

Cleveland City Schools
Board of Education Regular Meeting
September 3, 2024 5:30 PM
Educational Support Center



1. **Welcome**
2. **Moment of Silence/Pledge of Allegiance**
3. **Swearing in of new and returning Board Members**
4. **Comments from Chairman Tucker**
5. **Public Comments**
6. ***Consent Agenda**
 - A. **Approval of Regular Agenda**
 - B. **Approval of Minutes from August 5th, 2024, Board Meeting**
 - C. **Approval of Overnight Field Trips**
 - Field Trip 1934 Soccer
 - Field Trip 1981 Volleyball KY
 - Field Trip 1985 Volleyball State
 - Field Trip 1991 Drama
 - Field Trip 2013 - GAPP - Summer 2025
 - D. **Approval of Second Reading of Policies**
 - 5.113
 - E. **School Support Organization Approval**
 - F. **New Coaching Supplements**
 - G. **Pre-K Special Education Position Request**
 - H. **Additional Special Education Staff Positions**
 - I. **Surplus Sale**
 - J. **DBT Skills Curriculum for Middle/High Schools**
7. **Regular Agenda**
 - A. **Director's Update**

- B. **Spotlight**
 - New teachers
 - Novice Teacher of the Year - Jordan Wagers
 - Arnold Memorial Elementary School
- C. ***First Reading of Policies**
 - 3.400
- D. **Strategic Plan Focus**
2024-2025 Academic Goals - Dr. Leneda Laing and Mrs. Kellye Bender
- E. **Attendance and Enrollment Update**
Michael Kahrs

- F. **Marketing**
Brandi King
- G. **Student Representative's Update**

- 8. ***Facilities Committee Update**
- 9. **Legislative Updates**
- 10. **"B" Agenda**
 - A. **Financial Report**
 - B. **Personnel Report**
 - C. **School Highlights**
 - D. **Dates to Remember**
 - October:**
 - 10th-14th- Fall Break - District Closed
 - 14th- Board of Education Meeting
 - November:**
 - 4th- Board of Education Meeting
 - 5th- Staff Development Day - No School for Students
 - 25th- Staff Development Day - No School for Students
 - 26-29th- Thanksgiving Holiday - District Closed
 - December:**
 - 2nd- Board of Education Meeting
 - 20th- Abbreviated Day for Students
 - Middle/High Dismissal- 10:30 am
 - Elementary Dismissal- 11:30 am
 - 23rd-Jan 3rd- Winter Break - District Closed
 - January 2025:**
 - 6th- Board of Education Meeting
 - 6th & 7th- Teacher In-service- No School for Students
 - 20th- Martin Luther King Jr Day - District Closed

February:

3rd- Board of Education Meeting
14th- Staff Development Day - No School for Students
17th- Presidents' Day - District Closed

March:

3rd- Board of Education Meeting
7th-11th- Spring Break - District Closed

April:

7th- Board of Education Meeting
18th- Spring Holiday

May:

5th- Board of Education Meeting
23rd- Last Day of School- Abbreviated Day

- Middle/High Dismissal- 10:30 am
- Elementary Dismissal- 11:30 am

June:

2nd- Board of Education Meeting

11. **Adjourn**

Cleveland City Schools Board of Education Regular Meeting

August 5, 2024, 5:30 PM

Educational Support Center, Board Room



Attendance Taken at 5:30 PM

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

1. Welcome

Chairman Tucker welcomed everyone to the meeting and to the new building.

Chairman Tucker recognized four former CCS Board of Education members in attendance, along with Lynn Voelz, Executive Director of CBCPEF, and Danielle Seals with the Chamber of Commerce.

2. Moment of Silence/Pledge of Allegiance

Student Representative, Jackson Aseron, led the meeting in a Moment of Silence and Pledge of Allegiance.

3. Comments from Chairman Tucker

As chairman for the Cleveland City Schools Board of Education, I'm committed to:

- Running an orderly and efficient meeting
- Treating everyone with respect
- Board Members will be provided
 - Equal voice for all matters
 - Should communicate through the Director of Schools for addressing his staff

Reminders For Parents and Community:

- Board of Education policies can be found on the [ClevelandSchools.org](https://www.ClevelandSchools.org) website. When there, click District and select Board Policies under the Board of Education section.
- Our meetings are not public forums. However, the board has made accommodations for you to address the board via:
 - School Board Policy 1.404, which includes two options along with the requirements listed. Those options being:
 - Appearing before the board via a pre-meeting request
 - Addressing the board on agenda items via same-day request

Reminders for Board Members:

- If you want to speak, remember to press the touchpad and when you are done speaking, touch it again and the red light will go off.

4. Public Comments

No public comment was requested.

5. *Consent Agenda

Motion to approve consent agenda passed with a motion by Mr. Matthew Coleman and a second by Mrs. Peggy Pesterfield.

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

Yes: 6, No: 0

6. Regular Agenda

6.A. Director's Update

Dr. Jeff Elliott welcomed the new Administrative Staff:

- Ms. Whitener – New Principal at Candy's Creek Cherokee
- Mr. Ryan Swartzentruber – New Assistant Principal at Candy's Creek Cherokee
- Mrs. Melissa Bishop – New Principal at Yates Primary
- Mr. Casey Price – New Assistant Principal at Yates Primary
- Ms. Jessica Bigham – New Principal at Mayfield
- Mr. Jay Garcia – New Assistant Principal at Mayfield
- Dr. Joe Parker – New Assistant Principal at Blythe-Bower
- Mr. Donald Benton – New Assistant Principal at Cleveland High School

Dr. Elliott noted District Level Changes:

- Dr. Susan Rodriguez – Human Resources Specialist
- Mrs. Brandi King – Communications Specialist
- Mr. Randy Stephens – CTE Supervisor
- Mr. Kelly Kiser – Transitioned into a new role working in Human Resources and also taking the title of Assistant Director of Schools
- Mrs. Autumn O'Bryan – Director of Family Resource Center at the Denning Center

Next month we recognize our new teachers and later our retired teachers

TN Dept. of Ed visited our summer academic programs at Yates, CMS, and CHS on June 12th
Board Retreat was held Wednesday, June 19th

School Board Members attended the TSBA Summer Law Summit on July 19th and 20th

BCPEF conducted its annual joint board meeting on July 29th

The Educational Support Center staff hosted an open house for CCS staff July 31st – Aug 1st

Lee University hosted CCS staff for Trauma Equipped Teacher Summit on June 11th
Chuck Cagle met with coaches and sponsors about finances on July 17th
New teachers attended training focused on orientation, curriculum, and Capturing Kids Hearts
CCS administrators attended the annual Back to School Retreat at Johnston Woods July 23rd
CCS staff attended convocation Monday July 29th
Teachers attended professional training sessions on July 30th
Schools held professional development sessions on Wednesday July 31st
Schools welcomed students and their families at Back to School Nights
CCS received a \$10,000 state grant to create a reading bus
CCS Communications Team received national recognition from NSPRA, receiving the Golden Achievement Award for their contributions on diversity
Cleveland Middle School received an honorable mention from NSPRA for their social media posts
CHS received a \$17,000 Aeronautics Education Grant
The Distinguished Young Women (DYW) donated Scholastic books to CCS

The Shield and Beliefs:

- Ensuring Student Academic Success
- Supporting Students and Families with Services
- Recruiting, Developing, and Retaining Highly Effective Employees
- Create a Clear Culture of Communication

Cleveland City Schools Board of Education was named a TSBA Board of Distinction. Dr. Elliott presented a plaque to the Board of Education.

6.B. Spotlight

Mr. Kelly Kiser recognized the recent Cleveland City Schools retirees

- Frankie Durham – Blythe-Bower
- Lisa Earby – Candy’s Creek Cherokee
- Cheri Carroll-Morgan – Cleveland High School
- Barbara Ector – Cleveland High School
- Becky Guthrie – Cleveland High School
- Grace Dyrek – Cleveland Middle School
- Cynthia Van Pelt – Cleveland Middle School
- Susan Hoops-Whitlock – Yates Primary School
- Renny Whittenbarger – Cleveland High School

Dr. Jeff Elliott recognized board member, Krista McKay, as this is her last meeting as a board member. Each board member spoke, thanking Ms. McKay for her service. Mr. Nate Tucker presented Ms. McKay with a plaque.

6.C. *First Reading of Policies

- Policy 5.113

Motion to approve first reading of Policy 5.113 passed with a motion by Ms. Caroline Ingram and a second by Ms. Krista McKay.

Mr. Matthew Coleman: Yes
Mr. Andy Lay: Yes
Ms. Krista McKay: Yes
Mrs. Peggy Pesterfield: Yes
Mrs. Jodi Riggins: Absent
Mr. Nate Tucker: Yes
Ms. Carolyn Ingram: Yes
Yes: 6, No: 0

6.D. *First and Final Reading of Policies

- Policy 1.501
- Policy 1.800
- Policy 2.403
- Policy 2.806
- Policy 3.202
- Policy 3.205
- Policy 4.201
- Policy 4.213
- Policy 4.214
- Policy 4.301
- Policy 4.403
- Policy 4.600
- Policy 4.603
- Policy 5.307
- Policy 5.701
- Policy 5.802
- Policy 6.203
- Policy 6.300
- Policy 6.309
- Policy 6.316
- Policy 6.318
- Policy 6.4052
- Policy 6.409

Motion to approve first and final reading of policies passed with a motion by Mrs. Peggy Pesterfield and a second by Mr. Matthew Coleman.

Mr. Matthew Coleman: Yes
Mr. Andy Lay: Yes
Ms. Krista McKay: Yes
Mrs. Peggy Pesterfield: Yes
Mrs. Jodi Riggins: Absent
Mr. Nate Tucker: Yes
Ms. Carolyn Ingram: Yes
Yes: 6, No: 0

6.E. Strategic Plan Focus

Mr. Kelly Kiser presented Engaged Workforce and introduced the Human Resources staff. He spoke about the Strategic Plan Goal: To provide a diverse high-quality staff across our district. He updated the board on summer hiring, Creating a Culture of YE³T (Energized X Engaged X Enabled), Committed to A Championship Culture, Action Steps, Primary Diversity Goal 2024/2025, 2023/2024 District Diversity Advisory Committee, Future plans

6.F. Student Representative's Introduction

Mr. Jason Aseron introduced himself and then updated the board on happenings at CHS:
Cleveland High School had their summer band camp "Fast Forward"
Cleveland High sent students to Orlando to Yearbook Conference
iPad deployment took place July 30th
First day of school was today, August 5th
Senior Sun Rise is Wednesday, August 7th at 6:30 AM

6.G. CHS PBIS Program

Mr. Robert Pritchard introduced Mr. Donald Benton who presented "The Raider Way" program that encourages students to Work Hard – Get Smart – Be Nice. The program rewards students with early dismissal on Raider Way Reward Days and exemption on final exams.

7. Facilities Committee Update

7.A. *ESSER Funds Projects

Mr. Hal Taylor stated that ESSER funds that were supposed to be spent by June 30th had changed. This change allows any unused ESSER funds, \$1.3 million, to be used if a planning session could plan for the use of the funds by August 15, 2024, and then obligate the funds by September 30, 2024, which would then allow a 2-year extension. Mr. Taylor listed the capital projects that would be completed with the ESSER funds:

- Academic expenditures first – Dr. Valery Taylor will determine
- One new school bus, approx. \$140,000
- Arnold Elementary's HVAC system replacement, approx. \$750,000
- Replacement of Cleveland Middle School bleachers, approx. \$175,000 - \$200,000
- Create warehouse space at the Denning Center for Family Resource Center, approx. \$150,000 - \$200,000

Motion to approve the use of ESSER funds for capital projects as outlined by Mr. Hal Taylor's plan passed with a motion by Ms. Krista McKay and a second by Mr. Andy Lay.

Mr. Matthew Coleman: Yes
Mr. Andy Lay: Yes
Ms. Krista McKay: Yes
Mrs. Peggy Pesterfield: Yes
Mrs. Jodi Riggins: Absent
Mr. Nate Tucker: Yes
Ms. Carolyn Ingram: Yes
Yes: 6, No: 0

Dr. Jeff Elliott thanked Mr. Hal Taylor for his leadership on the Educational Support Center building, along with Mr. Taylor's team. Dr. Elliott also recognized Cody Raper and his Technology Team for their work in completing the wiring for the building.

Mr. Hal Taylor plans to give a facilities update at the next Facilities Committee. No date set. The Advisory Council hopes to meet in the next two weeks. Candy's Creek construction is moving forward, hoping to be completed in January.

Small work items continue at the Educational Support Center. Main goal was to get it functional and get everyone moved in. Project came in at \$10,000 under budget and \$110,000 contingency was not spent in construction. We also accrued \$175,000 in interest. This is all set aside in bonds and is still there. Mr. Taylor informed Public Works that he will take back the project of paving the Arnold Elementary parking lot. The Board of Education has already allocated the funds, so Mr. Taylor is moving ahead to acquire bids. Mr. Taylor is taking alternate bids, using bond funds that need to be spent, to fix the Educational Support Center parking lot at the same time as Arnold's parking lot. The primary bid is Arnold. The alternate bid is Arnold and Educational Support Center together to get a better bid.

Project at Educational Support Center to clear drive-thru area to make room for picnic tables for outside venues for trainings, Cleveland High School activities, and people on the greenway.

