

Cleveland City Schools
Board of Education Regular Meeting
October 14, 2024 5:30 PM
Educational Support Center



1. **Welcome**
2. **Moment of Silence/Pledge of Allegiance**
3. **Public Comments**
4. **Comments from Chairman Tucker**
5. **Consent Agenda**
 - A. **Approval of Regular Agenda**
 - B. **Approval of Minutes from September 3, 2024, Board Meeting**
 - C. **Approval of Overnight Field Trips**
 - 1901
 - 2019
 - 2039
 - 2043
 - 2092
 - 2094
 - D. **Approval of Second Reading of Policies**
 - 3.400
 - E. **Pre-K Special Education Position Request**
 - F. **Approval of Policy Updates - Annual Date Change Only**
6. **Regular Agenda**
 - A. **Director's Update**
 - B. **Spotlight** Bob Pritchard
CHS
AP Scholars
 - C. ***First Reading of Policies**
 - 1.407

- 1.802
 - 5.500
 - 5.501
- D. **Strategic Plan Focus**
2025-2030 Plan
- E. ***TISA Plan**
- F. **Threat Assessment Team Report** Cliff Eason
- G. **Student Representative's Update** Jackson Aseron
7. **Facilities Update**
- A. **Cleveland High School Geo Vault Replacement Update** Hal Taylor
- B. **Switchgear**
- C. **Candy's Creek Cherokee Update**
8. **Legislative Updates**
TSBA Conference
9. **"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
15th- Breakfast with the Board - Stuart Elementary
29th- Board Retreat
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

10. **Adjourn**

**Cleveland City Schools
Board of Education Regular Meeting**

September 3, 2024, 5:32 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:	Absent
Mrs. Peggy Pesterfield:	Present
Mrs. Jodi Riggins:	Present
Mr. Nate Tucker:	Present

1. Welcome

Chairman Tucker welcomed everyone to the meeting.

2. Moment of Silence/Pledge of Allegiance

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

3. Swearing in of new and returning Board Members

Nate Tucker and Carolyn Ingram were sworn in by Judge Mike Sharp

4. 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 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

Krista McKay is absent tonight, but she will continue to fill the seat from District 2 until the results from the November election.

5. Public Comments

No public comment was requested.

6. *Consent Agenda

Nate Tucker recused himself from the vote due to his involvement with one of the booster clubs. Motion to approve consent agenda passed.

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

Yes: 5, No: 0

7. Regular Agenda

7.A. Director's Update

August Events

Dr. Jeff Elliott presented at Sunrise Rotary on August 15
First Administrative Meeting held at the Educational Support Center on August 21
The BCPEF LEAD Fellows Group convened in Maryville for kickoff retreat on August 20-21
The inaugural Breakfast with the Board was held at Arnold Elementary on August 27
Dr. Elliott began his fall CCS conversation sessions at Arnold and Blythe-Bower
CCS received a \$325,000 grant for afterschool programs at Arnold and Blythe-Bower
CCS received a grant, including funds and equipment, from the Chattanooga Food Bank
CCS received a \$80,000 grant for Inclusion Pre-K student programs

Upcoming Events

TSBA SE TN Regional Board Meeting – Thursday, September 5th at Athens Intermediate at 4:30 PM
GAPP Guests will be in Cleveland for the next two weeks
The first "BLUE on TWO" Day is scheduled for Monday, September 9th
CCS Board of Education-Cleveland City Council meeting scheduled for September 19th at 4PM
BLUE on the GREEN Event for Cleveland City Schools Staff on Friday, September 20th
The next Breakfast with the Board is scheduled for September 24th at CHS
Digital Safety Week kicked off two weeks ago in all our schools
Mission statements to bring out the best in all our students and teachers
CCS Vision and Mission Statement
Back to School Pictures

7.B. Spotlight

Dr. Susan Rodriguez recognized the New Certified Staff

Mr. Kelly Kiser recognized Jordan Wagers who was named one of the Novice Teachers of The Year for the state of Tennessee

Mr. Michael Chai highlighted Arnold Memorial Elementary School as they celebrate their 95th Anniversary. He presented on 2024-2025 The Year of The Powerful Teacher, Population Demographics, New Powerful Teachers, Diversified School Population, Capturing Kids' Hearts, National Showcase School last two years, relationships, staff social contract, Arnold Elementary received STEM Designation last year, Power of Belief, building updates at the school, upcoming work at the school

7.C. *First Reading of Policies

- Policy 3.400

Motion to approve first reading of Policy 3.400 passed with a motion by Ms. Caroline Ingram and a second by Mrs. Peggy Pesterfield.

