.		
Grades K-3 using an average of 18 students per classroom		
Grade 4-5 using an average of 23 students per classroom		
CMS was calculated at 85% of Building Capacity for Maximum and 75% for Optimal		
CHS calculated using block schedule and at 85% to calculate optimal.		
<b>Maximum Capacity</b> = Maintaining all classrooms used for programming beyond traditional classes at maximum student to teacher ratio.		
Grades K-3 using a state maximum 20 students per classroom		
Grades 4-5 using a state maximum of 25 students per classroom		
<b>Building Capacity</b> = Architectural design capacity with minimum programming while using maximum student to teacher ratio.		
All available educational classrooms are completely full to the maximum student teacher ratio.		

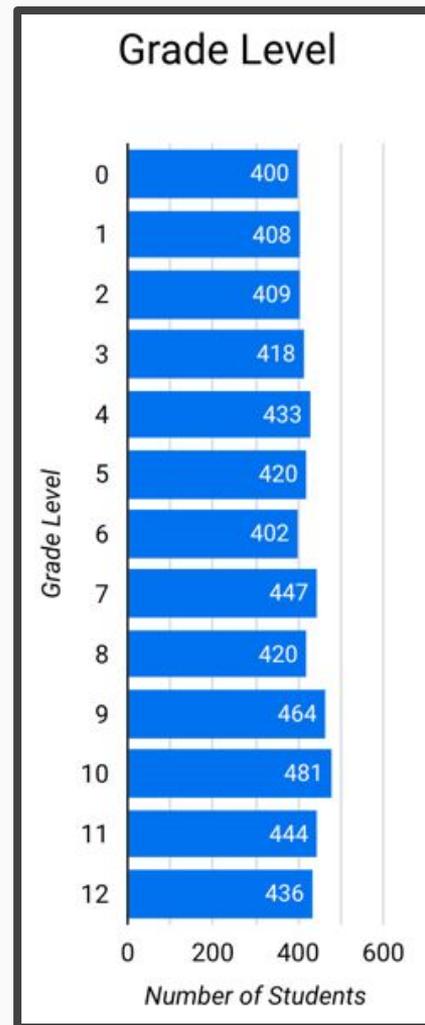
\*Additional classrooms will require the displacement of staff or services in all buildings.

# Demographics - Enrollment and Class Sizes

School	BEP Grade Band Averages		
	4-6	7-12	0-3
Arnold	22.75		18.78
Blythe-Bower	23.22		18.55
Candy's Creek Cherokee	22.00		19.20
CMS	18.62	24.82	
Mayfield	21.83		20.23
Ross	23.00		17.20
Stuart	17.75		20.00
Yates			19.00

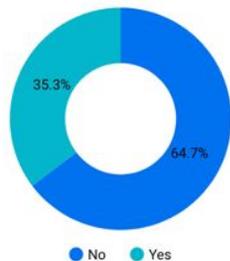
## CCS Dashboard - Student Demographics

School ▲	ED	Female	Male	SPED	ESL	Total Students
Arnold Elementary School	127	128	136	40	73	264
Blythe-Bower Elementary School	322	285	306	92	128	591
Candy's Creek Cherokee Elementary School	97	231	223	69	59	454
Cleveland High School	568	843	982	232	194	1,825
Cleveland Middle School	435	573	696	168	175	1,269
Mayfield Elementary School	160	201	200	44	74	401
Ross Elementary School	93	131	139	47	37	270
Stuart Elementary School	93	115	127	45	68	242
Yates Primary School	76	137	129	31	51	266
<b>Grand total</b>	<b>1,971</b>	<b>2,644</b>	<b>2,938</b>	<b>768</b>	<b>859</b>	<b>5,582</b>