Installation of a warehouse door in the back of the Educational Support Center building to allow delivery of books and tests.

8. Legislative Updates

- None

9.D. Date to Remember

Mr. Andy Lay wants to reserve September 19, 2024, to meet and continue the discussion from the June 10th meeting with City Council. The topic was how growth in our community is affecting our schools. Mrs. Andrea McMackin is to confirm the date with the Board of Education and Dr. Elliott is to reach out to the City Council to confirm the date of September 19, 2024.

10. Adjourn

Mr. Nate Tucker adjourned the August 5, 2024, Board Meeting at 6:58 PM

Motion to approve adjourn August 5, 2024, Board Meeting at 6:58 PM passed with a motion by Mr. Matthew Coleman and a second by Mrs. Peggy Pesterfield.

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

Yes: 6, No: 0

Nate Tucker, Chairman

8/5/2024

Carolyn Ingram, Vice Chairman

8/5/2024

Travel Request Form

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

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

1. Field trip transportation request must be made no later than two weeks before the field trip. Once a field trip has been assigned to a driver, the trip will be activated in the digital approval system and a notification will be sent to the teacher/sponsor.
2. School buses or any other school vehicles used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
3. The cost associated with using a school bus for a field trip is \$1.92 per mile and \$28.00 per hour. There will be an additional cost for "On Call" fee for weekends and holidays. On call driver will be paid a minimum of 5 hours which equals to \$140.00.
4. If a field trip is cancelled once the driver has been assigned, a minimum of 2 hours pay will be billed to the school or program responsible for the field trip.
5. In addition to the driver's hourly rate, an additional \$35.00 fee will be applied to any field trip in which trash and dirt are left on the bus.
6. Buses used for field trips during school hours can be scheduled to pick up students starting at 8:40 AM and must be unloaded by 1:30 PM so the bus and driver can be back to the bus barn by 1:45 PM. Buses have to be inspected and fueled before their afternoon route.
7. In all cases of field trips occurring beyond the regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and access to refreshments. Most major attractions have a driver's facility.
8. Field trips requiring a driver to be available for more than 10 hours may require that the driver be provided an approved hotel room in addition to the hourly rate. If the field trip is to an attraction like Dollywood, the driver may have their admission provided instead of a hotel room. This guideline will depend upon the situation and itinerary. The Director of Operations will implement this procedure based on the circumstances of the individual trip, to satisfy CDL laws.
9. The driver and leader of the field trip are responsible to maintain constant communications with one another through either their cell phones or radios in the event of a sudden change in plans, inclement weather, or an emergency.
10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

12. All other bus rules and regulations for daily transportation services apply to field trips.
13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.
14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

Charter Buses

An updated list of charter buses will be kept on file at the Operations Department Office. Teachers/sponsors are responsible to verify the approved charter bus before scheduling a trip with vehicles owned by an agency other than Cleveland City Schools.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

Field Trip Bus Transportation Procedures

The Cleveland City Schools Transportation Department's primary responsibility is the daily transportation of students to and from school. Bus schedules and routes will not be adjusted to accommodate field trips.

Transportation Department Contacts

Hal Taylor, Director of Operations: (716-7119)

Scotty Dye, Operation Supervisor: (593-2864)

Valerie Mack, Assistant Manager of Transportation: (593-2867)

*After hours emergency or cancellation: (593-2867)

*After hours emergency or equipment: (716-7119) or (593-2864)

Field Trip Request Procedure

The School Administrator (SA) receives, reviews and approves the field trip request from the teacher/coach. The SA submits the approved request to the District Designee who forwards the approved trip to the Transportation Department. Field trip transportation requests MUST be received no later than two weeks before the field trip. The Operations Department will acknowledge receipt of your request when it arrives. Once a field trip has been assigned to a driver, a confirmation will be sent back to the individual that submitted the field trip request.

School buses or any other school vehicles used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.

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 \$28.00 per hour. There will be an additional \$140 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 **1985**
* Category Travel With Students
* Type of Trip Athletic
* Athletic Event (you may check more than one)
Volleyball

Trip Leave

* Date 10/21/24 Monday
* Time 8:00 AM

Trip Return

* Date 10/24/24 Thursday
* Time 9:00 PM

Trip Year/Week 2024-43

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Amy McGowan, Kristen Michaelis, Emma Flowers, Mindy Wenger, Wendy Hurst, Al Morris
* Indicate cost per person and how the trip is being funded (parent or district?) na

Comments

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

* Main Destination ⓘ Other (Type Below)
Murphy Center, 2650 Middle Tennessee Blvd, Murfreesboro, TN 37132, USA

Destination Not Listed Murphy Center, Middle Tennessee Boulevard, Murfreesboro, TN, USA * Destination Name Murphy Center

* Approximate Nbr of Miles Round Trip 240.00

* Funding Source #1 School Budget Code

Funding Source
Desc

Desc

Funding Approver

* Teacher / Advisor / Staff Name Amy McGowan
* Teacher / Advisor / Staff Phone # 4236505784
Teacher / Advisor / Staff Email amcgowan@clevelandschools.org

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

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

* Emergency Contact Name Amy McGowan
* Emergency Contact Phone # 4236505784

Number of Individuals Making Trip

* Male Adult/Chaperone	0	* Female Adult/Chaperone	3	Total Adult/Chaperone	3
* Male Students	0	* Female Students	15	Total Students	15

Additional Information

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

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

Vehicles Needed

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

Person Submitting Request amcgowan@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

Decision Date Aug 28, 2024, 2:07:56 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Aug 29, 2024, 8:02:47 AM

Level 10 Approval - School Board Approval

Comment

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

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May 2019 9

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Operations Department for possible rate increase.

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Trip Number **1934**
* Category Travel With Students
* Type of Trip Athletic
* Athletic Event (you may check more than one)
Soccer - Boys

Trip Leave

* Date 3/14/25 **Friday**
* Time 12:00 PM

Trip Return

* Date 3/15/25 **Saturday**
* Time 11:45 PM

Trip Year/Week 2025-11

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Miles Christian
Tom Marino
Joel Swartzel
Caleb Bolanos
* Indicate cost per person and how the trip is being funded (parent or district?) Boys soccer account.

Comments

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

* Main Destination ⓘ Other (Type Below)
515 Cherry Ln Dr, Murfreesboro, TN 37129, USA

Destination Not Listed Richard Siegel Soccer Complex, Cherry Lane Drive, Murfreesboro, TN, USA * Destination Name Richard Siegel Soccer Complex

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code Boys Soccer

Funding Source
Desc

Budget Code Field to the right.

Desc

Funding Approver

* Teacher / Advisor / Staff Name Miles Christian
* Teacher / Advisor / Staff Phone # 4235842053
Teacher / Advisor / Staff Email mchristian@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 Miles Christian
* Emergency Contact Phone # 4235842053

Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	0	Total Adult/Chaperone	4
* Male Students	24	* Female Students	0	Total Students	24

Additional Information

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

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

Personal vehicles.

Vehicles Needed

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

Person Submitting Request mchristian@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

Decision Date Aug 28, 2024, 2:06:39 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Aug 29, 2024, 7:59:58 AM

Level 10 Approval - School Board Approval

Comment

Travel Request Form

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

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

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

1. Field trip transportation request must be made no later than two weeks before the field trip. Once a field trip has been assigned to a driver, the trip will be activated in the digital approval system and a notification will be sent to the teacher/sponsor.
2. School buses or any other school vehicles used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
3. The cost associated with using a school bus for a field trip is \$1.92 per mile and \$28.00 per hour. There will be an additional cost for "On Call" fee for weekends and holidays. On call driver will be paid a minimum of 5 hours which equals to \$140.00.
4. If a field trip is cancelled once the driver has been assigned, a minimum of 2 hours pay will be billed to the school or program responsible for the field trip.
5. In addition to the driver's hourly rate, an additional \$35.00 fee will be applied to any field trip in which trash and dirt are left on the bus.
6. Buses used for field trips during school hours can be scheduled to pick up students starting at 8:40 AM and must be unloaded by 1:30 PM so the bus and driver can be back to the bus barn by 1:45 PM. Buses have to be inspected and fueled before their afternoon route.
7. In all cases of field trips occurring beyond the regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and access to refreshments. Most major attractions have a driver's facility.
8. Field trips requiring a driver to be available for more than 10 hours may require that the driver be provided an approved hotel room in addition to the hourly rate. If the field trip is to an attraction like Dollywood, the driver may have their admission provided instead of a hotel room. This guideline will depend upon the situation and itinerary. The Director of Operations will implement this procedure based on the circumstances of the individual trip, to satisfy CDL laws.
9. The driver and leader of the field trip are responsible to maintain constant communications with one another through either their cell phones or radios in the event of a sudden change in plans, inclement weather, or an emergency.
10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

12. All other bus rules and regulations for daily transportation services apply to field trips.
13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.
14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

Charter Buses

An updated list of charter buses will be kept on file at the Operations Department Office. Teachers/sponsors are responsible to verify the approved charter bus before scheduling a trip with vehicles owned by an agency other than Cleveland City Schools.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

Field Trip Bus Transportation Procedures

The Cleveland City Schools Transportation Department's primary responsibility is the daily transportation of students to and from school. Bus schedules and routes will not be adjusted to accommodate field trips.

Transportation Department Contacts

Hal Taylor, Director of Operations: (716-7119)

Scotty Dye, Operation Supervisor: (593-2864)

Valerie Mack, Assistant Manager of Transportation: (593-2867)

*After hours emergency or cancellation: (593-2867)

*After hours emergency or equipment: (716-7119) or (593-2864)

Field Trip Request Procedure

The School Administrator (SA) receives, reviews and approves the field trip request from the teacher/coach. The SA submits the approved request to the District Designee who forwards the approved trip to the Transportation Department. Field trip transportation requests MUST be received no later than two weeks before the field trip. The Operations Department will acknowledge receipt of your request when it arrives. Once a field trip has been assigned to a driver, a confirmation will be sent back to the individual that submitted the field trip request.

School buses or any other school vehicles used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.

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 \$28.00 per hour. There will be an additional \$140 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 1981
* Category Travel With Students
* Type of Trip Athletic
* Athletic Event (you may check more than one)
Volleyball

Trip Leave

* Date 9/13/24 Friday
* Time 1:00 PM

Trip Return

* Date 9/14/24 Saturday
* Time 9:00 PM

Trip Year/Week 2024-37

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Amy McGowan, Kristen Michaelis, Emma Flowers, Mindy Wenger, Wendy Hurst
* Indicate cost per person and how the trip is being funded (parent or district?) athletic budget pays for the trip

Comments Players will be staying in a room with their own parents. Parents will be responsible to paying for their own hotel room.

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

* Main Destination Other (Type Below)
1820 Taylor Ave, Louisville, KY 40213, USA

Destination Not Listed KIVA Sports (Ohio Valley Volleyball Center), Taylor Avenue, Louisville, KY, USA
* Destination Name Kiva Sports Complex

* Approximate Nbr of Miles Round Trip 650.00

* Funding Source #1 School Budget Code

Funding Source
Desc

Desc

Funding Approver

* Teacher / Advisor / Staff Name Amy McGowan
* Teacher / Advisor / Staff Phone # 4236505784
Teacher / Advisor / Staff Email amcgowan@clevelandschools.org

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

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

* Emergency Contact Name Amy McGowan
* Emergency Contact Phone # 4236505784

Number of Individuals Making Trip

* Male Adult/Chaperone	0	* Female Adult/Chaperone	3	Total Adult/Chaperone	3
* Male Students	0	* Female Students	15	Total Students	15

Additional Information

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

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

carpool with parents

Vehicles Needed

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

Person Submitting Request amcgowan@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

Decision Date Aug 28, 2024, 2:07:11 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Aug 29, 2024, 8:02:06 AM

Level 10 Approval - School Board Approval

Comment

Travel Request Form

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

Transportation Guidelines for Field Trips

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

1. Field trip transportation request must be made no later than two weeks before the field trip. Once a field trip has been assigned to a driver, the trip will be activated in the digital approval system and a notification will be sent to the teacher/sponsor.
2. School buses or any other school vehicles used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
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4. If a field trip is cancelled once the driver has been assigned, a minimum of 2 hours pay will be billed to the school or program responsible for the field trip.
5. In addition to the driver's hourly rate, an additional \$35.00 fee will be applied to any field trip in which trash and dirt are left on the bus.
6. Buses used for field trips during school hours can be scheduled to pick up students starting at 8:40 AM and must be unloaded by 1:30 PM so the bus and driver can be back to the bus barn by 1:45 PM. Buses have to be inspected and fueled before their afternoon route.
7. In all cases of field trips occurring beyond the regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and access to refreshments. Most major attractions have a driver's facility.
8. Field trips requiring a driver to be available for more than 10 hours may require that the driver be provided an approved hotel room in addition to the hourly rate. If the field trip is to an attraction like Dollywood, the driver may have their admission provided instead of a hotel room. This guideline will depend upon the situation and itinerary. The Director of Operations will implement this procedure based on the circumstances of the individual trip, to satisfy CDL laws.
9. The driver and leader of the field trip are responsible to maintain constant communications with one another through either their cell phones or radios in the event of a sudden change in plans, inclement weather, or an emergency.
10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1
May 2019 8

12. All other bus rules and regulations for daily transportation services apply to field trips.
13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.
14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

Charter Buses

An updated list of charter buses will be kept on file at the Operations Department Office. Teachers/sponsors are responsible to verify the approved charter bus before scheduling a trip with vehicles owned by an agency other than Cleveland City Schools.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1
May 2019 9

Field Trip Bus Transportation Procedures

The Cleveland City Schools Transportation Department's primary responsibility is the daily transportation of students to and from school. Bus schedules and routes will not be adjusted to accommodate field trips.