Mr. Matthew Coleman: Yes

Mr. Andy Lay: Yes

Ms. Krista McKay: Absent

Mrs. Peggy Pesterfield: Yes

Mrs. Jodi Riggins: Yes

Mr. Nate Tucker: Yes

Ms. Carolyn Ingram: Yes

Yes: 6, No: 0

7.D. Strategic Plan Focus

Mrs. Kellye Bender presented the Strategic Plan Goals and how they plan to achieve these goals this year. The District Academic Team is meeting with individual school leadership teams; continue the implementation of high-quality instructional materials and provide professional development that focuses on student growth and achievement; science textbook adoption; chronic absenteeism; implementing a tiered attendance plan across the district; attendance incentives; continue with Capturing Kids' Hearts; ACT counselor for CHS and CMS; career exploration in grades K-12; increase the number of industry certifications work-based learning and Capstone experiences for students; and we are offering the ASAP test to all 11th grade students.

7.E. Attendance and Enrollment Update

Mr. Michael Kahrs talked about how CCS continues to grow in student numbers and diversity.

7.F. Marketing

Mrs. Brandi King presented on Building Champions...Building Community, a marketing campaign focused on showcasing our commitment to excellence in academics, athletics, arts, and community through ads on MyMix 104.1 and CCS social media.

7.G. Student Representative's Update

Mr. Jackson Aseron updated the Board on CHS happenings.

Senior group photos taken earlier this month

Students have been painting their parking spots

Pep rally led by Jayla Garcia
Won their first home game against Clinton and celebrated Senior Night
Won their game against McMinn County, so they are 2-0
Girls volleyball is currently 10-3
Junior, Pearson Waller, won her division at World's Championship Horse Show in Kentucky
Senior, Piper Fowler, placed 5th at Worlds for female wrestling
Senior, Luke Felty, attended the prestigious MIT flying program
New clubs starting, including Hispanic organization promoting education
Raider Way Day is Friday September 6th

8. Facilities Committee Update

8.A. Facilities Use Agreement

Mr. Hal Taylor stated the City Council has already passed this agreement which allows us to use the tennis courts at Tinsley Park and spells out when we can use them for CHS and CMS teams. The agreement also includes use of the Raider Arena by CYBL.

Mr. Nate Tucker stated that a motion was not needed since it came from the facilities committee, but a second is needed. Motion passed with a second by Mr. Andy Lay.

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

9. Legislative Updates

- Ms. Carolyn Ingram stated the big topic this year is the banning of cell phones

10. Adjourn

Mr. Nate Tucker adjourned the September 3, 2024, Board Meeting at 6:38 PM

Nate Tucker, Chairman

9/3/2024

Carolyn Ingram, Vice Chairman

9/3/2024

From: Jeff Elliott [jelliott@clevelandschools.org]
To: Alicia Wheeler [awheeler@clevelandschools.org]
Cc: Brandi King [bking@clevelandschools.org]
Subject: Field Trip 1901 - BB Beta
Sent: Fri 10/4/2024 7:04 AM GMT-05:00
Importance: Normal
Good morning Alicia,

In the travel tracker app, I went in and selected the print option at the bottom of the trip document. It prints to PDF. So, here is the Blythe-Bower Beta Trip document. I think there are 5 or so others sent your way.

--



Jeff Elliott, Ed.D.

Director of Schools

Cleveland City Schools

P: 423.472.9571 ext. 2008

A: 775 Raider Drive, Cleveland, TN 37312

W: clevelandschools.org

E: jelliott@clevelandschools.org

From: traveltracker@app-garden.com [traveltracker@app-garden.com]
To: awheeler@clevelandschools.org
Cc: Undisclosed recipients;;
Subject: Travel Request Approval for Trip 2019
Sent: Tue 10/1/2024 5:02 AM GMT-05:00
Importance: Normal

Travel Tracker

Cleveland City School District

in the Travel Tracker,

an email has been sent to you because you have been designated as an approver for travel requests. The following trip has been created and is ready for you to approve/deny.

Year: 2019
Trip: Athletic
Starting Location: 020 Cleveland High School
Destination: Rocky Top Sports World, Sports World Boulevard, Gatlinburg, TN, USA
Leave Date/Time: 03/21/2025 03:00:00 PM
Return Date/Time: 03/23/2025 01:00:00 PM
Pickup Date/Time: 03/21/2025 03:00:00 PM
Drop-off Date/Time: 03/23/2025 01:00:00 PM
Advisor/Staff: Miles Christian
Sport: Soccer - Boys

To approve your trip request, please click on the link below.

app-garden16.app-garden.com/TravelTrackTN614.nsf/TravelRequest.xsp?action=editDocument&documentId=5037EEB8D91A9F2D85258B8E0

This email is for notification only - Do not reply to this email.