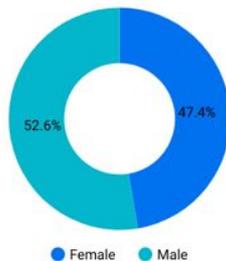


# Demographics - Subgroups

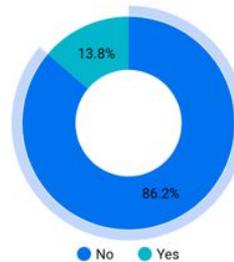
Economically Disadvantaged



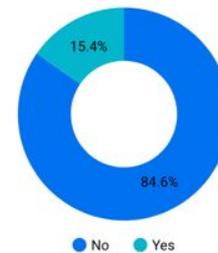
Gender



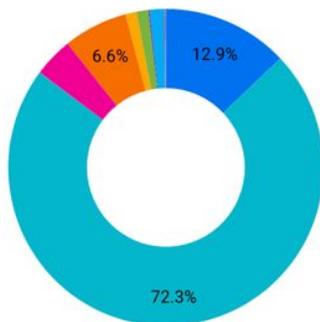
Special Education



ESL

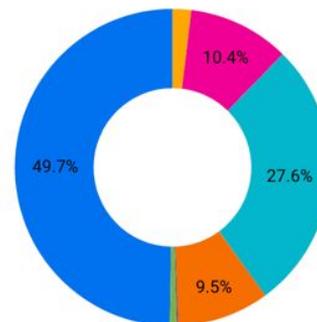


English as a Second Language Code



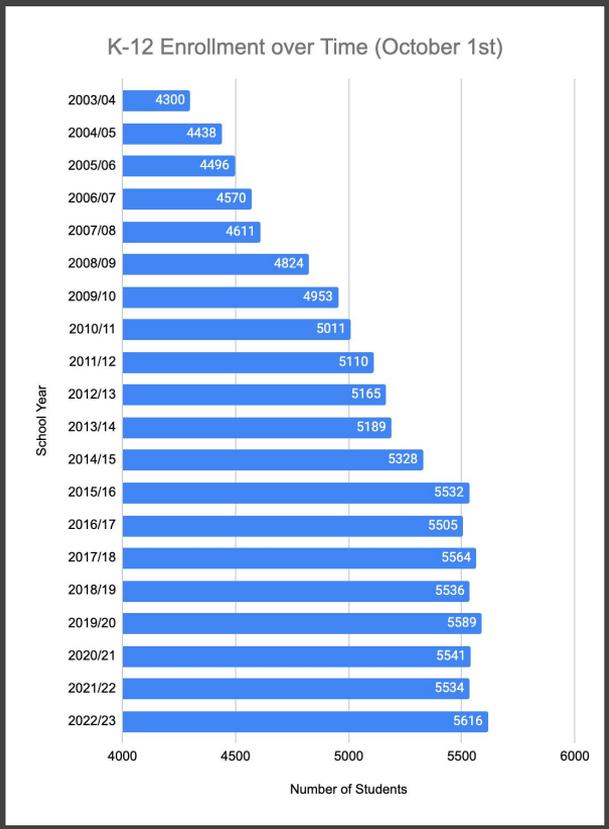
- English Language Learner
- English Native
- Former English Language Learner
- Non-English Language Background
- Transitional 1
- Transitional 2
- Transitional 3
- Transitional 4
- Waived ELL Services