Transportation Department Contacts

Hal Taylor, Director of Operations: (716-7119)

Scotty Dye, Operation Supervisor: (593-2864)

Valerie Mack, Assistant Manager of Transportation: (593-2867)

*After hours emergency or cancellation: (593-2867)

*After hours emergency or equipment: (716-7119) or (593-2864)

Field Trip Request Procedure

The School Administrator (SA) receives, reviews and approves the field trip request from the teacher/coach. The SA submits the approved request to the District Designee who forwards the approved trip to the Transportation Department. Field trip transportation requests MUST be received no later than two weeks before the field trip. The Operations Department will acknowledge receipt of your request when it arrives. Once a field trip has been assigned to a driver, a confirmation will be sent back to the individual that submitted the field trip request.

School buses or any other school vehicles used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.

Field Trip Hours

School Days: 8:40 a.m. to 1:30 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 \$28.00 per hour. There will be an additional \$140 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 **1991**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
CTE Field Trip

Trip Leave

* Date 10/25/24 **Friday**

* Time 9:00 AM

Trip Return

* Date 10/27/24 **Sunday**

* Time 9:00 PM

Trip Year/Week 2024-43

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Don Markham, Cassie Langford, Shane Brown, Baggs McKelvey, Melissa Keith

* Indicate cost per person and how the trip is being funded (parent or district?) \$125 - will come from students, rest of trip will be covered by theater funds

Comments

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

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

* Main Destination ⓘ Other (Type Below)
11605 E Shelby Dr, Collierville, TN 38017, USA

Destination Not Listed Collierville High School, East Shelby Drive, Collierville, TN, USA * Destination Name Collierville, TN

* Approximate Nbr of Miles Round Trip

* Funding Source #1	Other	Budget Code	420
Funding Source Desc	Please indicate the funding information in the Budget Code Field to the right.		Budget Code Desc
Funding Approver			

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

* Teacher / Advisor / Staff Name	Don Markham
* Teacher / Advisor / Staff Phone #	4234781113
Teacher / Advisor / Staff Email	dmarkham@clevelandschools.org
Note: This email will receive the requester emails if different from requester	
Emergency Contact Info	<input type="checkbox"/> Same as Teacher / Advisor / Staff
* Emergency Contact Name	Don Markham
* Emergency Contact Phone #	4234796975

	10
* Grade Level(s) Making Trip	11
	12
* Educational Objective for Field Trip	Participate in State One-Act Competition. Attend workshops.

Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	4	Total Adult/Chaperone	6
* Male Students	3	* Female Students	16	Total Students	19

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

Nbr Students 19 **Teacher** Don Markham

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

Additional Information

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

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

parent and sponsor vans - school van if possible
 We will make a lunch stop on way there and back. Once trip is approved - I will book hotels. The confernece hotels are
 The Courtyard Marriott Memphis Collierville
 4640 Merchants Park Circle Collierville, TN 38017
 or
 Fairfield Inn & Suites Memphis Collierville
 10290 Collierville Road Collierville, TN 38017

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** 10/25/24
* **Time** 9:00 AM

Arrive at Venue (Info Only)

* **Date** 10/25/24
* **Time** 3:00 PM

Depart Venue (Info Only)

* **Date** 10/27/24
* **Time** 12:00 PM

Vehicle Return

* **Date** 10/27/24
* **Time** 9:00 PM

Total Trip Hours 60.00

* 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

We will make a lunch stop on way there and back. Once trip is approved - I will book hotels. The confernece hotels are
The Courtyard Marriott Memphis Collierville
4640 Merchants Park Circle Collierville, TN 38017
or
Fairfield Inn & Suites Memphis Collierville
10290 Collierville Road Collierville, TN 38017

Owner **vmack@clevelandschools.org**

Bid Id/Closing Date

Person Submitting Request **dmarkham@clevelandschools.org**

Date Submitted

Field Trip Acceptance of Responsibility

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

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision **Approved**

Name **bpritchard@clevelandschools.org**

Decision Date **Aug 28, 2024, 2:08:51 PM**

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Aug 29, 2024, 8:03:43 AM

Level 09 Approval - Transportation Approval

Comment

Decision

Designated Approver vmack@clevelandschools.org

Name

Decision Date

Level 10 Approval - School Board Approval

Comment

Decision

Name

Decision Date

Travel Request Form

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

Transportation Guidelines for Field Trips

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11. Students and chaperones must cooperate with the driver.

Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1
May 2019 8

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1
May 2019 9

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Valerie Mack, Assistant Manager of Transportation: (593-2867)
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*After hours emergency or equipment: (716-7119) or (593-2864)

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Field Trip Hours

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 \$28.00 per hour. There will be an additional \$140 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 **2013**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date 5/23/25 **Friday**

* Time 7:30 AM

Trip Return

* Date 6/7/25 **Saturday**

* Time 8:00 PM

Trip Year/Week 2025-21

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

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

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

This is an international trip through GAPP- German American Student Exchange Program. There will be a maximum of 20 students traveling (Walker Valley students and Cleveland High School) There will be 2 chaperones for the plane trip (Mrs. Kayla Rudy, Walker Valley High School and Karina Burgueno, Cleveland High School. In Germany, students will be staying with host families, student parents and German teachers will be chaperones. There will be at least 6 German chaperones for field trips plus the 2 American teachers. There will be 3 male chaperones in Germany and 3 female chaperones from the German school.

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

The cost of the trip will be approximately \$2725. This amount includes airfare and activity fees for the 16 days that students spend in Germany. The deposit cost needs to be paid by parents by Friday October 4th, 2024. Parent would make monthly payments. Trip would need to be paid in full 90 days prior to travel date. Parents would need to purchase travel insurance in case the school board places a hold on the travel.

Comments Students will need to be dropped off at the Atlanta International Airport, this is usually coordinated through a private school bus company that Walker Valley High School hires.

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

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

* Main Destination ⓘ Other (Type Below)

84 Burghausen, Germany

Destination Not Listed

Burghausen, Germany *

Destination Name Kumax School and Marie Ward Schule

* Approximate Nbr of Miles Round Trip

10000.00

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

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

Funding Approver

Are funds payable to a third party? No
(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Karina Burgueno
* Teacher / Advisor / Staff Phone # 4233102147
Teacher / Advisor / Staff Email kburgueno@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 Karina Burgueno
* Emergency Contact Phone # 4233102147

* Grade Level(s) Making Trip 9
10
11

* Educational Objective for Field Trip The German American Partnership Program creates opportunities for exchange between young Americans and Germans. GAPP is part of Germany's foreign cultural and education policy. It is jointly administered by the Educational Exchange Service (PAD) of the Standing Conference of Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany, Goethe-Institut New York, and GAPP, Inc. The objective of this field trip is to expand students' and teachers' knowledge of the partner country, provide intercultural encounters for all participants, facilitate acquisition and improvement of proficiency in the target language and provide continuing education for exchange coordinators.

Number of Individuals Making Trip

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

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

Additional Information

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

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

Private school bus company and airfare from Atlanta, GA to Burghausen Germany.

Vehicles Needed

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

Person Submitting Request kburgueno@clevelandschools.org

Date Submitted

Field Trip Acceptance of Responsibility

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

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

Decision Date Aug 29, 2024, 2:22:32 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name llaing@clevelandschools.org

Decision Date Sep 3, 2024, 1:38:06 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Sep 3, 2024, 2:05:00 PM

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 09/03/24
		Rescinds: 5.113	Issued: 04/01/13

1 IN-SERVICE EDUCATION

2 In-service education¹ is a program of planned activities designed to increase the competencies needed
3 by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge,
4 skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness to
5 increase student achievement.

6 *Administrative and Supervisory Employees*

7 Administrative and supervisory employees shall show evidence of continual professional growth by
8 attendance at in-service programs and institutes, studying professional literature, meeting with other
9 professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and
10 student growth and development.

11 Each principal and administrator shall be required to attend the principal-administrator academy for
12 instruction at least once every five (5) years.² **Principals and administrators that achieve academy
13 exemption status as defined by the Tennessee Department of Education based on fifteen (15) years of
14 service in their administrative roles shall have the option to complete the academy at their discretion.**

15 *Professional Employees*

16 A system-wide in-service committee, composed of membership from a cross-section of other personnel,
17 shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate
18 the in-service program.¹

19 In-service credit shall not be given while performing duties which are required as part of regular teaching
20 assignments.

21 *Support Personnel*

22 The immediate supervisors of support personnel shall be responsible for providing in-service trainings.
23 Absences to attend meetings relating to the employee's job description may be granted by the Director
24 of Schools without loss of pay to the employee.

25 PROFESSIONAL LEARNING PROGRAM

26 Professional learning programs and activities shall reflect the Standards for Professional Learning³
27 (Learning Forward, 2011) as listed below and shall reflect the needs identified in school improvement
28 plans.

1 The Board may pay expenses of selected personnel who participate in the training sessions conducted
2 by the State Department of Education.

3 The Director of Schools shall involve central office personnel and other employees as needed in
4 developing the system-wide professional learning program and shall recommend it to the Board for
5 approval.

6 **Standards for Professional Learning**

7 **LEARNING COMMUNITIES:** Professional learning that increases educator effectiveness and results
8 for all students occurs within learning communities committed to continuous improvement, collective
9 responsibility, and goal alignment.

10 **LEADERSHIP:** Professional learning that increases educator effectiveness and results for all students
11 requires skillful leaders who develop capacity, advocate, and create support systems for professional
12 learning.

13 **RESOURCES:** Professional learning that increases educator effectiveness and results for all students
14 requires prioritizing, monitoring, and coordinating resources for educator learning.

15 **DATA:** Professional learning that increases educator effectiveness and results for all students uses a
16 variety of sources and types of student, educator, and system data to plan, assess, and evaluate
17 professional learning.

18 **LEARNING DESIGNS:** Professional learning that increases educator effectiveness and results for all
19 students integrates theories, research, and models of human learning to achieve its intended outcomes.

20 **IMPLEMENTATION:** Professional learning that increases educator effectiveness and results for all
21 students applies research on change and sustains support for implementation of professional learning for
22 long-term change.

23 **OUTCOMES:** Professional learning that increases educator effectiveness and results for all students
24 aligns its outcomes with educator performance and student curriculum standards.

25

Legal References

1. TCA 49-1-214(b); TCA 49-6-3004(c)(1); TCA 49-5-1007; TCA 49-6-1901; TCA 49-5-414; TCA 49-6-4213(h)
2. TCA 49-5-5703(a)
3. State Board of Education Policy 5.200

Cross References

School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601



This Agreement is hereby entered into by and between the **Cleveland Board of Education** (CBOE) and the School Support Organization entitled **Cleveland Soccer Booster Club** (SSO). Through this agreement the parties intend to set forth the terms and conditions under which the SSO may operate as a support organization of Cleveland High School.

The SSO agrees to provide the following information as a condition of approval of this agreement:

- A written statement of the SSO's goals and objectives;
- The principal contact's telephone and address, as well as the telephone number, address and position of each officer of the SSO; and,
- A copy of the SSO's written policy specifying reasonable procedures for accounting, controlling and safeguarding any money, materials, property, securities, services or other things of value collected or disbursed by it.
- The SSO will provide to the director of schools or the director's designee by **August 1** of each school year, a form which verifies the information previously provided by the SSO and the current address, telephone number and position of each officer of the organization. The SSO understands that any form, annual report or financial statement submitted to the CBOE, the director of schools or the school principal shall be open to public inspection.

The SSO further agrees to:

- Abide by all policies maintained by the CBOE and procedures developed by the Director of Schools regarding school support organizations;
- Indemnify and hold harmless the Cleveland Board of Education, the Director of Schools, school employees and all other agents of the local education agency for the actions of the SSO.
- Abide by all applicable federal, state and local laws, ordinances and regulations in its activities;
- Operate within the applicable standards and guidelines set by a related state association, if applicable, and not promote, encourage, acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards;
- The SSO shall obtain the approval of the Director of Schools/designee before undertaking any fundraising activity.
- Ensure that the school support organization funds are safeguarded and are spent only for purposes related to the state goals and objectives of the SSO; and
- Provide access to all books, records, and bank account information for the SSO to the CBOE, principal, or auditors of the office of the comptroller of the treasure upon request.

Optional:

- If the organization has attained a charter and/or tax-exempt status, maintain a copy of its charter, bylaws, minutes and documentation of its recognition as a non-profit organization.

The SSO understands that it may not:

- Use the school district's or school's sales tax exemption to purchase items for resale; • Use SSO funds for a purpose other than ones related to the goals and objectives of the SSO and must relate to supporting a school district, school, school club or school academic, arts, athletic or social activity.

The CBOE agrees:

- To grant the SSO permission to use the name, mascot, and logo of the applicable school to solicit or raise money, materials, property, securities, services or other

things of value under the conditions outlined in this agreement, provided that all required information and documentation is submitted and approved;

- To ensure that any donation made by the SSO to CBOE or an individual school shall be disbursed only in accordance with any written conditions that the SSO may place upon the disbursement of the funds and shall be in accordance with the goals and objectives of the SSO; and,
- To ensure that any disbursement of funds donated by the SSO to CBOE or an individual school shall be made in accordance with federal, state and local laws.

