

Cleveland City Schools
Board of Education Regular Meeting
January 8, 2024 5:30 PM
Candy's Creek Cherokee



1. **Welcome**
 - Nate Tucker

2. **Moment of Silence/Pledge of Allegiance**
 - Ava Davis
 - Ava Davis led us in a Moment of Silence and the Pledge of Allegiance.
3. **Comments from Chairman Tucker**
 - Nate Tucker

4. **Public Comments**
 - X
5. **Consent Agenda**
 - Nate Tucker

 - A. **Approval of Regular Agenda**
 - B. **Approval of Minutes from December 4, 2023 Board Meeting**
 - C. **Approval of Overnight Field Trips**
 - Trip 1722
 - D. **Approval of Second Reading of Policies**
 - Policy 1.300 Board Committee
 - Policy 1.305 Facilities Committee
 - E. **Review and Approve the Revised Annual Agenda**
 - F. **Annual Review of Section Two Policies - Date Change Only**
 - G. **CMS Course Catalog Updates**
 - H. **OSHA Compliance Report**

6. **Regular Agenda**
 - A. **Director's Update** -Russell Dyer
 - B. **Spotlight**
 - Candy's Creek Cherokee Elementary

- Teachers of the Year
- Principal of the Year
- Supervisor of the Year
- Classified Employee of the Year
- C. **First Reading of Policies** -Jodi Riggins
 - Policy 2.400- Revenues
 - Policy 2.601- Fundraising Activities
 - Policy 2.8051- Debit Cards, Credit Cards & Credit Line
- D. **Social Media Lawsuit**
- E. ***Education Freedom Scholarship Act Resolution**
- F. ***Director of Schools Evaluation Document**
- G. ***Elect Board Officers:**
 - Chairman**
 - Vice-Chairman**
- H. **Strategic Plan Focus** Christy Duncan
- I. **Cleveland Connects** Dr. Jeff Elliott
- J. **Student Representative's Update** -Ava Davis
- 7. **Site Committee Update**
 - Krista McKay
 - X
- 8. **Legislative Updates**
 - Carolyn Ingram
 - X
- 9. **"B" Agenda**
 - A. **Financial Report**
 - B. **Personnel Report**
 - C. **School Highlights**
 - CMS
 - D. **Dates to Remember**
 - Jan 10th- Lunch & Learn @ Ross @11 am
- 10. **Adjourn**
 - X _____
 - Russell Dyer
 - Director of Schools

X _____
Nate Tucker
Cleveland City Schools Board Chairman

School Days: 8:40 a.m. to 1:30 p.m. Exceptions may apply. Weekends & Holiday: No time table. If request is on a Holiday, contact the Operations Department for possible rate increase.

Field Trip Rates

Field Trip rates are based on mileage, driver hours, and conditions of the bus when the trip is completed. Mileage is recorded from the moment the bus leaves the Transportation Facility until the bus returns to the Transportation Facility. Mileage is calculated at \$1.92 per mile and \$22.47 per hour. There will be an additional \$112 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 **1722**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)

Bowling

Trip Leave

* Date 1/16/24 Tuesday

* Time 1:00 PM

Trip Return

* Date 1/18/24 Thursday

* Time 7:00 PM

Trip Year/Week 2024-03

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. Seth LaMagna, Tony Bullington

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

Comments Bowling State Individual Tournament in Smyrna TN

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

* Main Destination ⓘ Other (Type Below)
2565 Highwood Blvd, Smyrna, TN 37167, USA

Destination Not Listed 2565 Highwood Blvd, Smyrna, TN 37167 * Destination Name Holiday Inn

* Approximate Nbr of Miles Round Trip 291.51

* Funding Source #1 School Budget Code

Funding Source Desc Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name Seth LaMagna
 * Teacher / Advisor / Staff Phone # 423-503-5548
 Teacher / Advisor / Staff Email slamagna@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 Seth LaMagna
 * Emergency Contact Phone # 423-503-5548

Number of Individuals Making Trip

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

Additional Information

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

Vehicles Needed

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

Check here to indicate trip is drop-off only Location

Check here to indicate trip is pickup only Location

Vehicle Pickup

* Date 1/16/24
 * Time 1:00 PM

Vehicle Return

* Date 1/18/24
 * Time 7:00 PM

Total Trip Hours 54.00

* Type of vehicles needed to reserve Staff Van


* How many vehicles do you need? 1

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

* Do you need a wheelchair lift? No

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

Special Needs

Comments or Details Concerning Needs

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

Person Submitting Request slamagna@clevelandschools.org
Date Submitted

Level 01 Approval - Location Approval

Comment
Decision Approved
Name bpritchard@clevelandschools.org
Decision Date Dec 12, 2023, 10:46:18 AM

Level 07 Approval - Overnight Trip Approval

Comment
Decision Approved
Name jelliott@clevelandschools.org
Decision Date Dec 13, 2023, 5:56:30 AM

Level 09 Approval - Transportation Approval

Comment
Decision
Name
Decision Date

Level 10 Approval - School Board Approval

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

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Committees	Descriptor Code: 1.300	Issued Date: 01/09/24
		Rescinds: 1.300	Issued: 07/09/01

1 The Board shall operate without standing committees, except for the Executive Committee **and the**
2 **Facilities Committee**; however, special committees composed of board members may be appointed by
3 the chairman at the direction of the Board and as the needs of the Board shall require.¹ Such
4 committees shall be discharged when the work is finished or earlier by a majority vote of the entire
5 Board. All reports by special committees shall be made directly to the Board.

- 6 1. A special committee serving in an advisory capacity shall ordinarily consist of less than a
7 quorum of board members;
- 8
- 9 2. The committee will be advisory only;
- 10
- 11 3. Issues to be discussed by the committee must be approved in advance by the entire Board;
- 12
- 13 4. A committee shall serve no longer than the annual organization meeting of the Board unless
14 reappointed to finish a designated task; and
- 15
- 16 5. Committee meetings shall be held in accordance with the Open Meetings law.²

Legal References

1. TCA 49-2-205
2. TCA 8-44-102(b)

Cross References

- School Board Meetings 1.400
Public Hearings 1.401
Appeals to and Appearances Before the Board 1.404

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Facilities Committee	Descriptor Code: 1.305	Issued Date: 01/08/24
		Rescinds:	Issued: 01/08/24

1 The Chair of the Board shall annually appoint a Facilities Committee comprised of three Board members.
2 The Board Chair will designate one of the three appointed committee members as the Chair of the
3 Facilities Committee. The Facilities Committee shall:

- 4 1. Serve as a first hearing of issues, proposals, and plans made by the Director of Schools or his
5 designee concerning facilities that fall outside of the approved budget.
- 6 2. Vote to recommend proposals or plans to the full Board who would then vote on whether to
7 approve these recommendations during a regularly scheduled board meeting.

8 The Chair of the Facilities Committee is responsible:

- 9 1. To work with the Director of Schools/designee for setting the agenda for each called Facilities
10 Committee meeting.
- 11 2. To ensure the efficient and effective running of the Facilities Committee meeting.

13 All board members are welcome and encouraged to attend and provide input during Facilities
14 Committee meetings. Only Facilities Committee members will vote on recommendations for
15 presentation at a regularly scheduled board meeting. All requests to address the Committee will be
16 directed to the Chair of the Committee.

17 Any board member who wishes to have an item placed on the committee agenda shall notify the Chair
18 of the Facilities Committee no later than four (4) days prior to the scheduled meeting to ensure
19 coordination of items on the agenda. Attendees outside of the members of the Board of Education may
20 request the opportunity to address the Committee concerning an agenda item by contacting the office
21 of the Director of Schools or the Chair of the Facilities Committee no later than three (3) days prior to
22 the scheduled meeting.