Tennessee Race/Ethnicity



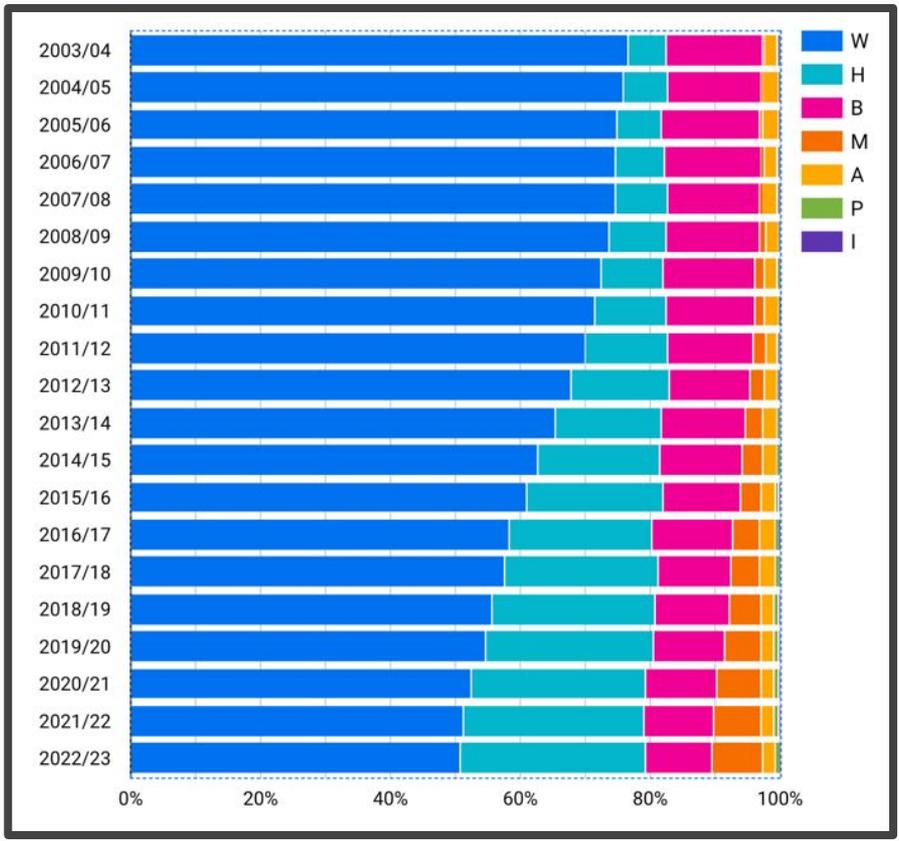
- Asian
- Black
- Hispanic
- Multi-Ethnic
- Native American
- Pacific Islander
- White

# Demographics - Changes over Time



## Race/Ethnicity over Time (October 1st)

State Codes: W (White), H (Hispanic), B (Black), M (Multi-racial), A (Asian), P (Pacific Islander), I (Native American)



## Demographics/Enrollment - Narrative

Demographics - Enrollment and Class Sizes: CCS is close to 5600 funded K-12 students. Grade levels are relatively close to 420 in size with the exception of 9th and 10th grade near 480 students. Class averages in all grade bands are within BEP guidelines.

Demographics - Subgroups: CCS has 35% Economically Disadvantaged, 15% Special Education, and 15% English Learner students. Over 27% of students have been identified as non English-native speakers, regardless of their entry into the ESL program. Our student population is quite diverse, with Non-White students now making up slightly more than 50% of the overall population. Hispanic students make up around 28% of the population, followed by Black and Multi-Racial at around 10% each.

Demographics - Changes over Time: Over the past 20 years, CCS has seen steady overall growth and is now more than 5600 K-12 students. Our student population has steadily grown more diverse in terms of race/ethnicity, with Non-White students now making up more than 50% of the overall population. The Hispanic and Multi-Racial subgroups have steadily increased as White and Black student subgroups have decreased.

# CCS Projected Enrollment

## District Growth 1.013%

Grade Growth	0.948	1.024	0.997	0.927	0.970	Total	District Annual Growth	
	K	1	2	3	4	5		
09/10	101	79	109	90	73	72	524	
10/11	92	94	83	101	87	82	539	1.029
11/12	94	91	97	76	94	71	523	0.970
12/13	100	93	92	93	74	88	540	1.033
13/14	89	102	89	92	86	82	540	1.000
14/15	100	89	100	84	93	84	550	1.019
15/16	96	86	78	96	80	82	518	0.942
16/17	88	95	88	87	101	85	544	1.050
17/18	93	80	100	90	79	101	543	0.998
18/19	90	92	82	103	89	80	536	0.987
19/20	119	92	115	99	93	94	612	1.142
20/21	104	112	99	118	98	95	626	1.023
21/22	100	103	106	108	109	97	623	0.995
22/23	110	97	105	107	104	108	631	1.013
23/24	121	107	99	107	103	102	639	1.013
24/25	113	118	109	102	103	103	648	1.013
<b>25/26</b>	<b>113</b>	<b>109</b>	<b>120</b>	<b>113</b>	<b>98</b>	<b>103</b>	<b>656</b>	<b>1.013</b>
26/27	112	109	112	125	109	98	665	1.013
27/28	108	107	112	117	120	109	673	1.013
28/29	115	105	111	118	112	121	682	1.013
29/30	130	111	109	116	113	112	691	1.013
<b>30/31</b>	<b>121</b>	<b>126</b>	<b>115</b>	<b>114</b>	<b>111</b>	<b>113</b>	<b>700</b>	<b>1.013</b>
31/32	120	117	131	121	109	111	709	1.013
32/33	121	116	120	136	116	109	718	1.013
33/34	121	117	118	125	130	116	727	1.013
34/35	126	118	120	123	120	130	737	1.013
<b>35/36</b>	<b>140</b>	<b>122</b>	<b>121</b>	<b>125</b>	<b>118</b>	<b>120</b>	<b>746</b>	<b>1.013</b>