The SSO understand that if it fails to abide by the terms and conditions of this agreement and/or the policies and procedures regarding school support organizations, the SSO's authorization may be suspended or revoked.

This Agreement shall be in effect after signature by both parties and shall remain in force until terminated in writing by one of the parties.

For Cleveland Board of Education:

For the School Support Organization:

Signature

Signature

Carolyn Ingram, Board Vice-Chair

Nate Tucker, CSBC President

September 3, 2024

September 3, 2024

Memo

To: Cleveland City Schools Board of Education and Dr. Elliott

From: Kelly Kiser-Assistant Director of Schools



Date: August 20, 2024

Re: New Supplement Requests for the 2024-2025 School Year

The Human Resources Department would like to request permission to add four new coaching supplements for the 2024-2025 school year. These supplements will be for new coaching positions at Cleveland High School and Cleveland Middle Schools. These supplements will be funded through the General Budget.

Cleveland High Supplements

Girls Flag Football Head Coach (10%)

Girls Flag Football Assistant Coach (4%)

Cleveland Middle Supplements

Girls Wrestling Head Coach (7%)

Girls Wrestling Assistant Coach (4%)

Memo

To: Cleveland City Schools Board of Education and Dr. Elliott

From: Kelly Kiser-Assistant Director of Schools 

Date: August 20, 2024

Re: PreK Special Education Assistant Position Requests for the 2024-2025 School Year

The Special Populations Department would like to request permission to add two additional PreK special education teacher assistant positions for the 2024-2025 school year. One position will be added to serve students with special needs at various community sites and one will serve as a Behavior Technician working with our Behavior Analyst. The positions will be funded through the IDEA Partnership for Systemic Change Grant.

CLEVELAND CITY SCHOOLS

TITLE

Registered Behavior Technician

QUALIFICATIONS

1. Associate Degree or passing score on paraprofessional test
2. Ability to communicate effectively with students and school personnel
3. Ability to maintain a cooperative, harmonious relationship within the school setting which fosters recognition and respect for every individual
4. Current certification as a Registered Behavior Technician or willingness to complete this certification
5. Experience in special education, early intervention, or other fields closely related to behavior intervention preferred
6. Two years of experience in public schools preferred

REPORTS TO

Board Certified Behavior Analyst (BCBA)

JOB GOAL

Assist in implementing behavioral interventions, teaching strategies, data collections, and behavior assessments.

ESSENTIAL FUNCTIONS

1. Assists with the implementation of Behavior Intervention Plans (BIP) under the supervision and guidance of a BCBA.
2. Collects and analyzes data such as tallying behaviors, taking objective measurements, and recording observations
3. Provides support for the special education and general education teachers.
4. Implements structured teaching techniques and behavior analytic strategies to teach individuals with autism a wide range of skills, including communication, social interaction, self-help, and academic skills.
5. Maintains student confidentiality, as mandated by both State and Federal law, at all times.
6. Performs other duties as assigned by the BCBA, Supervisor of Special Populations or appropriate administrator.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., or the average weight of a child, if assigned to elementary school, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling, crouching, and/or crawling
4. Reaching, handling
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accept responsibility for the direction, control, or planning of an activity
3. Adaptability to deal with students
4. Adaptability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: Ability to understand instructions and underlying principles and ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and the ideas associated with them
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers rapidly and accurately
5. Form Perception: Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures

WORK CONDITIONS

Normal working conditions

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

8/22/24

Memo

To: Cleveland City Schools Board of Education and Dr. Elliott

From: Kelly Kiser-Assistant Director of Schools 

Date: August 20, 2024

Re: Special Education Assistant Position Requests for the 2024-2025 School Year

The Human Resources Department would like to request permission to add three additional special education teacher assistant positions for the 2024-2025 school year. One position per school will be added at Arnold Memorial Elementary School, Blythe-Bower Elementary School and Cleveland Middle School. The positions will be funded through the General Budget and are needed to meet the needs of students in these particular schools per our special education department.



August 27, 2024

Cleveland Board of Education
775 Raider Drive NW
Cleveland, TN 37312

RE: Permission to sell surplus vehicles

Dear Board:

We have three buses that have surpassed their legal limits of use. We also have an aging work van to list on govdeals.com in September 2024. They are as follows:

Bus 66, Bus 40, and Bus 39 and a 2007 Chevy Express Cargo Van. A full description with pictures is attached.

Sincerely,

A handwritten signature in black ink, appearing to read "Hal Taylor". The signature is fluid and cursive.

HAL TAYLOR
Director of Operations

Bus 39 - 2006 Bluebird
All American/All Canadian-- 78 passenger -
1BABKBKA76F233121



Bus 40 - 2006 Bluebird
All American/All Canadian- 78 passenger -
1BABKBKA96F233122



Bus 66 - 2005 Bluebird
All American/All Canadian-- 78 passenger -
1BABKBKA35F226181



2007 Chevy Express Cargo Van -
1GCFG15X171155937





DBT SKILLS IN SCHOOLS

Teaching mental wellness and resilience skills that last a lifetime.



DBT in Schools, LLC
7732 29th AVE NW, Seattle, WA 98117
www.dbtinschools.com
E-Mail: info@dbtinschools.com

DBT STEPS-A

teens today

WHERE WE ARE NOW

The Percentage of High School Students Who:*	2011 Total	2013 Total	2015 Total	2017 Total	2019 Total	2021 Total	Trend
Experienced persistent feelings of sadness or hopelessness	28	30	30	31	37	42	
Experienced poor mental health†	–	–	–	–	–	29	–
Seriously considered attempting suicide	16	17	18	17	19	22	
Made a suicide plan	13	14	15	14	16	18	
Attempted suicide	8	8	9	7	9	10	
Were injured in a suicide attempt that had to be treated by a doctor or nurse	2	3	3	2	3	3	

YOUTH RISK BEHAVIOR SURVEY DATA SUMMARY & TRENDS REPORT: 2011-2021

Nearly all indicators of poor mental health and suicidal thoughts and behaviors increased from 2011 to 2021.

The percentage of students who experienced persistent feelings of sadness or hopelessness, seriously considered attempting suicide, made a suicide plan and attempted suicide increased.

In 2021, Female students, LGBTQ+ students, and students who had any same-sex partners were more likely than their peers to experience poor mental health and suicidal thoughts and behaviors.

Nearly 60% of female students and nearly 70% of LGBTQ+ students experienced persistent feelings of sadness or hopelessness.

10% of female students and more than 20% of LGBTQ+ students attempted suicide.

Hispanic and multiracial students were more likely than Asian, Black, and White students to have persistent feelings of sadness or hopelessness.

Black students were more likely than Asian, Hispanic, and White students to attempt suicide.

The percentage of Black and White students who attempted suicide increased.

The percentage of female students who seriously considered attempting suicide made a suicide plan and attempted suicide increased.

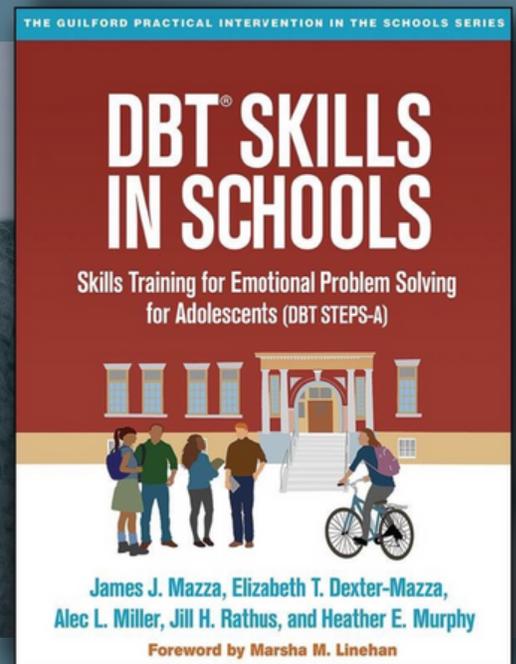
Suicide is the 2nd leading cause of death for teenagers.

~ Centers for Disease Control

Who are we and what is our *why?*

Our current education and mental health system is based on a “waiting to fail” model, meaning kids have to “fail” or have significant struggles in order to receive [formal] support. From experience, we know that it is not possible to treat all teens that need help.

Our goal is to reduce the need for clinical interventions by teaching teens the skill set derived from DBT Therapy. We have witnessed the positive impact of these seemingly basic life skills and believe that with practice, teens will develop into healthier adults; better able to meet life's challenges. Through the teaching of our SEL curriculum and actively educating mental health advocates in DBT informed counseling strategies, we hope to make a positive impact on our youth and help raise kids into healthy adults.



DBT STEPS-A is an emotional problem-solving curriculum based on the evidence-backed skills component of Dialectical Behavior Therapy. The curriculum offers an upstream approach with the purpose of teaching highly specific skills for developing emotion management strategies, interpersonal communication and decision-making abilities.

The curriculum is structured within a Multitiered Systems of Support framework (MTSS) and provides manualized lessons and student handouts for ease of administration and implementation by a general education teacher/instructor. The skills of the DBT STEPS-A curriculum are evidence-based and align with the five CASEL competencies

Curriculum Highlights and Training

The DBT STEPS-A curriculum is a scripted, easy to follow curriculum designed to be taught by general education teachers, special education teachers or school mental health staff. The curriculum can be taught across all tiers of an MTSS/RTI structure.

The curriculum contains four modules of skills taught over 30 lessons:

- Mindfulness
- Emotion Regulation
- Distress Tolerance
- Interpersonal Skills

Each module comes complete with scripts, handouts and knowledge tests. The lessons build upon one another forming an emotional intelligence framework and a common language that can be used within the entire school community.

Implementation Training for the DBT STEPS-A Curriculum.

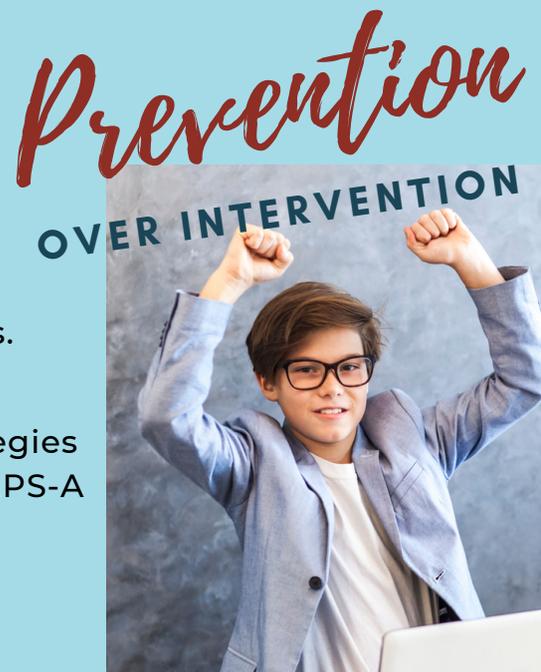
Implementation training establishes four basic elements necessary in delivering the curriculum effectively:

- A. Background and Development of the DBT STEPS-A curriculum
- B. Structure and Implementation Considerations
- C. Overview and demonstration of DBT STEPS-A lessons
- D. Preparation and participant practice of teaching DBT STEPS-A lessons

Once the curriculum has been launched, monthly consultation meetings may be scheduled with key contributors and DBT in Schools experts, insuring a smooth rollout.

DBT in Schools offers additional training opportunities to support implementation including custom training events.

- DBT STEPS-A Intermediate Workshop
- Introduction to DBT Informed School Counseling Strategies
- Administrators & Stakeholders Introduction to DBT STEPS-A
- Coaching on the Fly for educators and school staff
- Informational Webinars
- Parent Support Informational Webinars and Events



"[T]he authors have found an ingenious way of expanding the reach and implementation of DBT skills to the universal population of adolescents in educational settings..."

— Marsha M. Linehan, PhD, ABPP

What the trainees say...

"Your ability to incorporate responses of the audience is fantastic! You really make the importance of this visible to everyone, despite the discipline they teach daily. I enjoyed every minute!"

"I feel like I now have a nice concise framework for re-directing students in crisis and building on the foundation that students will receive in STEPS-A training"

"I have more tools and strategies to share with students who are in crisis. Since I am not a counselor my skill-set is limited- now I have more to offer with the framework of DBT STEPS-A."The best part for me was watching you do the chain analysis on the whiteboard. Very inspiring I can't want to get into that with students. I love the concept of being in it with them, and equal there helping them solve their problems. And demonstrating this theory by writing out on a board instead of a notebook away from their view is just great.

Extremely good training!!!! It was great."

The best part for me was watching you do the chain analysis on the whiteboard. Very inspiring I can't want to get into that with students. I love the concept of being in it with them, an equal there helping them solve their problems. And demonstrating this theory by writing out on a board instead of a notebook away from their view is just great.

"Thank you. This is transformative."

"We cannot stop life from happening. DBT STEPS-A training can provide kids the skills they need to survive and thrive into adulthood - no matter what life throws at them."

"I have an entire program that comes with a full tool box that, as a team, we can implement. The "plug and play" curriculum with 30 lessons already scripted will help make it easy to incorporate into the pre-existing programs."