From: traveltracker@app-garden.com [traveltracker@app-garden.com]
To: awheeler@clevelandschools.org
Cc: Undisclosed recipients;;
Subject: Travel Request Approval for Trip 2039
Sent: Tue 10/1/2024 5:02 AM GMT-05:00
Importance: Normal

Travel Tracker

Cleveland City School District

in the Travel Tracker,

A travel request has been sent to you because you have been designated as an approver for travel requests. The following trip has been approved and is ready for you to approve/deny.

Year: 2039
Trip: Athletic
Starting Location: 020 Cleveland High School
Destination: Orlando, FL, USA

Leave Date/Time: 11/27/2024 07:00:00 AM
Return Date/Time: 12/01/2024 08:00:00 PM
Pickup Date/Time: 11/27/2024 07:00:00 AM
Drop-off Date/Time: 12/01/2024 08:00:00 PM
Advisor/Staff: Reggie Tucker
Sport: Basketball - Boys - Varsity

To view your trip request, please click on the link below.

<http://app-garden16.app-garden.com/TravelTrackTN614.nsf/TravelRequest.xsp?action=editDocument&documentId=73191BACD93D0BC085258B8F0>

This email is for notification only - Do not reply to this email.

From: traveltracker@app-garden.com [traveltracker@app-garden.com]
To: awheeler@clevelandschools.org
Cc: Undisclosed recipients;;
Subject: Travel Request Approval for Trip 2043
Sent: Tue 10/1/2024 5:02 AM GMT-05:00
Importance: Normal

Travel Tracker

Cleveland City School District

in the Travel Tracker,

an email has been sent to you because you have been designated as an approver for travel requests. The following trip has been submitted and is ready for you to approve/deny.

Number: 2043
Trip: Athletic
Starting Location: 020 Cleveland High School
Destination: Panama City Beach, FL, USA

Leave Date/Time: 12/27/2024 06:00:00 AM
Return Date/Time: 12/31/2024 08:00:00 PM
Pickup Date/Time: 12/27/2024 06:00:00 AM
Drop-off Date/Time: 12/31/2024 08:00:00 PM
Advisor/Staff: Bianca Hensley
Sport: Basketball - Girls - Varsity

To view your trip request, please click on the link below.

appgarden16.app-garden.com/TravelTrackTN614.nsf/TravelRequest.xsp?action=editDocument&documentId=59A57D2AE88645E085258B900

This email is for notification only - Do not reply to this email.

From: traveltracker@app-garden.com [traveltracker@app-garden.com]
To: awheeler@clevelandschools.org
Cc: Undisclosed recipients;;
Subject: Travel Request Approval for Trip 2092
Sent: Tue 10/1/2024 5:02 AM GMT-05:00
Importance: Normal

Travel Tracker

Cleveland City School District

In the Travel Tracker,

an email has been sent to you because you have been designated as an approver for travel requests. The following trip has been submitted and is ready for you to approve/deny.

Trip Number: 2092
Trip: Athletic
Starting Location: 019 CHS Athletics
Destination: 7301 Sardis Rd, Charlotte, NC 28270

Leave Date/Time: 10/03/2024 02:00:00 PM
Return Date/Time: 10/05/2024 02:00:00 AM
Pickup Date/Time: 10/03/2024 02:00:00 PM
Drop-off Date/Time: 10/05/2024 02:00:00 AM
Advisor/Staff: Chandler Tygard
Activity: Football - Varsity

To view your trip request, please click on the link below.

<http://app-garden16.app-garden.com/TravelTrackTN614.nsf/TravelRequest.xsp?action=editDocument&documentId=1D7BE8215383469E85258BA70>

This email is for notification only - Do not reply to this email.

From: traveltracker@app-garden.com [traveltracker@app-garden.com]
To: awheeler@clevelandschools.org
Cc: Undisclosed recipients;;
Subject: Travel Request Approval for Trip 2094
Sent: Tue 10/1/2024 5:02 AM GMT-05:00
Importance: Normal

Travel Tracker

Cleveland City School District

the Travel Tracker,

has been sent to you because you have been designated as an approver for travel requests. The following trip has been created and is ready for you to approve/deny.