Cross References

Committees 1.300
Appeals to and Appearances Before the Board 1.404

2024 Annual Agenda

January

Elect Officers: Chairman/Vice-Chairman
Director of Schools Evaluation Document
Review and Approve Revised Annual Agenda
National School Board Week
Strategic Plan Initiatives- **ESL**
School Highlights
Facilities Committee Report
Recognize SRO's- National Law Enforcement Day

February

Appointed Committees:
Tennessee Legislative Network Representative to TSBA - one member (sent to TSBA)
Facilities Committee – two members and the Director
Other Committees
Director's Evaluation
Strategic Plan Initiatives- **Safety & Student Services**
Transportation Update
School Highlights
Facilities Committee Report
Appoint Review Team for Charter School Policy (if necessary)

March

School Safety Resource Update
Recognize Teachers-of-the-Year
Strategic Plan Initiatives- **Communications**
Budget Meeting
School Highlights
Facilities Committee Report
Review Director's Contract- when necessary

April

Report from SCOPE Participants
Present Cleveland High Course of Study Handbook and Curriculum Changes for Following Year
Approval of School Fees
Plan and Schedule Recognition of Teachers for National Teacher Appreciation Week
Adopt Textbooks
Strategic Plan Initiatives- **Student Information Systems**
Announce End-of-Year Dates: Graduation, Honors Programs, Baccalaureate, etc.
School Highlights

Facilities Committee Report

May

Honor Newly Tenured Teachers

Recognize Participants in Model United Nations

Set Tuition Rates (if changed)

Strategic Plan Initiatives- ***Child Nutrition***

School Highlights

Facilities Committee Report

Notes: Print Student Rep certificate and have check ready

June/July

Approve Consolidated Plan

Amend Budget, if necessary

Report on Strategic Plan

Child Nutrition Program Food/Supply Bid

Approval of DHA Committee – first and second semester

Prepare School Visitation Schedule

Strategic Plan Initiatives- ***Cleveland Connects or Transportation***

School Highlights

Facilities Committee Report

BCPEF Joint Meeting with Bradley County Board of Education

August

Honor Retirees

Recognize New Teachers and Board Members with years of service

Make TSBA Fall District Meeting Plans

Strategic Plan Initiatives- ***Cleveland Commits or Human Resources***

School Highlights-

Facilities Committee Report

September

Plan and Appoint Delegates to TSBA Annual Conference

Director of School's Annual Report

Report on School Attendance and Enrollment

Strategic Plan Initiatives- ***Elementary Education***

School Highlights

Facilities Committee Report

October

Recognize National Merit Scholars
Recognize AP Scholars
Approval of Fees for Use of Facilities
Report on Facilities' Needs
Finalize Plans for TSBA Annual Conference
Report on TSBA Fall District Meeting
Strategic Plan Initiatives- ***Secondary Education***
School Highlights
Facilities Committee Report

November

Report on State LEA Compliance
Energy Program Update
Strategic Plan Initiatives- ***Special Populations***
School Highlights
Facilities Committee Report

December

Present Proposed School Calendar
Report from TSBA Annual Conference
Strategic Plan Initiatives - ***Innovations & Technology***
School Highlights
Facilities Committee Report

Agenda Items to be Addressed as Needed

Accountability of Student Achievement Reports
Budget Amendments
Special Budget Requests
Policy Reviews
Overnight Field Trips
New Instructional Initiatives Report
Committee Reports
Transportation Department

Russell Dyer, Ed.D. • Director of Schools

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

- 2.100 Fiscal Management Goals
- 2.200 Annual Operating Budget
 - 2.201 Line Item Transfer Authority
- 2.300 State and Federal Aid Eligibility Determination
- 2.401 Gifts and Bequests
- 2.402 Investment Earnings
- 2.403 Surplus Property Sales
- 2.404 School Support Organizations
- 2.500 Deposit of Funds
- 2.600 Bonded Employees
- 2.700 Accounting System
 - 2.701 Financial Reports and Records
 - 2.702 Inventories
 - 2.703 Audits
- 2.800 Expenditure of Funds
 - 2.801 Petty Cash Accounts



- 2.802 Payroll Procedures
- 2.803 Salary Deductions
- 2.804 Expenses and Reimbursements
- 2.806 Bids and Quotations
- 2.807 Requisitions
- 2.808 Purchase Orders and Contracts
- 2.809 Vendor Relations
- 2.810 Payment Procedures
- 2.900 Student Activity Funds Management

Course Name	State Course Code to Report (https://cems-search.trededucation.net/)	Department/Subject to Group With	Is this course a CTE?	How many credit hours?	What is the maximum class size? (ex. 35 students)	Will this course be assigned grades? If so, with what grading scale? (Grading)	Will this course be included in GPA, Ranks, and Honor Rols?	Will Attendance be taken for this course?	Should this course be shown on Report Cards and Transcripts?	Grade Levels Allowed (ex. 9th, 10th)	Course Fee	Pre-Requisites Courses	Other Details
United Sound 06	MA11606	G05602	FAPA	no		35 A-F	Yes	Yes	Yes	United Sound is a unique program designed to offer musical opportunities to chronically underserved populations. The program works with existing band and orchestra programs to reach out to students with disabilities and offer them mentors to help them learn and perform on a musical instrument of their choice.			
United Sound 07	MA11607	G05702	FAPA	no		35 A-F	Yes	Yes	Yes	United Sound is a unique program designed to offer musical opportunities to chronically underserved populations. The program works with existing band and orchestra programs to reach out to students with disabilities and offer them mentors to help them learn and perform on a musical instrument of their choice.			
United Sound 08	MA11608	G05802	FAPA	no		35 A-F	Yes	Yes	Yes	United Sound is a unique program designed to offer musical opportunities to chronically underserved populations. The program works with existing band and orchestra programs to reach out to students with disabilities and offer them mentors to help them learn and perform on a musical instrument of their choice.			
United Sound (Band Peer Tutoring) 06	MA11706	G25X39	GENC	no		35 A-F	Yes	Yes	Yes	United Sound is a unique program designed to offer musical opportunities to chronically underserved populations. The program works with existing band and orchestra programs to reach out to students with disabilities and offer them mentors to help them learn and perform on a musical instrument of their choice.			
United Sound (Band Peer Tutoring) 07	MA11707	G25X39	GENC	no		35 A-F	Yes	Yes	Yes	United Sound is a unique program designed to offer musical opportunities to chronically underserved populations. The program works with existing band and orchestra programs to reach out to students with disabilities and offer them mentors to help them learn and perform on a musical instrument of their choice.			
United Sound (Band Peer Tutoring) 08	MA11708	G25X39	GENC	no		35 A-F	Yes	Yes	Yes	United Sound is a unique program designed to offer musical opportunities to chronically underserved populations. The program works with existing band and orchestra programs to reach out to students with disabilities and offer them mentors to help them learn and perform on a musical instrument of their choice.			
Band 06 Flute	ma11806	G05602	FAPA	no		25 A-F	Yes	Yes	Yes	6th Grade Beginning Band is an introduction to the world of instrumental music through a sequenced study of the primary instruments of the brass, woodwind and percussion families. Students will gain an understanding of the basic theory and performance elements that are universal to all forms of music. Students start with flute, clarinet, trumpet, trombone, and percussion. Students are required to rent their own instruments. Yearly rental costs range from \$100-\$200 depending on a used or new instrument.			
Band 06 Clarinet	ma11806	G05602	FAPA	no		25 A-F	Yes	Yes	Yes	6th Grade Beginning Band is an introduction to the world of instrumental music through a sequenced study of the primary instruments of the brass, woodwind and percussion families. Students will gain an understanding of the basic theory and performance elements that are universal to all forms of music. Students start with flute, clarinet, trumpet, trombone, and percussion. Students are required to rent their own instruments. Yearly rental costs range from \$100-\$200 depending on a used or new instrument.			
Recording Music and Songwriting 07	ma12007	G05702	FAPA	no		25 A-F	Yes	Yes	Yes	Students will use BandLab to learn to create songs with loops and different instruments. Students will also learn the process of writing songs of all different styles and genres. As well as examining the different songwriting of different musical artists throughout history. (Pwk or Semester Course) (Open to 7th, and/or 8th Grade) (A way to make this happen would be to make general chair course one semester mixed instead of one full year or split gender).			
Recording Music and Songwriting 08	ma12008	G05802	FAPA	no		25 A-F	Yes	Yes	Yes	Students will use BandLab to learn to create songs with loops and different instruments. Students will also learn the process of writing songs of all different styles and genres. As well as examining the different songwriting of different musical artists throughout history. (Pwk or Semester Course) (Open to 7th, and/or 8th Grade) (A way to make this happen would be to make general chair course one semester mixed instead of one full year or split gender).			

EDUCATIONAL BOARD AGREEMENT

AGREEMENT TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the (Educational Board/etc) **Cleveland City Board of Education** hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE,

SECTION 1. BE IT AGREED BY THE (Council/Board/etc) **Cleveland City Board of Education**, that there be and is hereby amended as follows:

TITLE:

This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of **Cleveland City Schools**.