# State of Tennessee Staffing Formula

## Class Size for Grades Kindergarten through Twelve (12).

- (a) Local boards of education shall have policies providing for class sizes in grades kindergarten through twelve (12) in accordance with the following:

Grade Level	Average Class Size	Maximum Class Size
K-3	20	25
4-6	25	30
7-12	30	35
Career and Technical Education	20	25

# Current CCS Staffing Formula

## Cleveland City Schools Staffing Formula

Regular Instruction Teachers		Elementary Educational Assistants	
<u>Grade</u>	<u>Staffing Formula</u>	<u>Enrollment</u>	<u>Staff</u>
K-3	1:20.4	1-50	1
4-6	1:25.4	51-100	2
7-8	1:30.4	101-150	3
9-12	1:30.4	151-200	4
		201-250	5
<b>CTE Teachers</b>		251-300	6
<u>Grade</u>	<u>Staffing Formula</u>	301-350	7
6-12	1:25	351-400	8

[Link to full document](#)

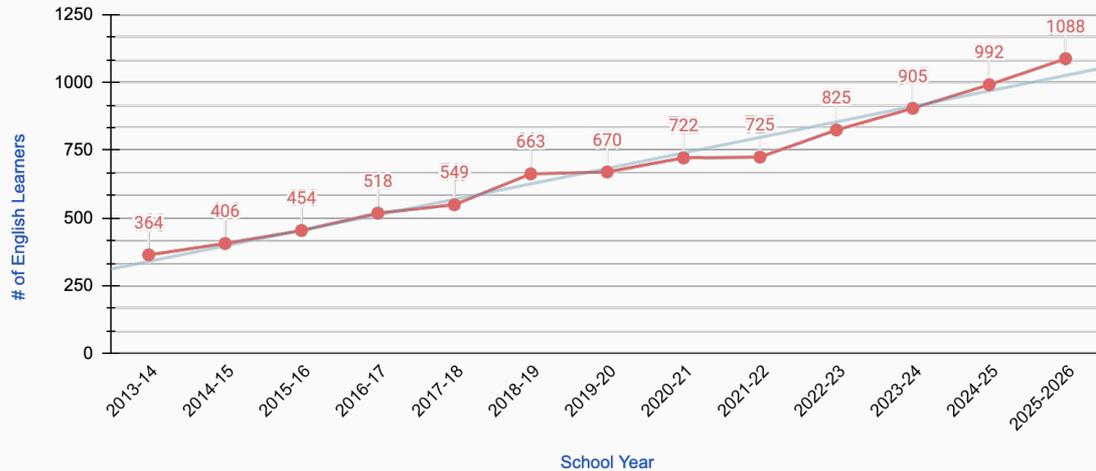
# Current Timeline

- New Staffing Needs Requested (January)
- Staff Preference Forms Sent Out (January)
  
- Staff Preference Forms Returned (February)
- New Staffing Reviewed for Budget (February)
  
- New Student Online Enrollment for 23/24 (March)
- Kindergarten Enrollment Event (Mid-March)
  
- Review of Projected Numbers for Next Year (April)
  
- New Positions Posted (After Budget Approval in May)
- Principals Make Obvious Transitions (May)
- Returning Student Online Registration for 23/24 (May)
  
- Review of Actual Student Numbers (August)
- Additional Hiring Completed as Needed (August)

\*CCS has added four classroom teachers over the past five years after the start of school.