Number: 2094
Trip: Athletic
Origin Location: 020 Cleveland High School
Destination: 301 W 13th St, Kansas City, MO 64105, USA

Leave Date/Time: 12/19/2024 09:00:00 AM
Return Date/Time: 12/22/2024 08:00:00 AM
Pickup Date/Time: 12/19/2024 09:00:00 AM
Drop-off Date/Time: 12/22/2024 08:00:00 AM
Advisor/Staff: Josh Bosken
Requesting: Nestling

To view your trip request, please click on the link below.

app-garden16.app-garden.com/TravelTrackTN614.nsf/TravelRequest.xsp?action=editDocument&documentId=AE9A0B3D2DA47ED585258BA80

This email is for notification only - Do not reply to this email.

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 2. The name of the bus driver;
- 33 3. A copy or summary of the complaint; and
- 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](#)

Memo

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

From: Kelly Kiser-Assistant Director of Schools 

Date: September 26, 2024

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

The Special Populations Department would like to request permission to add one additional PreK special education teacher assistant position for the 2024-2025 school year. The position will be added to serve students with special needs at Stuart Elementary in their various PreK classrooms. The position will be funded through a State PreK grant.

Section 1 Board Operations of the Board Policy Manual were reviewed and considered for updates in accordance with the [Cleveland City Schools Board Policy Review Schedule](#). These policies may be found in the [CCS Board Policy Manual Section 1](#). After the review, the following board policies do not need to change with the exception of the annual date of review.

- 1.100 School Board Legal Status and Authority
- 1.101 Role of the Board of Education
- 1.102 Board Members
- 1.103 Board Evaluation
- 1.104 Memberships
- 1.105 School Board Legislative Involvement
- 1.106 Code of Ethics
- 1.107 Board Member Conflict of Interest
- 1.108 Nepotism
- 1.201 Duties of Officers
- 1.202 Duties of Board Members
- 1.2021 Boardmanship Code of Conduct
- 1.203 New Member Orientation
- 1.204 Board Member Development Opportunities
- 1.205 Board-Director Relations
- 1.300 Board Committees
- 1.301 Executive Committee
- 1.302 School Board Attorney
- 1.303 Consultants
- 1.304 Advisory Committee
- 1.305 Facilities Committee
- 1.400 School Board Meetings
- 1.401 Public Hearings
- 1.402 Notification of Meetings
- 1.403 Agendas
- 1.404 Appeals To and Appearances Before the Board
- 1.405 Rules of Order
- 1.406 Minutes
- 1.407 School District Records
- 1.500 Board-Community Relations
- 1.501 Visitors to the Schools
- 1.502 Board Meeting News Coverage



- 1.503 News Releases, News Conferences, and Interviews
- 1.600 Policy Development and Adoption
- 1.601 Administrative Procedures
- 1.602 Administrative Committees
- 1.603 Administrative Reports
- 1.700 School District Goals
- 1.701 School District Planning
- 1.702 Evaluation of the School District
- 1.703 School Attendance Areas
- 1.800 School Calendar
- 1.801 School Day
- 1.8012 Extended School Day/Year Programs and School Age Childcare
- 1.802 Section 504 & ADA Grievance Procedures
- 1.803 Tobacco-Free Schools
- 1.804 Alcohol & Drugs in the Workplace
- 1.805 Use of Electronic Mail (Email)
- 1.806 Advertising and Distribution of Materials
- 1.808 Registered Sex Offenders
- 1.900 Charter School Authorizing Principle
- 1.901 Charter School Applications
- 1.902 Charter School Agreements
- 1.903 Charter School Oversight
- 1.904 Charter School Intervention
- 1.905 Charter School Renewal
- 1.906 Charter School Revocation

Cleveland City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 11/04/24
		Rescinds: 1.407	Issued: 01/31/19

1 The Director of Schools, or designee, shall maintain all school district records required by law,
2 regulation, and board policy. Any citizen of Tennessee shall be permitted during business hours to
3 inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen
4 of Tennessee may request in writing and receive copies of open public records subject to the payment of
5 reasonable cost.^{1,2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
8 be released for public inspection.⁵

9 All requests to inspect or receive copies of records shall be submitted to the Director of Human
10 Resources, the district's public records request coordinator and records custodian.⁶

11 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
12 Original documents remain intact and confidential information in copies produced for a requestor shall
13 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

14 **REQUESTS FOR INSPECTION²**

15 Citizens requesting to inspect public records shall submit their request and a government issued photo
16 identification card with the citizen's address to the district's public records request coordinator during
17 normal business hours. Requests may be made in person or by telephone, fax, mail, or email. The
18 coordinator shall submit the information to the appropriate records custodian. The records custodian
19 will contact the citizen and indicate when the records will be available to inspect.