PURPOSE:

The **Cleveland City School District** in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 - a) Top Management Commitment and Employee Involvement;
 - b) Continually analyze the worksite to identify all hazards and potential hazards;
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
- 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of

this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of (Educational Board/etc) **Cleveland City School District** shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the (Educational Board/etc) **Cleveland City School Board** are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this agreement, (Name of Official or Title) **Student and Facilities Support Specialist** is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this agreement shall be made available as authorized by the (Educational Board/etc) **Cleveland City School Board**.

SEVERABILITY:

SECTION 2. BE IT FURTHER AGREED that if any section, sub-section, sentence, clause, phrase, or portion of this agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC:

SECTION 3. BE IT FURTHER ASSURED that this agreement shall take effect from and after the date it shall have been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law, the general welfare of the (Educational Board/etc) **Cleveland City School Board** requiring it.

(Director of Schools)

(Date)

(Passed First Reading)

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM PLAN FOR THE EMPLOYEES OF Cleveland City Schools

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	ACCIDENT

I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of **Cleveland City Schools**.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The **Cleveland City School District** in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. EMPLOYER means the **Cleveland City Schools District** and includes each administrative department, Educational Board, educational board, commission, division, or other agency of the **Cleveland City Schools**.
- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or DIRECTOR means the person designated by the establishing agreement, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of **Cleveland City Schools**.
- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is

- appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
 - f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as "volunteers" provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
 - g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
 - h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
 - i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
 - j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
 - k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. GOVERNING BODY means the Board of Education, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local School System, or schools to which this plan applies.
- n. CHIEF EXECUTIVE OFFICER means the chief administrative official, Director of Education, Director of Schools, Superintendent of Schools, etc., as may be applicable.

III. EMPLOYER'S RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employer's place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by

supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.

- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEE'S RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or

- when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
 3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
 4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
 5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
 7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. **The Safety Director shall, in the eventuality that there is a fatality, ensure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
 1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
 4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
 1. The employer
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary

- construction or alteration of facilities or technology.
 - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
- 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to www.osha.gov and type Recordkeeping Forms in the search box.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the record keeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be

reasonably expected to be seen by the complainant for a period of three (3) working days.

- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

a. Safety Director and/or Compliance Inspector(s):

1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employee's work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocuting; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.

- i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
- ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
- iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will ensure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Agreement, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are

considered essential to investigative techniques.

g. Advance Notice of Inspections.

1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.

h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:

1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.

i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMEDIATE DANGER PROCEDURES

a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:

1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.

6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:

1. Issue an abatement order to the head of the worksite.
2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.

b. Abatement orders shall contain the following information:

1. The standard, rule, or regulation which was found to violated.
2. A description of the nature and location of the violation.
3. A description of what is required to abate or correct the violation.
4. A reasonable period of time during which the violation must be abated or corrected.

c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.

b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:

1. Oral reprimand.
2. Written reprimand.
3. Suspension for three (3) or more working days.

4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

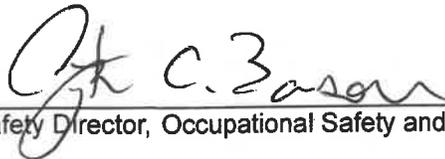
All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (agreement, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency or Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, agreement, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, agreement, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, agreement, or executive order, as applicable, is specifically repealed.



1-8-24

Signature: Safety Director, Occupational Safety and Health and Date

**APPENDIX - I WORK LOCATIONS
(ORGANIZATIONAL CHART)**

{For this section make a list of each work location wherein (School System/etc) your employees work, such as each school, bus garage, maintenance shop, main office, etc. covered under this Program Plan. Include, the address for the workplace, phone number at that workplace, and number of employees who work there.}

An Example:

Board of Education - 45 employees
1234 Main Street
Chattanooga, TN 37415
423-345-6789

Too Early School - 82 employees
4567 Garden Avenue
Chattanooga, TN 37415
423-222-5555

TOTAL NUMBER OF EMPLOYEES : 127

{Once each work location has been listed, record the total number of employees that the school system employees.}

Organizational Chart / Work Locations

Cleveland City Schools

Work Location - Name	Address	Contact Person	Phone #	# Employees
Elementary Schools				
Arnold	473 8TH Street NW Cleveland, TN 37311	Michael Chai	423-472-2241	38
Blythe-Bower	604 20th Street SE Cleveland, TN 37311	Dr. Joel Barnes	423-479-5121	78
Candy's Creek Cherokee	4445 Georgetown Road NW Cleveland, TN 37312	Lisa Earby	423-479-8412	56
Mayfield	501 20th Street NE Cleveland, TN 37311	Randall Stephens	423-472-4541	51
Ross	4340 Mouse Creek Road Cleveland, TN 37312	Dr. Stephanie Stone	423-479-7274	37
Stuart	802 20th Street Cleveland, TN 37311	Kimberly Bradford	423-476-8246	52
Yates	750 Mouse Creek Road NW Cleveland, TN 37312	Kerry O'Connor	423-479-1723	39
Secondary Schools				
Cleveland High	850 Raider Drive Cleveland, TN 37312	Bob Pritchard	423-478-1113	152
Cleveland Middle	3635 Georgetown Road NW Cleveland, TN 37312	Nat Akiona	423-479-9641	126

Organizational Chart / Work Locations

Central Office Buildings				
Administrative Office Building	4300 Mouse Creek Road NW Cleveland, TN 37312	Dr. Russell Dyer	423-472-9571	24
Denning Center	350 Central Avenue Cleveland, TN 37311	Dr. Cody Raper	423-339-0902	24
Maintenance & Transportation	4300 Mouse Creek Road NW Cleveland, TN 37312	Hal Taylor	423-472-9576	19
TOTAL	Full Time Employees			696

APPENDIX – II NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF Cleveland City Schools

The Tennessee Occupational Safety and Health Act of 1972 provides job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to ensure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or the Director of Schools (designee).

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before the Director of Schools (designee) for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of Cleveland City Schools is available for inspection by any employee at 4300 Mouse Creek Road NW, Cleveland, TN 37312 during regular office hours.

Signature: (Educational Board) OR DIRECTOR OF SCHOOLS/ DATE

APPENDIX - III PROGRAM PLAN BUDGET

(Either answer questions 1-11 or fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,
ESTIMATE OF TOTAL BUDGET FOR:

OR Use This Statement:

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that **Cleveland City School Board of Education** has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

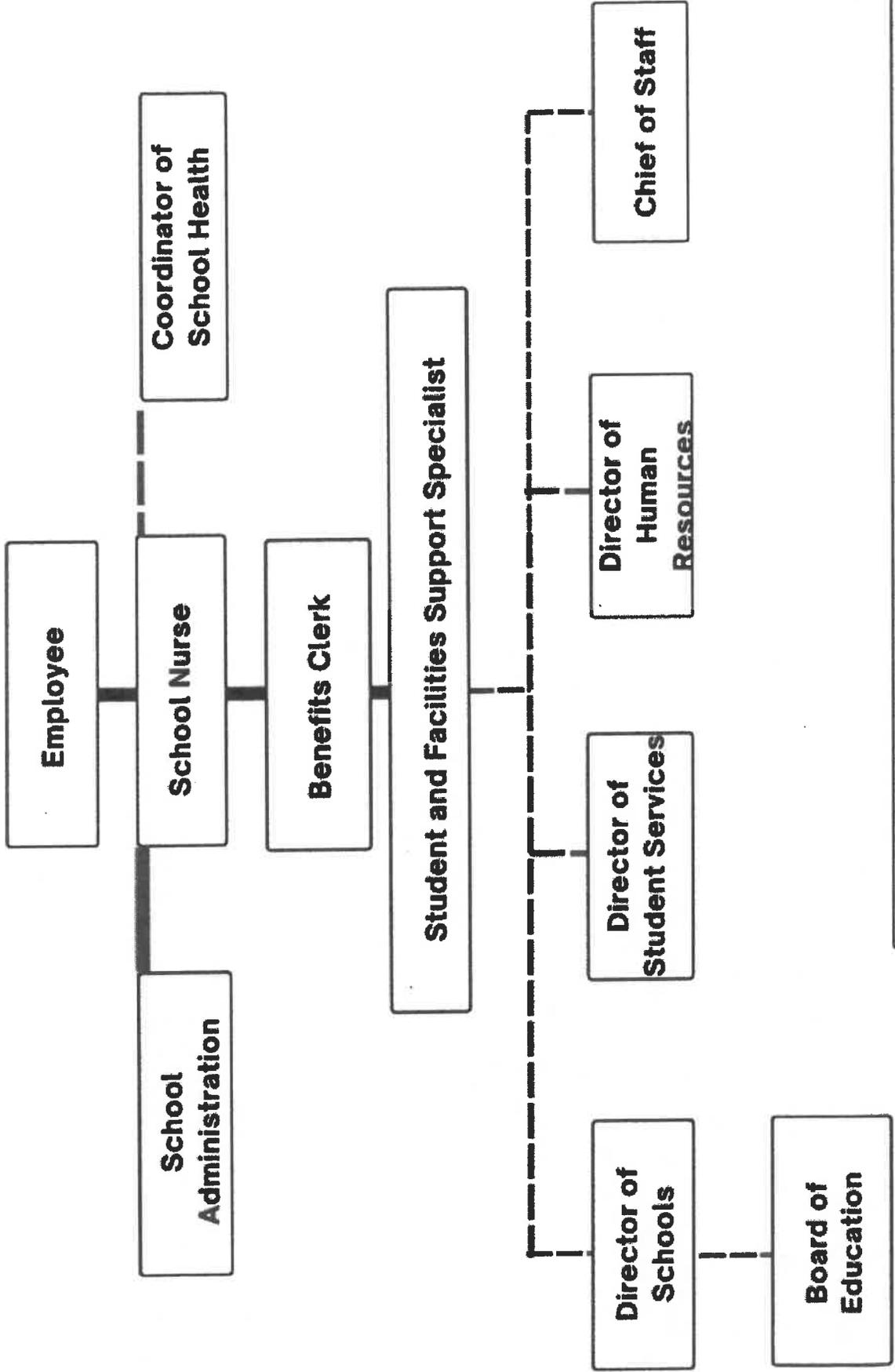
- (1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will ensure completion of required reports and records in accordance with Section VIII of the basic plan.
- (16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.
- (51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.
- (251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, inpatient hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