# English as a Second Language

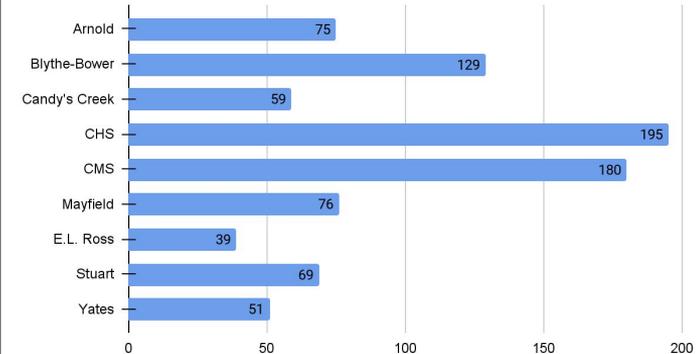
Historical Growth in English Learners and Future Projections (October 1 Count)



Average Rate of Growth - 9.7%

Current # of EL Students: 875  
Current # of ESL Teachers: 22  
Current Student/Teacher Ratio: 40:1

# of English Learners by School (as of 2/24/2023)



- **English Learner Increase:** average of 9.7% per year for 10 years
- **Required State Ratio:** 35:1 - English Learners to teachers (see [TN State Board ESL Rule](#))
- **Prior Year October 1st EL Count:** used to plan for staffing; does not account for typical increase

**Recommendation:** Determine staffing for English Learners based on the projected October 1 count.

- **Current Staffing:** 22 ESL teachers with 40:1 ratio of students to staff - **exceeds the required ratio of 35:1**
- **Current Compliance Need:** 3 additional ESL teachers
- **Projected Compliance Need:** 4 additional ESL teachers - (projection of 905 ELs as of October 1, 2023)

**Total Cost to bring Current Ratio to Compliance (at \$82,000 per teacher) = \$246,000**

**Total Cost to bring Projected Ratio to Compliance (at \$82,000 per teacher) = \$328,000**

# Special Populations

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

## Special Populations - Narrative

SWD population has remained steady around 14% for the past several years. We are seeing the most growth in the Candy's Creek zone and we are anticipating significant growth/needs in pre-k. We are also seeing steady growth in the autism subgroup and are investing in materials and equipment to meet the sensory needs of these students.

# CTE Class Sizes and Requirements

- Cleveland City School Career and Technical Education will continue to seek a waiver from the State of TN DOE to all 25 maximum enrollment. This process is an annual requirement.
- CTE Supervisor will work closely with CMS, CHS administration and counseling to ensure CTE student enrollment is maximized as much as possible.

# Current BEP Funding

**Basic Education Program Allocation 2022-2023**

**January Revised Allocation**

**Total State BEP Funding Allocation \$32,705,000**

**Based on Students Counts for 2021-2022 (weighted average of months 2, 3, 6 and 7)**

**Total ADMs 5,496**

**Career and Technical ADMs Served 281**

**Special Education ADMs Identified and Served 1,355**

## TDOE TISA Funding

On February 15, the [Tennessee Investment in Student Achievement \(TISA\) Act rules](#) went into effect. These rules detail weighted allocations for unique learning needs, direct allocations, student outcomes funding, and other areas needed to further define the law and outline processes and procedures for the funding disbursements under the TISA formula.

**The department will share additional guidance and information about professional development trainings for districts soon.**

# What does it cost to hire an additional teacher?

Estimated Total Cost Per Teacher

- **\$82,000** (Salary/Benefits)

Additional Estimated Cost Per Teacher

- **\$10,000** (Resources/Tools)

Estimated Total = **\$92,000**



# Potential/Existing Teacher Commitments

We have *committed* to an additional **CHS English teacher** and **Discovery Preschool teacher** in the Spring 2023 budget.

- Estimate total \$164,000 (Salary/Benefits)
- Estimated additional expenses \$20,000 (Tools/Resources)
- Estimated total \$184,000

We anticipate the *need* to hire an additional four **ESL Teachers** for the upcoming school year.