"I was unsure how a three day training would be, but you did a great job of keeping us entertained and engaged with the content of the presentations. You made us feel comfortable and have provided us with some very valuable tools!"

"The way I talk and interact with my students will be enhanced through this practice. I also believe that helping students learn the DBT way to be mindful and how to regulate their emotions will ultimately positively impact my class but also create a better member of our society. I also like the distress tolerance piece, far too many students are unable to be in a place where they are uncomfortable and this is a very important adult skill."



The Curriculum Developers



Dr. Elizabeth Dexter-Mazza is a licensed psychologist, certified DBT therapist, and co-author of the DBT Skills in Schools: Skills Training and Emotional Problem Solving for Adolescents (DBT STEPS-A) social emotional learning curriculum for middle and high school students. She received her doctoral degree from the School of Professional Psychology at Pacific University in 2004. Dr. Dexter-Mazza completed her predoctoral internship at the Montefiore Medical Center and her postdoctoral fellowship under the direction of Dr. Marsha Linehan at the Behavioral Research and Therapy Clinics (BRTC) at the University of Washington.

While at the BRTC, she was the Clinical Director and a research therapist for Dr. Linehan's research studies, which provided both individual DBT and DBT group skills training. Dr. Dexter-Mazza is a licensed psychologist and owner of both Mazza Consulting & Psychological Services, LLC and DBT in Schools, LLC. She provides training and consultation to mental health providers and schools around the world.



Dr. James J. Mazza is a professor at the University of Washington – Seattle in the College of Education's School Psychology Program. He has been teaching and conducting research for over 25 years in the field of adolescent mental health. Jim is a past president of the American Association of Suicidology from 2005-2007 and has been a suicidologist for the past 28 years. Dr. Mazza's research focuses particularly on adolescent internalizing disorders, such as depression, anxiety, posttraumatic stress disorder, exposure to violence, and suicidal behavior. His work also examines the complex relationships among adolescent mental health issues, social-emotional abilities, and academic skills through multi-tiered systems of support.

Dr. Mazza has written extensively on how to identify youth who are at risk for suicidal behavior, as well as on how to develop social-emotional learning (SEL) curricula to help all students learn emotion regulation skills. He has worked with over 30 school districts and thousands of school personnel in developing and implementing comprehensive school-based suicide identification and prevention strategies for adolescents. Dr. Mazza also provides consultation and training to school personnel internationally on implementing DBT STEPS-A in schools, on developing mental health intervention services within multi-tiered systems of support, and on integrating SEL curricula as a part of a school system's role in educating the whole child.

Contact us to learn more

Website <https://www.dbtinschools.com>
Email info@dbtinschools.com
Facebook www.facebook.com/dbtinschools/

Instagram [@dbtinschools](https://www.instagram.com/dbtinschools)
Twitter <https://twitter.com/dbtinschools>
Youtube <https://www.youtube.com/c/DBTInSchools>

New Certified Staff

2024-2025

Cleveland
CITY SCHOOLS
Educate. Innovate. Elevate.



**Speech
Language
Pathologist**

**Taylor
Brett**



**School
Social
Worker**

**Amy
Hinderer**



Arnold Memorial Elementary

Abby
Cox



Arnold Memorial Elementary

Kari
Griswold



Arnold Memorial Elementary

Sam
Reid



**Blythe-Bower
Elementary**

Chase
Chamberlain



**Blythe-Bower
Elementary**

**Kristie
Dolan**



**Blythe-Bower
Elementary**

**Taylor
Holloway**



**Blythe-Bower
Elementary**

**Carissa
McConnell**



Blythe-Bower Elementary

Joe
Parker



**Blythe-Bower
Elementary**

**Patrick
Williams**



**Candy's Creek
Cherokee
Elementary**

**Rebecca
Brown**



**Candy's Creek
Cherokee
Elementary**

**Aubrey
Holley**



**E.L. Ross
Elementary**

**Summer
Mock**



George R. Stuart Elementary

Abbi
Fec



**George R. Stuart
Elementary**

**Andrew
Van Kirk**



**Mayfield
Elementary**

Ariana
Barto



**Mayfield
Elementary**

**Liana
Collins**



**Mayfield
Elementary**

**Chrissi
McConkey**



**Mayfield
Elementary**

**Lisa
Stogner**



**Mayfield
Elementary**

**Kelly
Thompson**



**Yates
Primary**

**Amber
Morris**



**Yates
Primary**

**Danielle
Tapp**



**Yates
Primary**

**Missy
Welch**



**Cleveland
High
School**

**Amy
Adams**



**Cleveland
High
School**

**Kimberly
Adkins**



Cleveland
High
School

Lee
Bergakker



**Cleveland
High
School**

**Alan
Bivens**



**Cleveland
High
School**

**Becky
Brady**



**Cleveland
High
School**

**Roxanne
Caldwell**



**Cleveland
High
School**

**Madison
Castello**



**Cleveland
High
School**

**Karen
Chenard**



**Cleveland
High
School**

**Julie
Faulkner**



**Cleveland
High
School**

**Kyle
Gilpin**



Cleveland
High
School

Travis
Graig



**Cleveland
High
School**

Jennifer
Grisham



Cleveland
High
School

Matthew
Hicks



**Cleveland
High
School**

**Josh
Hindman**



**Cleveland
High
School**

**Amy
Marks**



**Cleveland
High
School**

**Tara
McNeal**



Cleveland
High
School

Alphonso
Rogers



**Cleveland
High
School**

**Emily
Salay**



**Cleveland
High
School**

**Dedra
Sena**



**Cleveland
High
School**

**Ashlee
Stephens**



**Cleveland
Middle
School**

**Aly
Ball**



**Cleveland
Middle
School**

**Jennifer
Cross**



Cleveland
Middle
School

Madeline
Hammonds



**Cleveland
Middle
School**

**Lauren
Haun**



**Cleveland
Middle
School**

**Deana
Johnson**



**Cleveland
Middle
School**

**Samilynn
Jordan**



**Cleveland
Middle
School**

**Tetiyana
Kolomiyets**



**Cleveland
Middle
School**

**Alyesse
LoScudo**



**Cleveland
Middle
School**

**Kristen
Milen**



**Cleveland
Middle
School**

**Catie
Pickett**



Cleveland
Middle
School

Cooper
Reiniche



Cleveland
Middle
School

Sarah
Scannapiego



**Cleveland
Middle
School**

**Lindsey
Scott**



**Cleveland
Middle
School**

**Holly
Stroud**





2024-2025

THE YEAR OF THE

POWERFUL

TEACHER

Arnold
Memorial
Elementary
School



Cleveland
CITY SCHOOLS
STUDENT INFORMATION

Updated: Monthly
Data Source: State of TN and PowerSchool
Available Filters: Filter Bank Below

school_year ▾

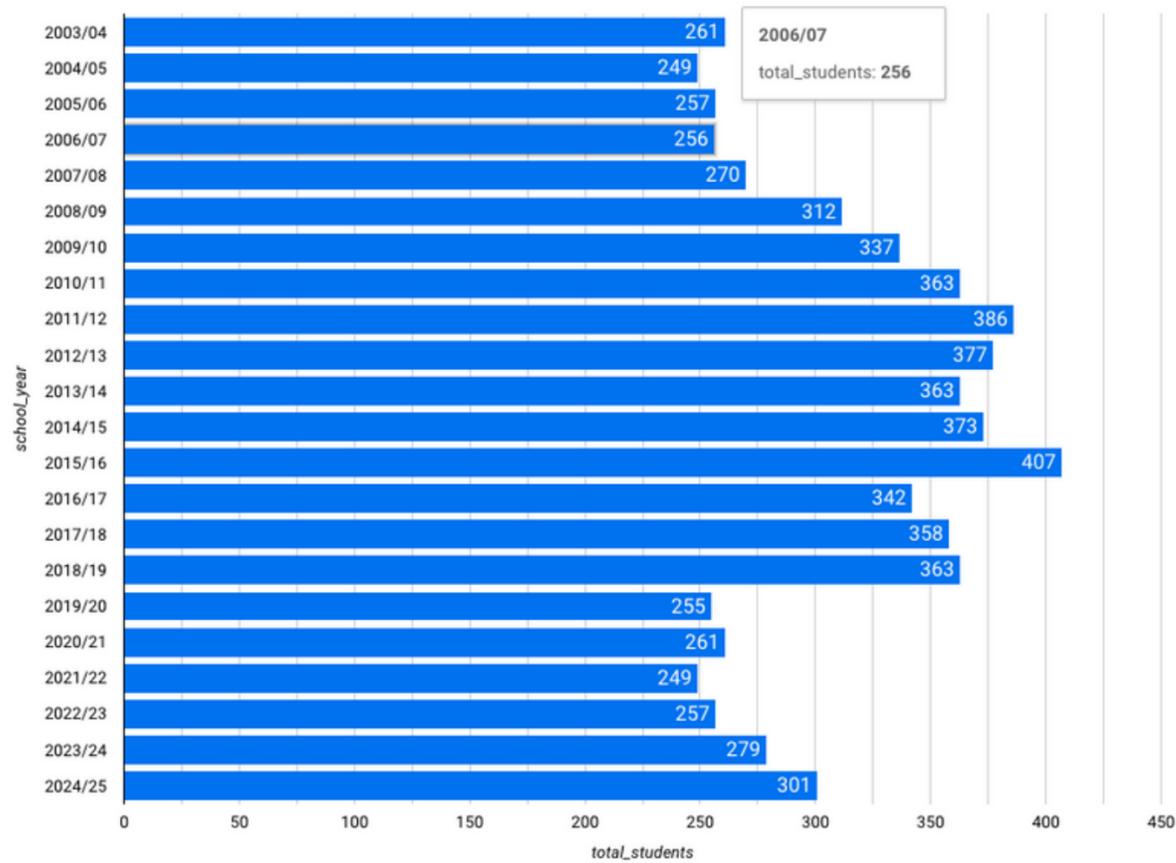
school_name: Ar... (1) ▾

grade_level ▾

race_ethnicity ▾

CCS Dashboard - Student Enrollment

K-12 Enrollment over Time (October 1st)



POPULATION





NEW POWERFUL TEACHERS!

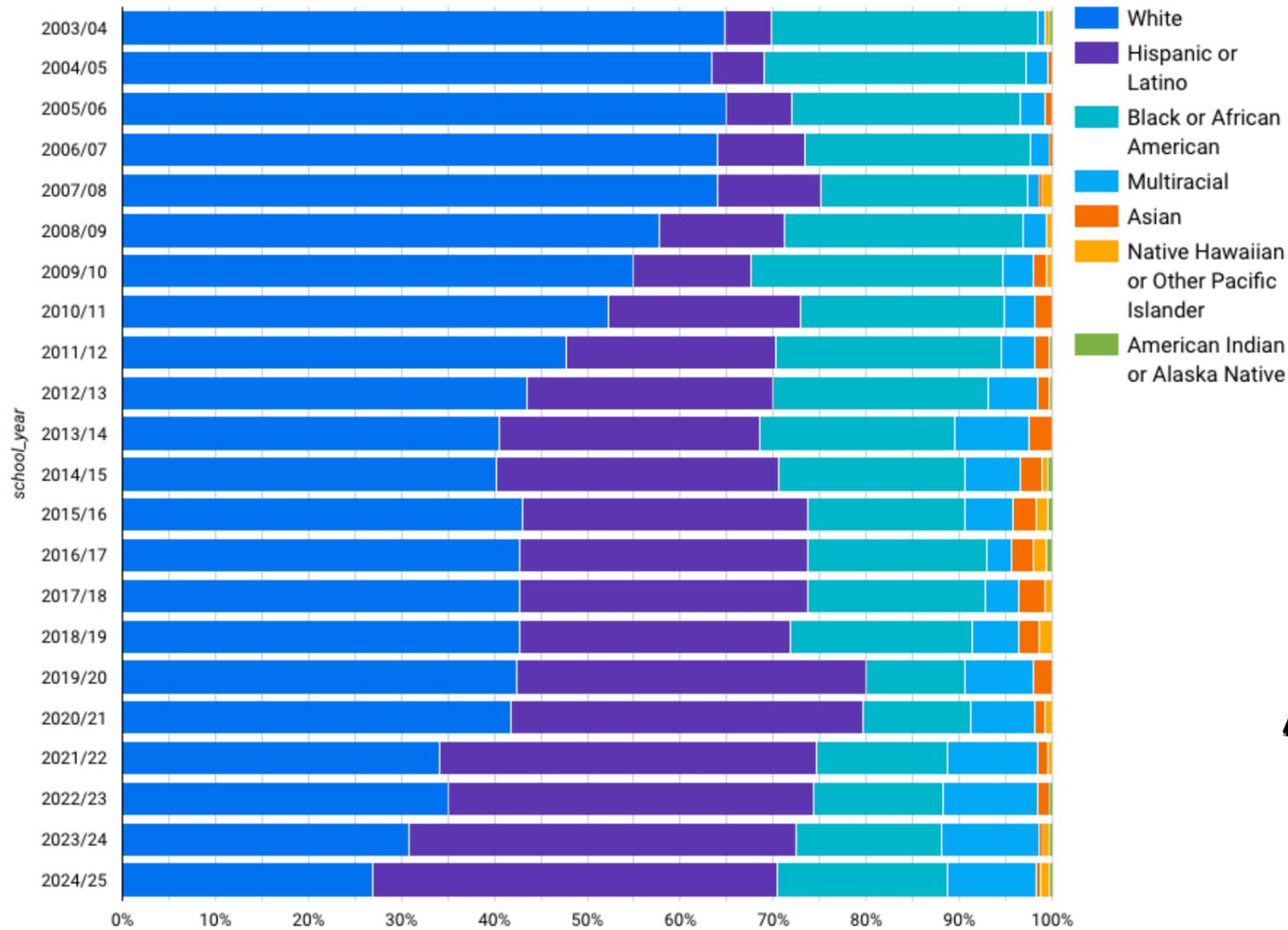
WE HAVE ADDED THE FOLLOWING OVER THE LAST 5 YEARS