APPENDIX IV-ACCIDENT REPORTING PROCEDURES

Employees shall report all accidents, injuries, or illnesses to their Administrator and/or School Nurse as soon as possible but no later than the end of the school day after the occurrence. The School Nurse and/or Administrator will report each occurrence to the Benefits Clerk as soon as possible (located at the Administrative Office Building) but no later than a twenty-four hour time frame. The Benefits Clerk will notify the Student and Facilities Support Specialist of the incident as soon as possible but no later than twenty four hours.

All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported by the School Nurse and/or Administrator to the Safety Director and or Benefits Clerk immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Administrator and/or School Nurse will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and Benefits Clerk within twenty-four (24) hours of the time the accidents or injury occurred or the time of the first report of the illness.

**Appendix V - Accident Reporting
Cleveland City Schools
Safety and Health Program Organizational Chart**



— Required Report Pathway - - - - - Report Pathway As Needed

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan. This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body Board of Directors, etc.

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.



Director's Update

January 8, 2024

Updates

- Happy New Year!
- Personal Reflection
- December Blue Star Award Winner - Melissa Bishop, Assistant Principal at Yates!
- January Blue Star Award Winner - Rhonda Weeks, Admin Assistant at Stuart!
- Monday, January 15 - Martin Luther King, Jr. Day - schools are closed. Week of celebration at Lee University
- Lifetouch Memory Mission Trip
- Legislative Session will start soon in Nashville. Take time to review the [TSBA](#) and TOSS legislative agendas.
- National School Board Appreciation Week - January 21-27
- National Law Enforcement Day - January 9





Strategic Plan Update

Strategic Plan Focus

- ESL



Welcome



to

CCCES



What have we been up to?

Family Events

- Grandparents' Breakfast
- All Pro Dad
- Scream on the Green
- Thanksgiving Holiday Lunch
- Christmas Holiday Lunch
- Holiday Musical & Craft Night

Coming Soon....

- Father-Son CHS Basketball Game
- Mother-Daughter Tea Party
- STEM Night



Councils

- 4 Councils: Air, Earth, Water, and Air
- Build teamwork and leadership skills
- Compete for points
- Council meetings
- Council celebrations

What have we been up to?

Student Activities

- Beta Club
- Drama Club
- Thunderbird Choir
- Creek Chorus
- SOARffestra (beginning orchestra)

Coming Soon....

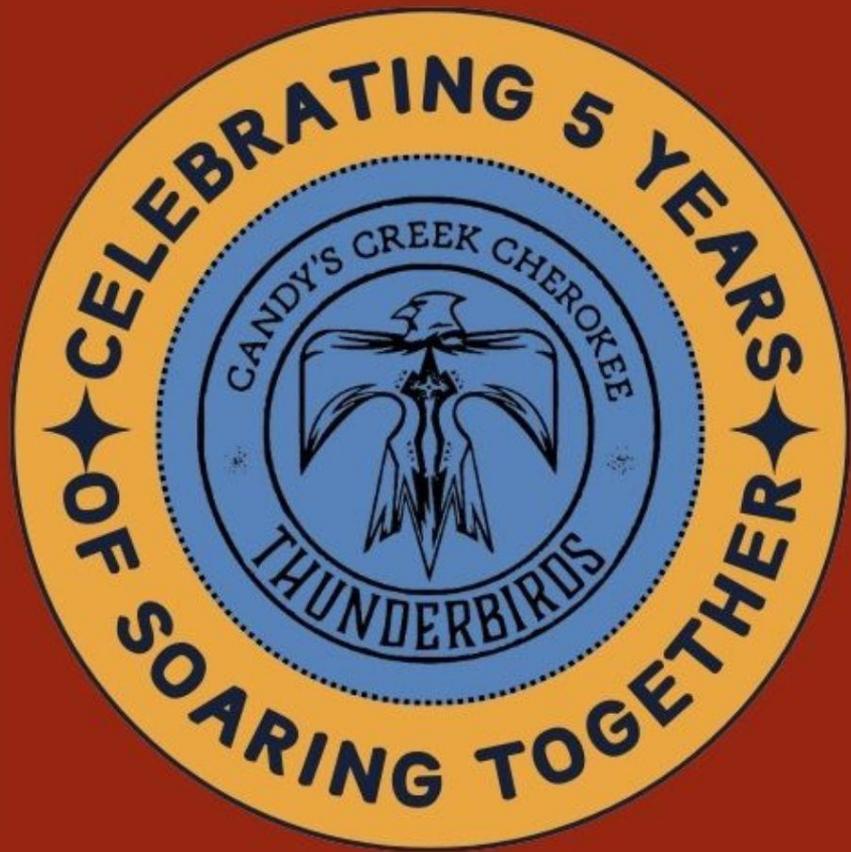
- STEM Club
- Leadership Club
- Show Choir (101 Dalmations)



More Fun

- Drama Club performance
- Holiday Spirit Days
- STEM Designation & Activities
- Lots of field trips that our PTO helps fund
- Grants that provide us with learning opportunities: TVA Uplift, Drawn to My Art Journal, Brushing up on the Renaissance, and Shakespeare in Action





Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 02/05/24
		Rescinds: 2.400	Issued: 07/14/03

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

3 The schools may receive funds collected from activities and for events held at or in connection with the
4 school, including contracts with other schools for interschool events. To be included in this accounting
5 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions, and
6 all fund raising activities.¹ **Each principal shall determine the reconciliation method to be used for all
7 events which require a ticket.¹**

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

10 FEES

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

14 No fees shall be required of any student as a condition to attend the school or use its equipment.^{3,2} If
15 requested, school fees shall be waived for students who receive free or reduced-price lunches.^{4,3} No
16 student will be penalized for non-payment of any materials fee.

17 EXTENDED SCHOOL PROGRAM

18 **Extended school funds shall be collected at the individual schools and receipted and deposited in the
19 school bank account. The principal shall report the collections and pay the Board by school check.⁴**

20 FINES

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

23 All money collected as fines shall be placed in the system-wide school fund.

24 TUITION INCOME

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

1 **RENTAL INCOME**

2 The principal ~~be~~ **is** responsible for collecting and managing all money received for use of a particular
3 school facility or other school property.