- Estimated total \$328,000 (Salary/Benefits)
- Estimated additional expenses \$40,000
- Estimated total: \$368,000

**Total Cost- \$552,000**



# Option 1

## **Reduce class size clusters to:**

- K-3 Cluster 15 - Hire 26 teachers at cost of \$2,132,000 (Class Max. 20)
- 4-6 Cluster 20- Hire 8 teachers at cost of \$656,000 (Class Max. 25)
- 7-12 Cluster 25- Hire 7 teachers at a cost of \$574,000 (Class Max. 30)

Estimated Additional Cost = \$410,000

Total Cost = \$3,772,000

# Option 2

## **Reduce class size clusters to:**

- K-3 Cluster 18- Hire 11 teachers at cost of \$902,000 (Class Max. 23)
- 4-6 Cluster 23- Hire 0 teachers at cost of \$0 (Class Max. 28)
- 7-12 Cluster 27.5- Hire 3 teachers at a cost of \$246,000 (Class Max 32)

Estimated Additional Cost = \$140,000

Total Cost = \$1,288,000

# Option 3

## **Reduce class size clusters to:**

- K-3 Cluster 20.0- Hire 2 teachers at a cost of \$164,000 (Class Max. 25)
- 4-6 Cluster 25.0- Hire 0 teachers at a cost of \$0.00 (Class Max. 30)
- 7-12 Cluster 30.0- Hire 0 teachers at a cost of \$0.00 (Class Max. 35)

Estimated Additional Cost- \$20,000

Total Cost = \$184,000

**FY2024 Budget Calendar**

- Feb 1** Dr. Dyer and Cindy Geren meet with Directors and Principals to discuss FY2024 priorities and budget preparation relating to the strategic plan
- Feb 6** City of Cleveland sends FY2024 Budget calendar to Business Office  
Dr. Dyer and Cindy Geren discuss timeline for board meeting to approve FY2023 General Fund Budget Amendment and FY2024 General Fund Budget
- Feb 7** Budget Information and Feedback Session with teacher leaders and non-certified staff
- Feb 23** Budget memo and allocation spreadsheets sent to schools
- March 6-10** *Spring Break*
- March 13** Dr. Dyer meets with Dr. Elliott, Cindy Geren, and Kelly Kiser to discuss budget updates
- March 17** School allocations returned to AOB
- March 24** BOE Budget Retreat
- March 30** Budget document prepared for distribution to BOE
- April 3** BOE Meeting – Approval of FY2023 General Fund Budget Amendment and FY2024 General Fund Budget
- April 10** Budget document sent to City of Cleveland
- April 24** City Council holds public hearing on FY2024 Budget
- April 28** City Council receives FY2024 Budget
- May 28** City Council first reading of FY2024 Budget



## Critical Thinking as Readers and Writers

Arnold's 4th and 5th grade students have spent time this month analyzing characters through reading investigations and developing characters through the writing process.

In 5th grade, Mrs. Lenz's students were reading the story in their Unit 9 reader "The Badlands Sleuth." The students spent time in groups creating character maps to explain what the text explicitly states about the characters in the story. They explained the character development throughout the story in expert groups. Then they examined evidence they gathered from the text about the characters they have researched and created evidence boards. The evidence was based on the descriptive details in the text on each character and the opinions developed from the main character.

In 4th grade, after reading *The House on Mango Street*, students were expected to create a story of aspiration, similar to the themes found in their study of the novel. They spent time brainstorming, visualizing, and ultimately writing about a main character with an aspiration. They worked through how to develop that character with a specific personality and imagined various scenarios to help them draft the story they wanted to tell. All of the students took ownership and an interest in their story, ending with 3 chapters, or vignettes, to give readers the full arc of the character's growth.



# Teacher Highlight

The 3rd floor at Arnold has benefited greatly from the addition of two amazing teachers this year: Fatima Fernandez and Savannah Taylor. They became enthusiastic members of the Arnold Family immediately. They challenge their students, set high expectations for them, and both build meaningful relationships with each student—their students know how much they care! Both Fatima and Savannah are quick to volunteer to help with any event, activity, or help with any other needs. They have been the perfect addition to our Arnold Family, and we are so thankful for their energy, excitement, and their willingness to always be there for their students and for all of the adults in our building!