1. FULL TIME RTIF
2. AN ADDITIONAL TEACHER IN KINDERGARTEN, 1ST, 2ND, AND 3RD GRADE
3. A THIRD ESL TEACHER
4. A PART TIME SOCIAL WORKER
5. AN ADDITIONAL ASSISTANT IN ERC
6. SWITCH FROM A PT OFFICE AID TO A FT OFFICE AID
7. SWITCHED FROM A PT ASSISTANT PRINCIPAL TO A FT ASSISTANT PRINCIPAL



ETHNICITY

K-12 Race/Ethnicity over Time (October 1st)



CURRENT PERCENTS

- HISPANIC/LATINO - 43.52%**
- WHITE - 26.91%**
- BLACK/AFRICAN AMER - 18.27%**
- MULTIRACIAL - 9.63%**
- ASIAN - .33%**
- HAWAIIAN/OPI - 1%**
- AM. INDIAN/ALASKA NATIVE - .33%**



ARNOLD RECOGNITIONS





RELATIONSHIPS, SOCIAL
CONTRACT AND EXCEL
(ENGAGE, EXPLORE,
COMMUNICATGE, EMPOWER,
LAUNCH)

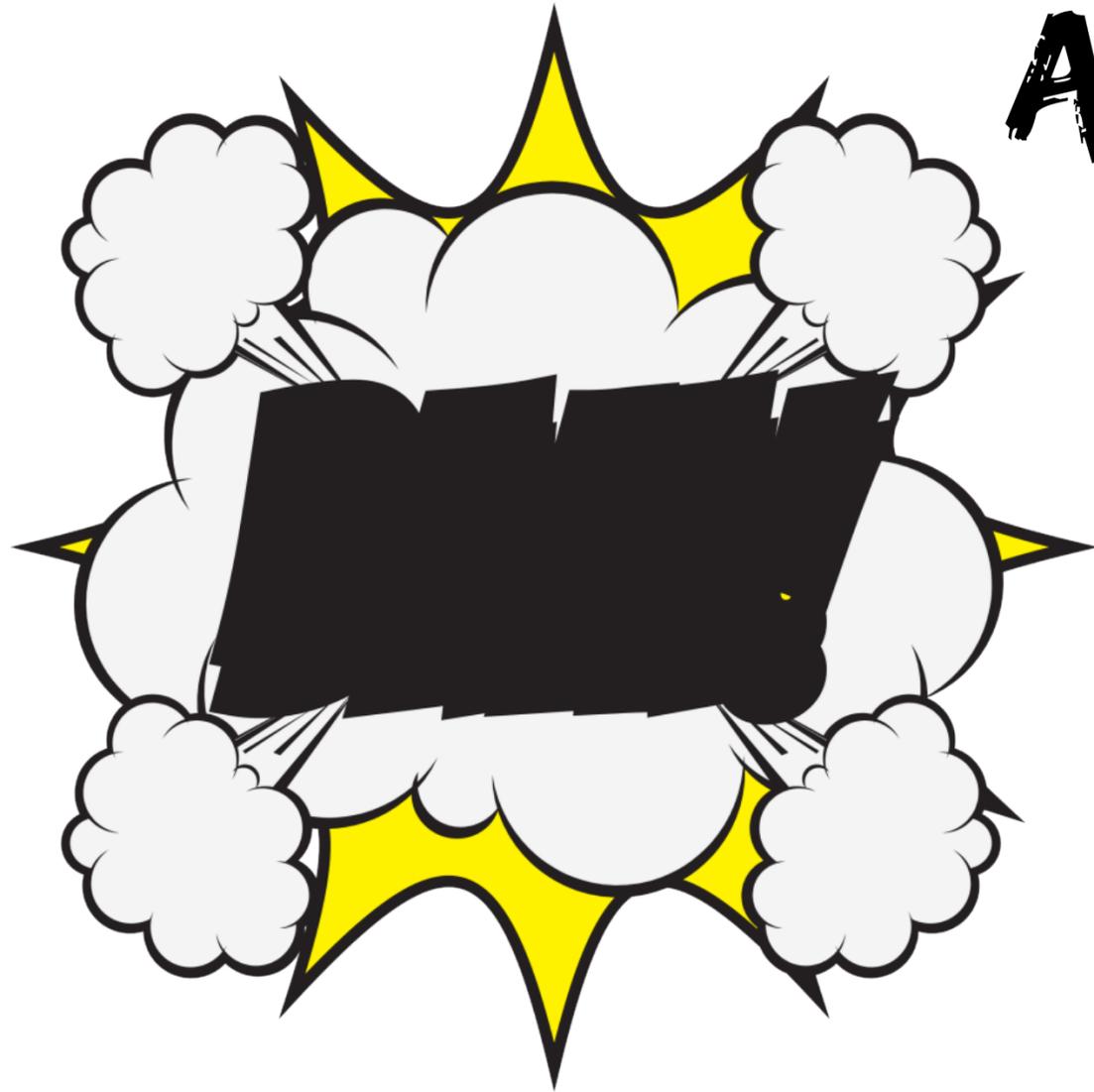


Arnold Staff Social Contract

Effort Encouraging Give grace Respect
Listen Support Communication
No put-downs Teamwork Empathy Awareness
Trust Confidentiality Positive Be kind
Lead by example Accountability
Ownership Forgiveness

Miss Stephani M. Kari Griswold Hannah Ruth Fetzner Fatima Fernandez
Katie Kassi M. Wika Kati Jemma Kari Griswold Traag Lenz
Cathy Talley Amanda Brewer Heather Sacharoyk Misty Howkins Tara Pollard
Marissa Moneys Savannah Sherrill Smith Taylor Bailey
Yelena Novikov Danielle Maritzoff Missy Chesney Shanna Brown
Ronald True Callie R. Cassie W. Sam R. Jessica F. Heather C. Abby Cox
Michele Day
Charlotte Halton Taylor Sosebee

ARNOLD RECOGNITIONS



TN Department of Education | tsin Tennessee STEM Innovation Network

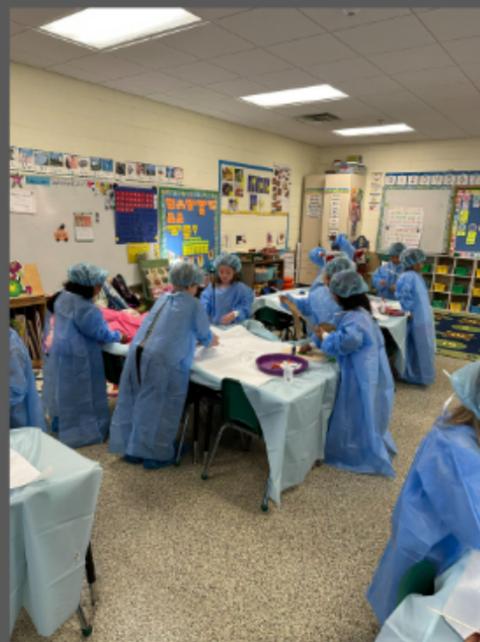
ARNOLD MUSTANGS

STEM DESIGNATED SCHOOL
**Arnold Memorial
Elementary School**

2024-2028

#TNSTEM #STEMeducation

The Human Body





**Whether you
think you
can or think
you can't,
you're right.
- Henry Ford**



YOU ARE A POWERFUL TEACHER!

You have the power of these things:

Impact on students

The choice to "get up"

Belief in students

Time (in and out of class)

Pedagogy and strategies

Reflection on learning

Relationships with students

Relationships with others



THANK YOU!

1. APPROVING NEW TEACHER POSITIONS
2. NEW ROOF OVER THE GYM
3. POINTING/TUCKING OF BRICK AND SEALING THE BUILDING
4. DRAINAGE ISSUES IN THE KITCHEN
5. REMODEL OF OUR KITCHEN WITH A NEW SERVING LINE, OVEN, AND STEAMER. THIS ALSO INCLUDED NEW PAINT IN THE KITCHEN AND A NEW COATING ON THE FLOOR.
6. KEY CARD ACCESS AT MULTIPLE EXTERIOR DOORS
7. NEW SECURITY CAMERA IN THE BACK PARKING LOT
8. COMMITMENT TO STEM AND STEM ACCREDITATION



UPCOMING WORK

1. HVAC REPLACEMENT IN MULTIPLE ROOMS
2. WEST PARKING LOT/FACULTY PARKING LOT
3. EXCELLENT EDUCATION IN OUR CLASSROOMS IN 2024-2025!

Cleveland City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 10/14/24
		Rescinds: 3.400	Issued: 10/10/22

1 *General*

2 ~~School buses shall be maintained and operated in accordance with state law and State Board Rules and~~
3 ~~Regulations.¹~~

4 ~~Each bus shall be equipped with the phone number for reporting safety complaints. This number shall~~
5 ~~appear on the rear bumper.²~~

6 ~~To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to~~
7 ~~replace a certain number of buses each year on a rotating basis.~~

8 ~~All accidents, regardless of the damage involved, must be reported to the transportation supervisor,~~
9 ~~including incidents in which any part of the bus contacts any other object or vehicle.~~

10 ~~The Director of Schools shall develop procedures to ensure compliance with the statutory and~~
11 ~~regulatory requirements for the transportation program.~~

12 *General*

13 ~~School buses shall be maintained and operated in accordance with state law and in accordance with the~~
14 ~~specifications developed by the Department of Education and approved by the Department of Safety.¹~~

15 ~~Each bus shall be equipped with the phone number for reporting safety complaints. This number shall~~
16 ~~appear on the rear bumper.² Buses shall also include notice in a conspicuous place that only authorized~~
17 ~~persons shall enter the bus. This notice shall include appropriate contact information in case of an issue~~
18 ~~on the bus.³~~

19 ~~To avoid the financial burden of replacing an aging bus fleet at any one time, the Director of Operations~~
20 ~~shall attempt to replace a certain number of buses each year on a rotating basis.~~

21 ~~All accidents, regardless of the damage involved, shall be reported to the Director of Operations,~~
22 ~~including incidents in which any part of the bus contacts any other object or vehicle.~~

23 ~~The Director of Schools shall develop procedures to ensure compliance with the statutory and~~
24 ~~regulatory requirements for the transportation program.~~

25 **SCHOOL BUS DRIVERS**

1 Each school bus driver shall receive a certificate prior to operating a school bus for the school district.
2 The issuance of a certificate to a school bus driver shall be based on the qualifications of school bus
3 drivers as determined by the Director of Operations.⁴

4 Annually, the Board shall require each school bus driver to have a physical and mental examination.
5 The Director of Operations shall revoke the certificate of any school bus driver found to be physically,
6 mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the
7 school bus driver is convicted of driving under the influence, vehicular assault, vehicular homicide,
8 aggravated vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled
9 substance or analogue.⁵

10 **TRANSPORTATION SUPERVISOR³⁶**

11 The Director of Schools shall appoint a transportation supervisor for the system. He/she shall be
12 responsible for the monitoring and oversight of transportation services for the district.

13 The transportation supervisor shall complete a student transportation management training program
14 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
15 hours of training annually.

16 The Director of Schools shall ensure that training is completed and provide the state department of
17 education with appropriate documentation.

18 **COMPLAINT PROCESS⁴⁷**

19 The following procedure will govern how students, teachers, staff, and community members shall
20 submit bus safety complaints:

- 21 1. All complaints shall be submitted to the transportation supervisor; and
- 22 2. Forms may be submitted in person, via phone, mail, or email.
 - 23 a. Written complaints shall be submitted on forms located on the district's website. In the
 - 24 case of a complaint received via phone, the person receiving the phone call shall be
 - 25 responsible for filling out the form and submitting it to the transportation supervisor.
 - 26

27 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
28 four (24) hours of receipt.

29 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
30 submit a preliminary report to the Director of Schools. This report shall include:

- 31 1. The time and date the complaint was received;
- 32
- 33 2. The name of the bus driver;
- 34
- 35 3. A copy or summary of the complaint; and
- 36
- 37 4. Any prior complaints or disciplinary actions taken against the driver.

1 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
 2 submit a final written report to the Director of Schools that details the investigation's findings as well
 3 as the action taken in response to the complaint.

4 An annual notice of this complaint process shall be provided to parents and students. This information
 5 shall be made available in the student handbook.