4 ~~**FEDERAL FUNDS**~~

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

8 **GRANTS**

9 Grants for educational purposes made available by the state and/or federal government may be sought
10 by the school district but only when the conditions of their availability are in harmony with the
11 purposes and policies of the Board and the laws of the state and county. Principals may apply for and
12 receive grants, but funds shall be recorded in a separate restricted fund account.⁴

13 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶**

14 Approved district staff may utilize a vendor for electronic collection and transactions. The Director of
15 Schools/designee shall determine when this type of transaction may be utilized on a case-by-case basis.
16 At the individual school level, the principal shall oversee the collection of funds and submit a plan that
17 includes the following:

- 18 1. Adequate supporting documentation for the electronic collection method including a plan to
19 provide a total daily receipt summary;
20
21 2. Methods of providing receipts to payers;
22
23 3. Information on maintaining and inspecting any voided receipts; and
24
25 4. How daily electronic collections shall be reconciled with the total daily receipt summary and
26 who will be assigned to complete this task.

27 Processing fees for these transactions shall be charged. Cleveland City Schools will not be responsible
28 for any processing fees. Fees shall be incurred by the customer.

29 The Director of School/designee shall establish adequate internal controls to ensure compliance with
30 the *Tennessee Internal School Funds Manual*.

Legal References

1. TCA 49-2-110(a)
2. TCA 49-6-3001(a); TCA 49-2-110(e)
3. TCA 49-2-114

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Community Use of School Facilities 3.206

- 4.— *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-40
- 5.— TCA 37-10-101, 102

Food Service Management 3.500
Compensation Guides and Contracts 5.110
Nonresident Students 6.204
Student Solicitations/Fund-Raising 6.701
Student Fees and Fines 6.709

Legal References

1. TCA 49-2-110(a); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-4
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-37
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-8

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 02/06/24
		Rescinds: 2.601	Issued: 02/07/22

1 *General*

2 The following general guidelines shall be followed:¹

- 3 1. Fundraising activities **shall be authorized by the Board and** shall be for the purpose of
4 supplementing funds for established school programs and not for supplementing funds which are
5 the responsibility of the public.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the
7 Director of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the students
9 or paid into the activity fund of the school for use by the school. No school employee shall
10 personally benefit from any fundraising activity.
- 11 4. The principal ~~must~~ **shall** obtain written approval from the Director of Schools or his/her designee
12 for all fundraising activities, including online fundraising activities, that involve the participation
13 of the general student population in the marketing process of the fundraising effort. All other
14 fundraising activities, including online fundraising activities, must have written approval from
15 the principal and comply with all administrative procedures issued by the Director of Schools.
16 The authorization request shall contain the following information:²
 - 17 a. A list of the proposed fundraising activities;
 - 18 b. Purpose of the fundraising activity;
 - 19 c. Proposed uses of funds raised;
 - 20 d. Expected student involvement in fundraising activity (school-wide or individual class or
21 club); and
 - 22 e. Margin of profit and how it is to be paid to the school.
- 23 5. The Director of Schools shall determine whether or not the activity will benefit the school,
24 contribute to the welfare of the student body, and supplement, not replace, funds necessary to
25 fulfill the board's required contributions. No fundraising activities shall involve the sale of
26 hazardous materials such as fireworks.
- 27 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
28 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

1 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
2 who do not participate in fundraising activities shall not be punished or discriminated against in
3 any way.

4 This policy shall not be construed as preventing a teacher from using instructional or informational
5 materials even though the materials might include reference to a brand, a product, or a service.

6 **LOTTERIES**

7 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
8 among purchasers of chances by means of tickets through a random selection process.³

9 **ONLINE FUNDRAISING¹**

10 The school district is authorized to utilize online fundraising (e.g., crowdfunding). The Director of
11 Schools/designee shall ensure that adequate internal controls are established and will determine, on a
12 case-by-case basis, when using online fundraising is appropriate.

13 ~~Individual schools may establish school-wide online fundraising accounts. The accounts must meet all~~
14 ~~fundraising requirements established by the board and the *Tennessee Internal School Uniform*~~
15 ~~*Accounting Policy Manual*. The principal or his/her designee of each school shall have access to the~~
16 ~~established fundraising account to ensure all funds are properly accounted for, and the information is~~
17 ~~recorded in the school's accounting records by the designated personnel. Online fundraising shall not~~
18 ~~be used on behalf and for the benefit of an outside party.~~

19 Employees **An employee** shall not engage in online fundraising in their official capacity as district
20 employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that
21 would lead another to believe such activity is an approved school fundraiser. **Online fundraising shall**
22 **not be used on behalf and for the benefit of an outside party.**

23 *Individual Schools*

24 **Individual schools may establish school-wide online fundraising accounts. The accounts must meet all**
25 **fundraising requirements established by the board and the *Tennessee Internal School Uniform***
26 ***Accounting Policy Manual*. The principal or his/her designee of each school shall have access to the**
27 **established fundraising account to ensure all funds are properly accounted for, and the information is**
28 **recorded in the school's accounting records by the designated personnel.**

29 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

30 On approval of the principal, an employee may be authorized to raise and use funds for the following
31 noneducational purposes:

- 32 1. Bereavement support;
33
34 2. Award recognition;

35

- 1 3. Employee morale;
- 2
- 3 4. Banquets; or
- 4
- 5 5. Other situations at the principal's discretion.

6 These funds shall be derived from vending machine revenue or donations.

7 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,
8 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the
9 procedures are consistent with board policy and state law and disseminate them to all employees.

10 **RECORDKEEPING¹**

11 **The Director of Schools/designee shall ensure that the appropriate records are maintained for each**
12 **fundraising activity and shall be responsible for collecting and maintaining the appropriate documents**
13 **that show the approving, tracking, and monitoring of each fundraising activity from beginning to end.**

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32 **4-28**
3. Tenn. Att'y Gen. Op. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605
Gifts 6.710

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Debit Cards/Credit Cards/Credit Lines	Descriptor Code: 2.8051	Issued Date: 02/05/24
		Rescinds: 2.8051	Issued: 12/07/20

1 District **debit** and individual school credit cards shall be maintained by the Director of
2 Schools/designee through procedures developed and maintained in the district office for the purchase
3 of appropriate goods and services for district or school related purposes only.¹ The **debit and credit**
4 **cards** will be kept in a secure location, and the account number will remain confidential. **Principals**
5 **shall be the only employees authorized to apply for a credit card on a school's behalf.**

6 The Director of Schools/designee shall review and approve card transactions. Purchases which are not
7 approved by the Director of Schools/designee or the ~~Director of Finance~~**Business Director**/designee
8 will be reimbursed to the district within ten (10) days of notification.

9 **AUTHORIZED USE**

10 **Debit card use shall be limited to small incidental purchases and may not be used for normal operating**
11 **expenditures.**

12 **Credit cards may be used for transactions in which the use of a standard purchase order is either**
13 **impossible or would result in a delay of the delivery of goods or services during an emergency. Credit**
14 **cards may also be used to facilitate out-of-town travel for official school business.**

15 Card users shall be held accountable for appropriate use of **debit and credit cards/credit lines.**
16 Unauthorized use of a **debit card, credit card, or/credit line** shall be grounds for disciplinary action,
17 including termination of employment. Cash advances using district credit cards are prohibited.

18 Any school employee that purchases items with the **debit card, credit card or any approved credit line**
19 shall follow the guidelines outlined below:

- 20 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working
21 days of purchase;
- 22 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall
23 be turned in;
- 24 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory
25 that is purchased;
- 26 4. All purchases shall be district or school related purchases;
- 27
- 28
- 29
- 30

- 1 5. If there is any incurred finance or late charges, the responsibility will belong to the person or
2 program associated with said charges; and
3
- 4 6. Under no circumstances will the **debit card**, credit card, ~~or~~ credit line be used to make
5 personal purchases.
7. **Cleveland City Schools will not be responsible for any processing fees. Fees shall be incurred by the customer.**

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; ~~Section 4-13 through 4-15~~ **Section 4-11 through 4-13**

Cross References

Executive Committee 1.301
Purchasing 2.805
Purchase Orders and Contracts 2.808

Title: Resolution Opposing the Education Freedom Scholarship Act in Tennessee

WHEREAS, the Cleveland City Schools Board of Education is committed to providing quality education for all students within our district; and

WHEREAS, the Education Freedom Scholarship Act proposed in Tennessee seeks to divert public dollars away from public schools, thereby jeopardizing the financial stability of our public education system; and

WHEREAS, the Board recognizes the importance of maintaining accountability in the allocation of public funds and believes that public dollars should be used exclusively for the enhancement and support of public education; and

WHEREAS, fiscal conservatism is a cornerstone of responsible governance, and the Board is committed to the prudent use of taxpayer dollars to ensure the sustainability and effectiveness of public education; and

WHEREAS, the Board is dedicated to supporting the diverse needs and learning styles of all students within our community, recognizing that public schools are uniquely positioned to serve a broad spectrum of students; and

WHEREAS, the Education Freedom Scholarship Act may undermine the ability of public schools to fulfill their mission of providing a comprehensive and equitable education to all students, including those with diverse learning needs and backgrounds; and

WHEREAS, the Board believes that public education is a vital component of a democratic society and a key driver of social and economic progress; and

WHEREAS, the Board recognizes the importance of fostering a sense of community and shared responsibility for the success of all students within our public school system; now, therefore, be it

RESOLVED, that the Cleveland City Schools Board of Education opposes the Education Freedom Scholarship Act in Tennessee and urges legislators to consider the following principles in their decision-making:

- Public dollars should remain with public schools to ensure the continued strength and stability of the public education system.
- Accountability measures are essential to guarantee that taxpayer dollars are used effectively and transparently to benefit all students.
- Fiscal conservatism should guide educational policies to promote responsible stewardship of public funds.
- Supporting all students, regardless of background or learning style, is a fundamental principle that public schools are uniquely positioned to uphold.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Tennessee School Board Association, the Tennessee Organization of School Superintendents, Senator Adam Lowe and Representative Kevin Raper urging them to consider the potential impact of the Education Freedom Scholarship Act on public education in Tennessee and to vote and advocate against its passage.

Adopted this 8th day of January, 2024 by the Cleveland City Schools Board of Education.

CLEVELAND CITY SCHOOLS
Director of Schools' Evaluation Instrument
Evaluation Year: 2024-2025

Evaluation Date:

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Board Member:

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Rating Scale: 1. In Need of Improvement 2. Marginal 3. Satisfactory 4. Advancing/Exemplary

1. Evaluation of Performance		
INDICATORS	RATING	COMMENTS
1. Provide excellence in instruction		
1. Provides rigorous high-quality curriculum aligned with state standards		
2. Provides excellence in instruction including research-based methods and strategies for teaching, tutoring and providing quality learning experiences for students		
3. Offers educational opportunities that provide a broad range of opportunities		
2. Provide high quality educators		
1. Recruits high quality educators, both veteran and new to the profession		
2. Develops world-class educators through professional learning communities and professional development		
3. Ensures educator are recognized for their hard work and dedication to the teaching profession and their positive impact on students		
3. Provide state-of-the-art learning environment		
1. Provides well-maintained facilities		
2. Provides a safe teaching and learning environment		
3. Provides appropriate access to current technologies for system operations and instructional programs		

4. Maintain fiscal stability, responsibility and accountability		
1. Focuses expenditures on instruction and the strategic plan		
2. Develops and maintains sound fiscal practices		
3. Promotes competitive wages for employees		
5. Cultivate family and community engagement		
1. Expands avenues of communication through our Communication strategic plan		
2. Provides opportunities for meaningful engagement and is active in the school community		
2. Community Relationships		
INDICATORS	RATING	COMMENTS
1. Is an effective spokesman for the school system		
2. Is respected and supported by the community in conducting the operation of the schools		
3. Builds public support for the school system		
4. Develops cooperative relationships with the news media		
5. Participates actively in community life and affairs		
7. Works effectively with public and private organizations supporting the district		
3. Staff and Personnel Relationship		
INDICATORS	RATING	COMMENTS
1. Develops good staff morale and loyalty to the district		
2. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance duties		
3. Delegates authority to staff members appropriate to the position each holds		
4. Represents the best interest of the Board in working with teachers and other employee groups		
5. Solicits input from staff in planning activities		

6. Maintains up-to-date job descriptions for all personnel		
7. Develops and empowers staff, resulting in an effective educational team		
8. Has a vision and communicates a mission for the school system		
4. Educational Leadership		
INDICATORS	RATING	COMMENTS
1. Understands and keeps informed regarding aspects of the instructional program		
2. Participates with staff, Board, and community in studying, problem solving, and developing curriculum and instructional improvements		
3. Models the highest professional standards to staff and community		
5. Is an effective advocate of Cleveland Commits		
6. Creates an environment which encourages staff to constantly strive for improvement		
7. Encourages technology as a teaching-learning strategy		
8. Encourages staff to be innovative in problem-solving		
5. Business and Finance		
INDICATORS	RATING	COMMENTS
1. Has an understanding of the needs of the school program, plant, facilities, equipment, supplies, and the budget required		
2. Supervises operations, insisting on competent and efficient performance		
3. Ensures that funds are spent wisely, and adequate control and accounting are maintained		
6. Strategic Planning Skills		
INDICATORS	RATING	COMMENTS
1. Works effectively with Board, staff, and community to develop both short- and long-range strategic plans		

2. Ensures monthly reports are delivered to the Board at meetings regarding updates to the strategic plan		
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7. Personal Characteristics		
Personal Characteristics: High standards are expected of all Cleveland City Schools administrative and supervisory personnel. The following list of important personal characteristics includes those items which are not reflected in job descriptions but which are innate, and yet vitally important for a successful job performance.		
INDICATORS	RATING	COMMENTS
1. Integrity		
2. Dependability		
3. Cooperativeness		
4. Enthusiasm		
5. Initiative		
6. Commitment		
7. Judgment		
8. Stability		

8. Performance Goals from the TDOE Report Card			
INDICATORS	RATING	COMMENTS	SCORING NOTES
1. Overall district score and designation reflecting the overall performance of the district across multiple performance indicators for all students and specific student groups.			1 - In Need of Improvement 2 - Marginal 3 - Satisfactory 4 - Advancing/Exemplary
2. The one year achievement success rate represents the percentage of students in grades 3-12 (averaged) whose score met expectations or exceeded expectations on math and ELA state assessments.			The range is 1-4 with 1 being the lowest. This score reflects the average of the grade bands 3-5, 6-8 and 9-12.
3. The one year academic growth rate represents the percentage of students in grades 3-12 (averaged) who have grown academically from the past year in our district.			1 - 1 2 - 2 3 - 3 4 - 4/5

4. The CTE concentrators rate reflects the percentage of students in the graduating cohort who concentrate in a CTE program of study.			1 - Below 20% 2 - 21-30% 3 - 31-50% 4 - 51% or higher
5. The state graduation rate score represents a district's performance on the four-year graduation rate calculation.			The range is 1-4 with 1 being the lowest.

Final Score	0
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Board Member Signature		Date
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Director of School Signature		
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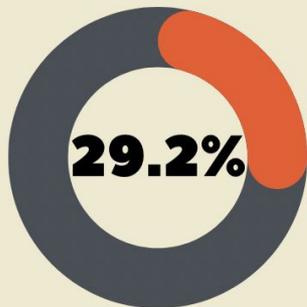
Cleveland

CITY SCHOOLS

ENGLISH AS A SECOND LANGUAGE



1663



**MULTILINGUAL
BACKGROUND**

District Language Demographics



20+

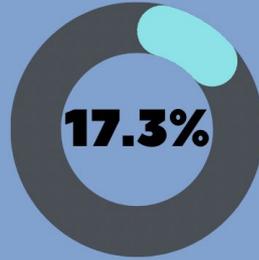
**LANGUAGES OTHER THAN
ENGLISH IN CCS**

Spanish
Ukrainian
Gujarati
Chuukese
Vietnamese
Russian
Chinese
French



English Learner Demographics

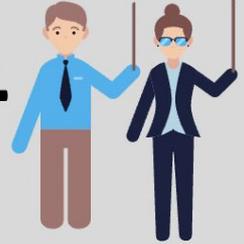
989
ENGLISH LEARNERS



OF CCS
STUDENT
POPULATION

28

**CERTIFIED ESL
TEACHERS**



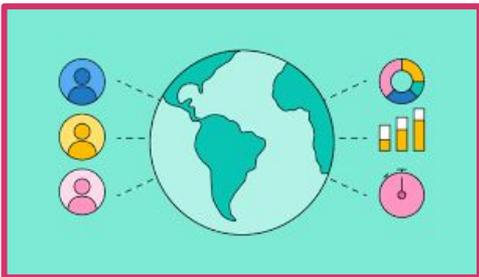
Where are our English
Learners from?