6 **RECORDKEEPING**⁵⁸

7 The transportation supervisor shall be responsible for the collection and maintenance of the following
 8 records:

- 9 1. Bus maintenance and inspections forms;
- 10 11 2. Bus driver credentials, including required background checks, health records, and performance
 12 reviews;
- 13 14 3. Driver training records; and
- 15 16 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [TCA 49-6-2116\(a\)-\(c\)](#)
4. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
5. [TCA 49-6-2116\(d\)\(5\)](#)

Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05; Public Acts of 2023, Chapter No. 122](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [Public Acts of 2024, Chapter No. 548](#)
4. [TCA 49-6-2107](#)
5. [TCA 49-6-2107\(e\)\(1\); Public Acts of 2023, Chapter No. 122](#)
6. [TCA 49-6-2116\(a\)-\(c\)](#)
7. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
8. [TCA 49-6-2116\(d\)\(5\)](#)

Cross References

[Bus Safety and Conduct 6.308](#)
[Homeless Students 6.503](#)



Cleveland City Schools District Plan

By May 2025, Cleveland City Schools will increase by 3% the number of students that score proficient on the ELA and Math sections of the 2025 TCAP/EOC or a Level 3 or higher on TVAAS.

- **District academic support team will meet with individual school leadership teams to discuss school data and individual school goals.**
- **Continue to support the implementation of HQIM and provide professional development that focuses on student growth and achievement.**



By May 2025, Cleveland City Schools will increase by 3% the number of students that score proficient on the Science sections of the 2025 TCAP/EOC or a Level 3 or higher on TVAAS.

- **Create a Science Textbook Adoption Committee**
- **Provide PD for New Science Standards**
- **Develop implementation plan for HQIM.**
- **Continue STEM Designation process for elementary schools**
- **Implementation of new Computer Science Curriculum- Middle School**



By May 2025, Cleveland City Schools will decrease Chronic Absenteeism in grades K-12 to meet or fall below the State's Chronic Absenteeism average.

- **Promote Awareness about Chronic Absenteeism to students and families**
- **Implement Tiered Attendance Plan**
- **School-wide attendance incentives**
- **Continue implementation of Capturing Kids Hearts**



By May 2025, Cleveland City Schools will increase by 3% the number of students that demonstrate readiness for students in grades 9-12 for meaningful postsecondary education, a training program, and/or workforce entry through the Ready Graduate indicator.

- **ACT Counselor at CMS/CHS to assist students, teachers and parents in raising ACT scores.**
- **Continue the focus of career exploration in grades K-12.**
- **Increase the number of industry certifications, work based learning and capstone experiences.**
- **Offer ASVAB test to all 11th grade students.**



Educate



Elevate



Innovate



Cleveland
CITY SCHOOLS
STUDENT INFORMATION

Enrollment Update September 2024

Michael Kahrs
Director of Student Information

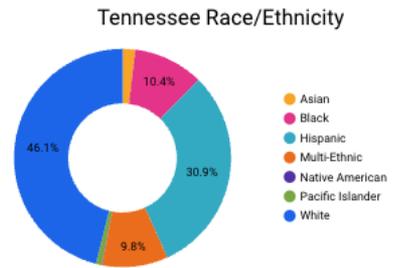
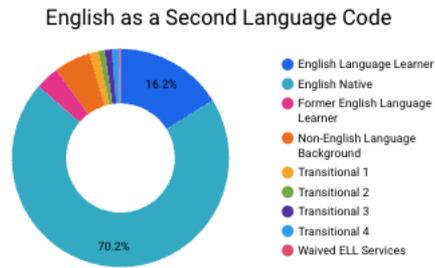
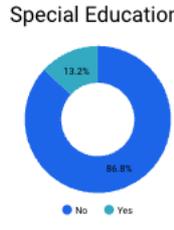
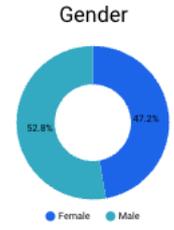
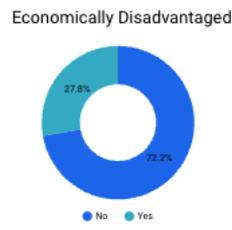
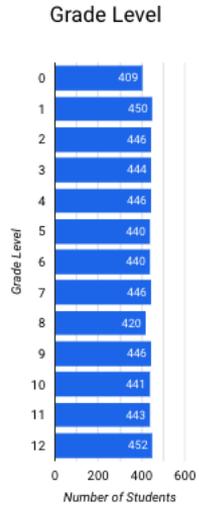


Updated: Hourly
Data Source: PowerSchool
Available Filters: Main Table and All Graphs

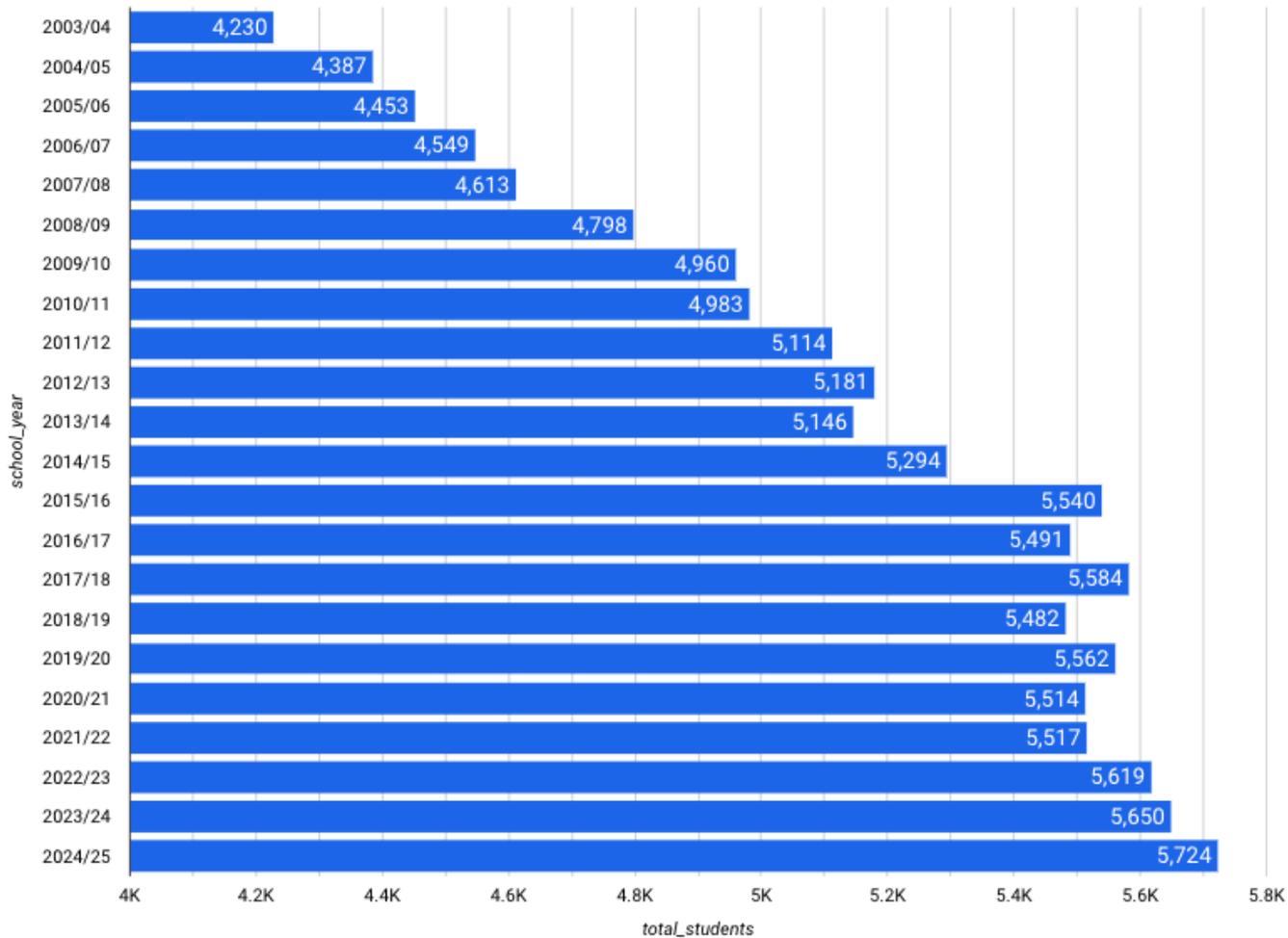
Click on a portion of an eligible table or graph to filter everything else on the dashboard. Hold Ctrl- or Command- to make multiple selections.

CCS Dashboard - Student Demographics

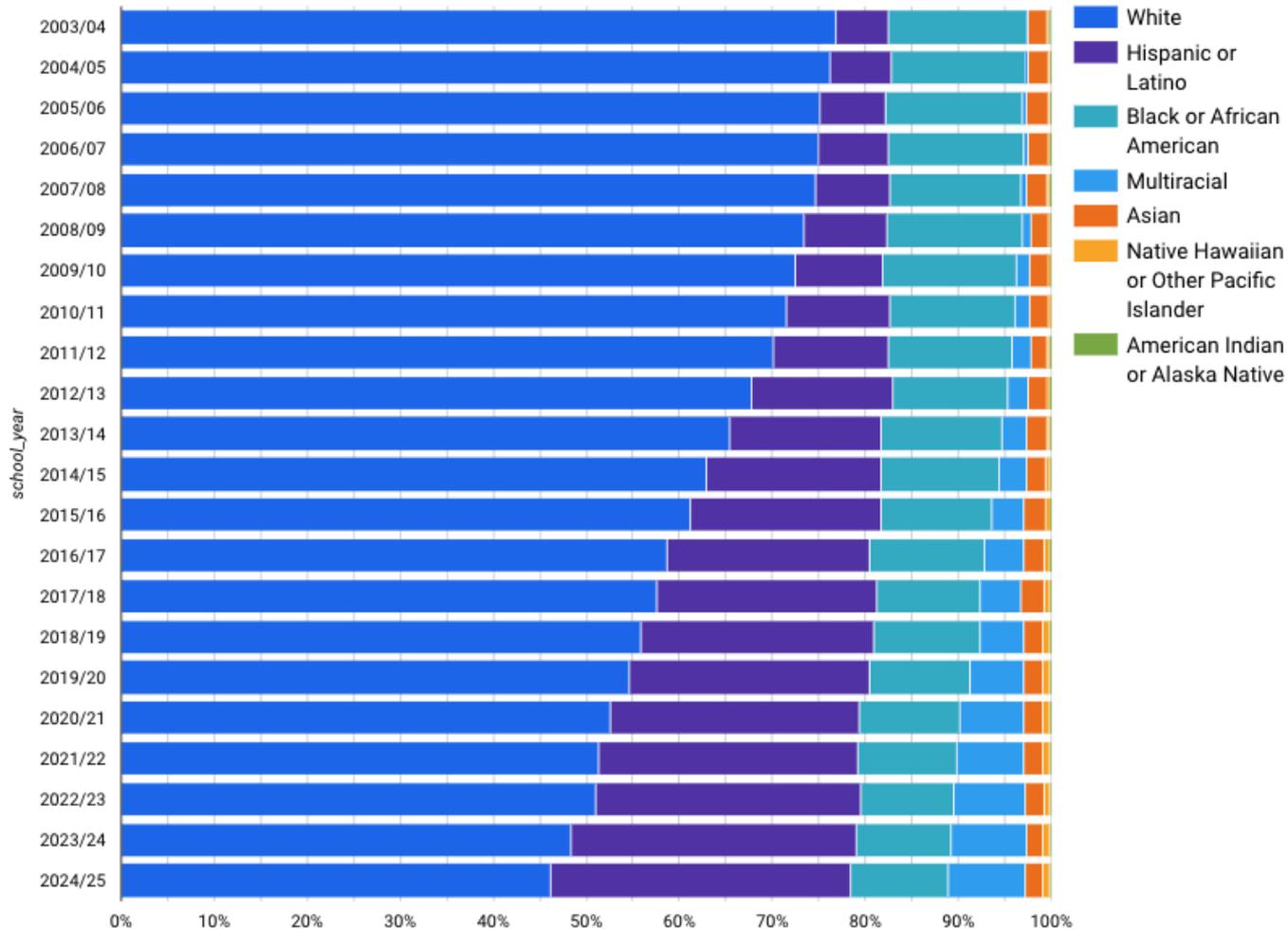
School ▾	ED	Female	Male	SPED	ESL	Total Students
Arnold Elementary	108	154	146	44	83	300
Blythe-Bower Elementary	271	311	338	82	175	649
Candy's Creek Cherokee Elementary	59	210	252	63	75	462
Cleveland High	441	787	995	203	231	1,782
Cleveland Middle	378	631	675	185	227	1,306
Mayfield Elementary	111	203	212	56	89	415
Ross Elementary	71	144	134	42	52	278
Stuart Elementary	81	122	132	42	76	254
Yates Primary	71	142	135	38	62	277
Grand total	1,591	2,704	3,019	755	1,070	5,723