Birthplace	Number of English Learners
United States and Puerto Rico	460
Mexico	160
Guatemala*	151
Honduras	90
Ukraine	33
India	12
Colombia	9
Micronesia	9
Venezuela	7
Vietnam	6
Cuba	6
El Salvador	6

... as well as Afghanistan, Argentina, Nicaragua, Peru, Phillipines, Russia, Uganda, China, Congo, Dominican Republic, Ecuador, and Haiti

English Learners by School

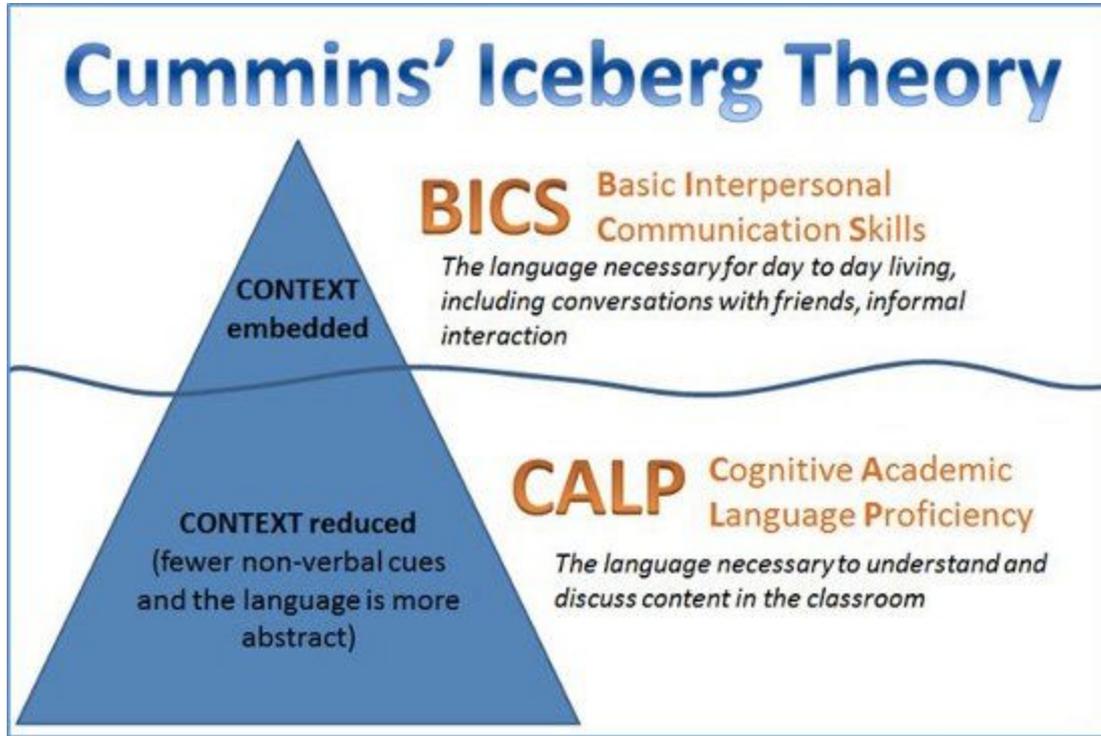
SCHOOL	# of ENGLISH LEARNERS	% of SCHOOL	Number of ESL Teachers
Arnold	83	28%	2
Blythe-Bower	141	23%	4
Candy's Creek	74	15.8%	2
D.P. Yates	53	18%	2
E.L. Ross	41	15.5%	1
Mayfield	94	22.5%	3
Stuart	67	26.9%	2
CMS	218	16.7%	5
CHS	218	12.3%	6



Demographic Trends

1. **19.2%** increase in English Learners from October 2022 to October 2023
 - Grew from **825** students in 2022 to **989** students in 2023
2. **32.5%** increase in newly arrived Immigrant Students (born outside of U.S.) from 2022 to 2023
 - Grew from **114** students in 2022 to **151** students in 2023
3. Students with Interrupted Education (**SIFE**) continue to increase both at the elementary and secondary levels.
4. Most immigrants are coming from Mexico, Guatemala, and Honduras. Immigrants representing an additional 10 countries, including Ukraine, have entered CCS since August 1, 2023.

Language Acquisition Theory



1-2 years to develop proficiency

5-7+ years to develop proficiency

The Cleveland City Schools ESL Department provides:

Student Support

- Administered the **WIDA ACCESS** English Language Proficiency test to **729** English Learners
- Developed an **Individual Learning Plan (ILPs)** with learning goals for **989** English Learners and Transition Students for 2023-24
- Support Elementary ELs in over **100 small groups** district-wide
- Offer **ESL 1, 2, 3, and 4 classes** at CMS with additional targeted support during RTI time
- Offer **ESL 1, 2, 3, and 4 classes** at CHS
- Provide **special support for English Learners** in: Algebra 1, Physical Science, Geometry, World History, and English 1 at CHS
- **27** Newcomer Elementary and Middle School ELs participated in **Tutoring** in Fall 2023
- **28** Newcomer ELs in grades 4-8 participated in **Summer School** - Fall 2023
- **70** ELs at CMS and CHS regularly use **Lexia English software** to improve listening/speaking skills
- **471** ELs across district regularly use **Core 5 and Power Up software** to improve reading skills
- **2023 Graduating Class** at Cleveland High School included **60** English Learners or Former English Learners



Teacher Support

- **3 Teacher Leaders** assist ESL Teachers and Content Teachers with Instructional Strategies
- All teachers will receive **ELlevation Strategies** training in **Activating Background Knowledge** and **Developing Academic Language** in 2023-2024
- To date **1940 ELlevation Strategies modules** have been completed by **580 educators** across the district

Family Support

- ESL Teacher team led **4 Adult English classes** in Fall 2023 (4 more planned for Spring 2024)
- ESL Teacher team led **Glow and Grow with Books ESL Family Literacy Nights** at Yates, Ross, Mayfield (4 more planned for Spring 2024)

Portrait of a Newcomer Project at CHS

“Meet Chloe: Navigating a New Life in America” by Heidi Sebourn, Cleveland High School capstone student

- 14 year old, 9th grade student
- Immigrated to the U.S. from Honduras
- Spanish is primary language
- Had to discontinue education after 6th grade due to financial constraints
- Father worked at a sewing factory in Honduras
- Desire to learn English was one thing that prompted her family to move to U.S.
- English pronunciation is difficult
- Proud of her grades which reflect intelligence and commitment
- Chloe says she is beginning to think in English
- Extrovert but feels introverted in English conversations
- Credits Ms. Olinger at CHS with helping her learn English
- Pleased with school and the supportive community of friends at CHS
- Ultimate goals: achieve fluency in English, work to help her parents, graduate high school, study to become a nurse, and relocate to New York



Full capstone articles are available here:

[Portrait of a Newcomer: Meet Chloe](#)

[Portrait of a Newcomer: Meet Auri](#)

Cleveland

CITY SCHOOLS

ENGLISH AS A SECOND LANGUAGE

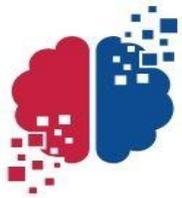


**Glow and
Grow
with
Books**



**Adult
English
Classes**

January 8, 2024 Board Meeting



**CLEVELAND
CONNECTS**



**PROJECT
IAB**

“Schools need to invest now in the mental health and well-being of our kids in a broad and comprehensive way – not just for children with learning disabilities and diagnosed mental health conditions, but for all students.”

Sharon Hoover, *co-director of National Center for School Mental Health*
(November 2021)

(Vestal, 2021)

SPRING 2021 CCS STAFF SURVEY

"I have seen an increase in Adverse Behaviors in Children."

"Over the past year, I have seen an increase in frustrations due to student behaviors."

"I have seen an increase in negative behaviors in younger students."

"Over the last year, I have seen an increase in the severity of the adverse behaviors in students."

"Our district needs additional supports in place to adequately combat extreme behaviors in the classroom due to trauma and social emotional deficits."



- **Began in 22-23 school year**
- **Data Driven**
- **Research Based**
- **K-5**
- **Tier 3**
- **NOT a behavior class**
- **38 total students received intensive support during the 22-23 school year**
- **12 students received extended support through the TAB Classroom**
- **Staff: Teacher and Assistant**
- **Support Team: District Specialist**

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



Exchange Summary

Jeff Elliott, Cleveland City School District
May 10, 2023

How can Cleveland City Schools assist you in creating a safer and healthier learning environment to promote the positive well-being of our students?



PARTICIPATION

Breakdown of Participation



147
Participants



103
Thoughts



2,070
Ratings



THOUGHTS

Key Thoughts



Certified behavioral consultants are badly needed to assist teachers and students

4.3 ★★★★★ (29 👤)

Ranked #1 of 103

We've got to remember, you must Maslow before you Bloom The hierarchy of needs is important as are the academics under Bloom. Sometimes we need flexibility to prioritize the need

4.2 ★★★★★ (29 👤)

Ranked #2 of 103

Continue to support teachers when severe and disruptive students are in our classroom. Develop other options for repeat offenders. Disruptive students wreck the school experience for a lot of their peers.

4.2 ★★★★★ (27 👤)

Ranked #3 of 103



THOUGHTS Help



We really need help with student behaviors. Teachers & Admins are spending more time on behaviors than they are on academics. Students who are "doing the right thing" are being left behind.

4.2  (26 

Behavior support for students would help my mental health. Better lessons on respect and treating people with it. This is important because if the students are happy and respectful that helps me! Also, the free counseling is nice, maybe more support with it

4.1  (26 

SROs Having an officer in each building is critical to help build relationships with families and take action in the event of an emergency.

4.1  (20 

Stronger Connections Grant

\$1.1 Million for 3 years

18 districts in TN

1

**Mental Health/Social
Competency
Supports for Students**

3

**Parent and Family
Engagement**

2

**Mental Health/Social
Competencies Professional
Development (PD) for
Educators, SROS,
Administrators, and Other
Staff**

4

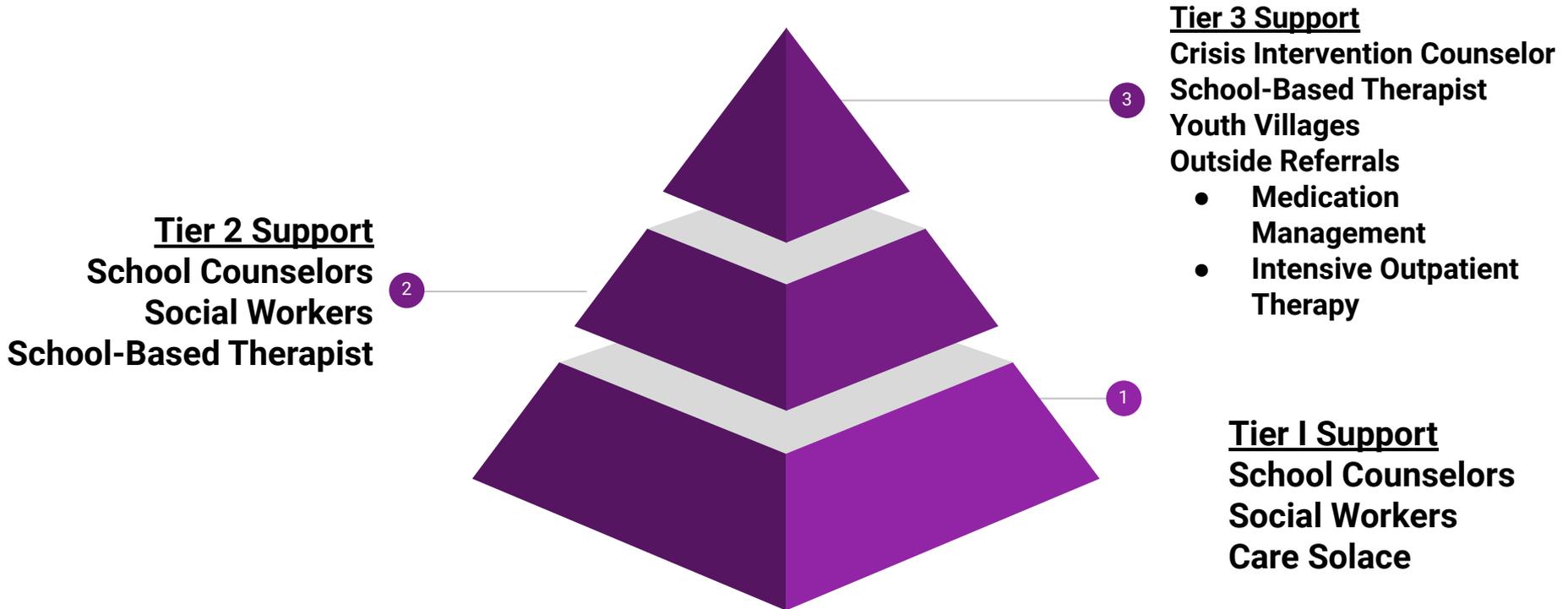
**Improving
Climate and Culture**

1

Mental Health/Social Competencies Supports for Students

- **Implement a three-tier MTSS Behavioral Framework across the entire district by the end of the 2025-2026 school year.**
- **Provide classrooms with self-regulation resources and support for all students**
- **Provide additional resources to support the newly implemented TAB program (teacher, additional assistants, and materials)**
- **Hire a Well-Being Specialist to oversee the Stronger Connections Grant and Tier 1 Behavior Support Programs**

Levels of Mental Health Support via Tiered Intervention Lens



2

Mental Health/Social Competencies Professional Development (PD) for Educators, SROS, Administrators, and Other Staff

- **Create stipends for two staff members at each school to serve as coaches to support the work in each school.**
- **Build capacity in leadership with professional development provided by the University of Tennessee-Knoxville Tiers Supports Center.**
- **Provide opportunities for leadership development in trauma-informed practices and behavior support for staff, families, and students.**
- **Partner with Lee University to provide teachers an opportunity to attend Summer Strategy Training in 2024 (Topic: Strategies to support students with trauma-related issues.)**

3

Parent and Family Engagement

- **Create and share Tips from TAB Videos with all district families on a monthly basis, beginning in August 2023.**
- **Conduct parent and family engagement sessions to focus on mental well-being and social emotional learning.**
- **Create a Parent Information Center to be placed in a prominent location within the school (front office, counseling center, etc.). Offer resource support through district communications.**
- **Hire a part-time community engagement coordinator to increase parent engagement opportunities and provide support for families needing assistance and additional resources.**

4

Improving Climate and Culture

- **Develop and implement a Strong Mind, Strong Community program to address the mental health needs of staff and students on a monthly basis.**
- **Research and strengthen partnerships who offer therapy services for students.**
- **Explore the SEARCH Institute “40 Developmental Assets” and ways to utilize the resource to help students and families.**
- **Design and implement service learning projects with Raider Blue Academies at Cleveland Middle School and Cleveland High School.**



A CSH & TAB Collaboration

**Cleveland City Schools
Financial Report
December 2023**

Balance on hand December 1, 2023	10,683,213.14
RECEIPTS	
City Clerk's Monthly Report	7,577,235.03
Misc. Reimbursement #44170	(5,537.79)
AFJROTC Reimb #44570	6,117.41
Interest Earned	<u>48,814.22</u>
	<u>18,309,842.01</u>
DISBURSEMENTS	
Instruction	2,657,736.66
Special Education	425,538.91
Vocational Education	153,709.54
Attendance	11,794.60
Health Services	49,386.23
Other Student Support	212,700.72
Regular Instruction Support	177,670.17
Special Education Support	12,284.37
Vocational Education Support	15,111.79
Technology Support	55,133.74
Board of Education	11,795.02
Office of the Superintendent	68,242.03
Office of the Principal	310,602.05
Fiscal Services	34,792.55
Operation of Plant	260,876.32
Maintenance of Plant	135,588.85
Transportation	109,566.58
Food Service	51,705.80
Community Services	0.00
Early Childhood Education	121,768.71
Regular Capital Outlay	270,892.42
Education Debt Service	<u>5,656.00</u>
	5,152,553.06
Insurance paid	0.00
Retirement withheld not paid	(377,876.56)
Retirement paid	407,980.15
Balance January 1, 2024	<u>13,127,185.36</u>
	<u>18,309,842.01</u>

Respectfully submitted,



Russell Dyer
Director of Schools

CLEVELAND MIDDLE SCHOOL December



CMS Choir

Members from CMS Choir visited the Hampton Inn to sing Christmas songs for their CEO

Empty Stocking Fund

CMS and CHS Cheerleaders shopped for the Empty Stocking Fund, wrapped gifts, and sang Christmas carols to the residents of Garden Plaza.

Students in 7th grade science are learning about different body systems. They were able to hold a cow heart, starfish, and other animals to look at body systems in real life.

Christmas Sweaters!



6th Grade teachers getting into the Christmas spirit!

Text