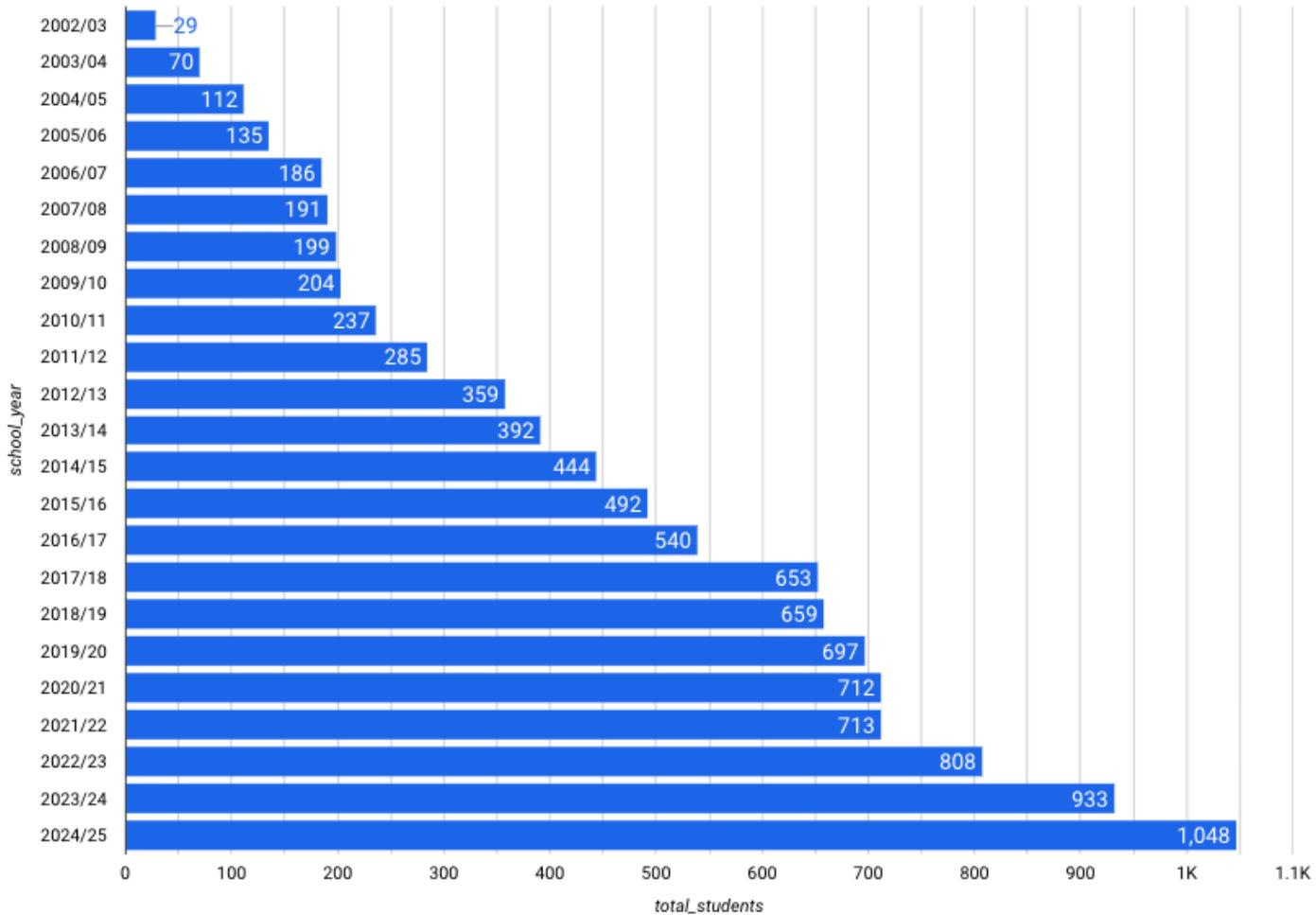
Cleveland City Schools Enrollment Over Time (8/25/24)



Cleveland City Schools Diversity Over Time (8/25/24)



Cleveland City Schools English Learners Over Time (8/25/24)



❖ Growth Continues

- Cleveland City Schools continues to grow with enrollment around 75 students above the same time last year.

❖ The Future

- Historically, enrollment increases around 2% from August to May meaning we could have over 5800 students by the end of 2024/25 and could break 6000 students in 2026/27.

❖ Enrollments and Transfers

- 978 new students have enrolled in Cleveland City Schools and are predicted to enroll over 1400 by the end of the year.
- 579 students have transferred out of Cleveland City Schools.
- 133 students have transferred between CCS elementary schools.

❖ Increased Diversity

- Cleveland City Schools is increasingly becoming a more diverse place to learn, representing a wide array of languages, cultures, races, and socioeconomic backgrounds.



Cleveland
CITY SCHOOLS
Educate. Innovate. Elevate.



Questions & Discussions



Cleveland

CITY SCHOOLS



BUILDING C HAMPIONS...

BUILDING C OMMUNITY...

Purpose

The Cleveland City Schools marketing campaign focuses on showcasing our commitment to excellence in academics, athletics, arts, and community involvement. With our tagline, “Building Champions... Building Community,” we emphasize the holistic development of our students, nurturing their potential in all areas of life while fostering strong community ties.



Campaign Objectives

- Highlight school and student success stories in academics, sports and extracurricular activities
- Showcase the role of teachers, staff and parents in building a strong, supportive community
- Strengthen community engagement by emphasizing the partnership between the school district and local stakeholders.
- Promote Cleveland City Schools as a destination for quality education and personal development



Marketing Campaign 2024-2025

Channels:

- Mix 104 and MyMix TV
 - 4 (:15) second radio commercials per day on Mix 104.1, M-F, 6a-9a (morning drive)
 - 4 (:15) second radio commercials per day on Mix 104.1, M-F, 3p-6p (afternoon drive)
 - Added bonus: 10 (:15) second radio commercials on Mix 104.1, Sa-Su, 9a-5p
- MyMix - 9 separate interviews highlighting each school/can bring in student or Best Partner, etc.
- MyMix social media promotion
- CCS social media promotion



Budget

- Total value: \$3,650 per month
 - CCS price: \$1,000 per month



FACILITIES USE AGREEMENT

THIS AGREEMENT is made and entered into the _____ day of _____, 2024, by and between the CITY OF CLEVELAND, TENNESSEE, (hereafter "the CITY") and CLEVELAND BOARD OF EDUCATION AUTHORITY (hereafter "CLEVELAND BOARD OF EDUCATION" or "BOARD").

WHEREAS, the CITY owns and controls Tinsley Park where seven (7) tennis courts are located; and

WHEREAS, the CITY is the legal owner of the Cleveland High School property where Raider arena is located, but the high school property and Raider arena are under the control of the Board; and

WHEREAS, the CITY'S parks and recreation department operates a youth basketball program which is named the Cleveland Youth Basketball League (CYBL); and

WHEREAS, Cleveland High School and Cleveland Middle School have tennis teams for both boys and girls; and

WHEREAS, the Cleveland City Schools tennis teams need a designated location to regularly practice tennis and also to host school tennis matches; and

WHEREAS, the Board and the Athletic Director at Cleveland High School have allowed the CYBL to use Raider arena for CYBL practices and games in the past, and the CYBL would like to continue to use Raider arena when the Cleveland High School basketball teams are not using the arena; and

WHEREAS, the CITY and the BOARD believe it would be mutually beneficial to enter into facilities use agreement between them concerning the use of the Tinsley park tennis courts by the Cleveland High and Middle School tennis teams and CYBL use of Raider arena.

WHEREAS, the CITY and BOARD desire to set forth their agreement in writing.

NOW, THEREFORE, in consideration of the premises, the CITY and BOARD agree to the following:

1. USE OF TINSLEY PARK TENNIS COURTS BY CLEVELAND CITY SCHOOLS TENNIS TEAMS

The tennis season for the Cleveland High School tennis teams begins each year with tryouts which usually occur in early February. Practices usually begin in February, and the high school tennis season typically begins in February and ends by April 30th of each calendar year. The tennis season for the Cleveland Middle School tennis teams begins each year with tryouts which usually occur in early August. Practices usually begin in August, and the middle school tennis season typically begins in August and ends by September 30th of each calendar year.

The City desires to provide specific dates and times of day that the Cleveland City Schools tennis teams will have exclusive use of some or all of the tennis courts during the school's tennis season. For purposes of this agreement, the high school tennis season is defined as February 1 to April 30 of each year and the middle school tennis season is defined as August 1 to September 30.

During the tennis season, the Cleveland City Schools tennis teams will have the exclusive right to use some or all of the tennis courts located at Tinsley park. The use varies depending on whether the use is for school tryouts, practices, or home matches.

- (a) Tryouts - The schools tennis teams will have exclusive use of all seven (7) tennis courts when the tennis teams hold their tryouts. Tryouts will be held each year in the month of February, and will last no more than 2 days. On these tryout dates, the tennis teams will have the exclusive use of all seven (7) courts from 3 p.m. until the conclusion of tryouts
- (b) Home Tennis Matches - The schools tennis teams will also have exclusive use of all seven (7) tennis courts when home tennis matches are held. Home tennis matches typically begin at 3 p.m. and they last until 8 p.m. The courts for home tennis matches will be reserved from 3 p.m. until the conclusion of the event.

(c) Practices - During the tennis season, the Cleveland tennis teams will have exclusive use of the seven (7) tennis courts at Tinsley Park for team practices. Team practices will be held from 3:00 p.m. to 4:45 p.m. Monday through Friday. The City's Parks and Recreation Director will confer with the athletic director in Cleveland City Schools and will then designate.

(d) For the 2025 tennis season and for each subsequent calendar year that this agreement remains in effect, the Cleveland City School athletic director and the CCS tennis coaches will provide the City's Parks and Recreation Director with a written list containing proposed dates for the following:

- (i) the dates that the tennis season will begin and end (high school - Spring Semester; middle school - Fall Semester); and
- (ii) the proposed team tryout dates; and
- (iii) the beginning and ending dates for team practices; and
- (iv) the dates for the home tennis matches.

This list will be provided to the City's Parks and Recreation Director by no later than January 5th of each calendar year for high school schedules and August 5th for middle school schedules, and the City's Parks and Recreation director will review the list and then provide a list of approved dates for the team tryouts, the practice dates, and the home tennis matches. This list of approved dates will be provided by the Parks and Recreation Director to the Cleveland City Schools athletic director and their tennis coaches by no later than January 15th/August 15th of each calendar year.

2. USE OF RAIDER ARENA BY CLEVELAND YOUTH BASKETBALL LEAGUE

The season for the Cleveland Youth Basketball League (CYBL) generally begins each year around December 1st and the CYBL season typically ends by March 1st of each year.

The Board and the Athletic Director at Cleveland High School have previously allowed the CYBL to use Raider arena for CYBL practices and games, and the CYBL would like to continue to use Raider arena when the Cleveland High School basketball teams are not using the arena.

The Board agrees to provide gym space at the Raider Arena for CYBL practices and CYBL games from December 1 to March 1 of each year. The parties agree that the Athletic Director and the City's Parks and Recreation Director will meet by no later than November 25th of each calendar year to produce an agreed list of times and dates that the CYBL will be able to use the Raider arena. It is understood and agreed that Cleveland High School athletics and associated school organizations will always have first priority use of the Raider Arena. The parties also agree that the CYBL will be provided with the use of the Raider Arena during the CYBL season. The parties also agree that the CYBL will be provided with the use of the Raider Arena when available in accordance with CHS Principal and/or Athletic Director.

3. GENERAL CONDITIONS

The City Parks & Recreation Director is designated by the City as the City's contact person pertaining to any issues that may arise concerning the use of the Tinsley Parks tennis courts by the Cleveland High School Tennis teams. The Parks & Recreation Director is responsible for enforcing the terms of this agreement on behalf of the City.

The Parks & Recreation Director, or their designee, will post notice(s) at Tinsley park to try and make the general public aware of the use of the tennis courts by the Cleveland City Schools Tennis teams and the dates of their use.

The Cleveland High School Athletic Director is designated by the Board as the Board's contact person pertaining to any issues that may arise concerning the use of the Raider arena by the CYBL teams. The Cleveland High School athletic director is responsible for enforcing the terms of this agreement on behalf of the Board.

4. TERM

This agreement becomes effective when approved by both parties. The parties agree that the term of this agreement is for a period of five (5) years, beginning with the date that this agreement was signed by both parties.

However, notwithstanding this five-year term, either party may terminate this agreement for any reason. Should a party desire to terminate this agreement, the party agrees to give the other party written notice of their desire to terminate this agreement by June

1st of a calendar year. The purpose of this June 1st deadline is to give the other party adequate time to make plans and other arrangements for their respective season for the next year.

If written notice is given by June 1st of a calendar year, the notice of termination is effective immediately. The Cleveland City Schools tennis teams would need to make other arrangements for the tennis season following the date of the notice. Likewise, the CYBL would also have to make other arrangements for the next CYBL season following the date of the notice.

ATTEST: CITY OF CLEVELAND, TENNESSEE

BY: _____
City Clerk Kevin Brooks, Mayor

STATE OF TENNESSEE
COUNTY OF BRADLEY

Before me, _____, a Notary Public in and for the State and County aforesaid, personally appeared KEVIN BROOKS, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be the MAYOR of the CITY OF CLEVELAND, TENNESSEE, the within named bargainer, a municipal corporation, and that he as such MAYOR, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the municipal corporation by himself as MAYOR.

WITNESS my hand and seal this ____ day of _____, 2024.

Notary Public

My Commission expires: _____

CLEVELAND BOARD OF EDUCATION

BY: _____
WITNESS Board Chairman

STATE OF TENNESSEE
COUNTY OF BRADLEY

Before me, _____, a Notary Public in and for the State and County aforesaid, personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be the CHAIRMAN of the CLEVELAND BOARD OF EDUCATION. the within named bargainer, and that he as such CHAIRMAN, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of Cleveland Board of Education by himself as CHAIRMAN.

WITNESS my hand and seal this ____ day of _____, 2024.

Notary Public

My Commission expires: _____