20 If the records cannot be made available within seven (7) business days, the records custodian shall
21 provide a records production letter indicating the time needed to complete the request.

22 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
23 denial letter indicating the basis for the denial.

24 **REQUESTS FOR COPIES²**

25 Citizens requesting copies of public records shall complete and submit the Records Request Form and
26 a government issued photo identification card with the citizen's address to the district's public records
27 request coordinator during normal business hours. The coordinator shall submit the Records Request
28 Form to the appropriate records custodian.

29 The records custodian shall provide an estimate of the reasonable costs to produce the requested
30 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of

1 Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to
2 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing
3 the charges. The citizen shall pay the estimated reasonable costs by check prior to the district
4 producing the copies.

5 If the records cannot be made available within seven (7) business days, the records custodian shall
6 provide a records production letter indicating the time needed to complete the request.

7 If the request for copies is denied, the records custodian shall provide the citizen with a records request
8 denial letter detailing the basis for the denial.

9 **FREQUENT AND MULTIPLE REQUESTS**

10 When the total number of requests for copies made by a requestor within a calendar month exceeds
11 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
12 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
13 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
14 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
15 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
16 reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be
17 recorded.

18 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

19 *Requests to Inspect a Public Record*

20 The district shall deny a request to inspect a public record from any citizen that has:

- 21 a. made two (2) or more requests to view a public record within a six-month period; and
- 22
- 23 b. for each request failed to view the record within fifteen (15) business days of receiving
- 24 notification that the record was available.

25 Requests from this citizen shall be denied for up to six (6) months from the date of the second records
26 request. The district's public records request coordinator may waive this denial if he/she determines
27 that failure to view the record was for good cause.

28 *Requests for Copies of Public Records*

29 The district shall deny a request for copies of a public record from any citizen that has:

- 30 a. been provided with an estimate of the reasonable cost to produce the requested records;
- 31 b. agrees to pay such estimated reasonable cost prior to production of the records; and
- 32 c. fails to pay the actual cost after the records have been produced.

33 Additional requests from this citizen shall be denied until the original cost is paid.

1 RECORDS RETENTION

2 The Director of Schools, or designee, shall retain and dispose of school district records in accordance
3 with the following guidelines:⁸

- 4 1. The Director of Schools, or designee, will determine if a particular record is of permanent or
5 temporary value in accordance with regulations promulgated by County Public Records
6 Commission and the Tennessee Institute for Public Services records manual;^{9,10}
- 7 2. Temporary value records which have been kept beyond the required time may be recommended
8 to the Public Records Commission for destruction;^{11,12}
- 9 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
10 transferred to the State Library and Archives. The temporary value records rejected by the State
11 Library and Archives may be transferred to another institution or destroyed;^{11,12,13}
- 12 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
13 Director of Schools desires to destroy the original permanent record, these records must be
14 reproduced by microfilming or some other permanent reproduction method. Permission to
15 destroy any original permanent record after microfilming follows the same procedure noted
16 above for temporary records;^{10,11} and
- 17 5. The Director of Schools shall establish procedures to safeguard against the unlawful
18 destruction, removal, or loss of records.¹⁴

19 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁵

20 Mr. Kelly Kiser
21 ~~Director of Human Resources~~ Assistant Director of Schools
22 Cleveland City Schools
23 ~~4300 Mouse Creek Road NW~~ 775 Raider Drive
24 Cleveland, TN 37312
25 kkiser@clevelandschools.org
26 423-472-9571

Legal References

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-503(h)(6)
9. TCA 10-7-401
10. TCA 10-7-406; TCA 10-7-301(5),(13)
11. TCA 10-7-404
12. TCA 10-7-413
13. TCA 10-7-414
14. TCA 39-16-504
15. TCA 10-7-503(g)(1)(D)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Section 504 and Americans with Disabilities Act (ADA)	Descriptor Code: 1.802	Issued Date: 11/04/24
		Rescinds: 1.802	Issued: 04/01/19

1 The Board is committed to maintaining equitable employment/educational practices, services, programs
2 and activities that are accessible and usable by qualified individuals with disabilities.

3 **DEFINITION**

4 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with
5 handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation
6 in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving
7 federal financial assistance.¹

8 *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual
9 with a disability shall be discriminated against in regard to job application procedures, the hiring,
10 advancement, or discharge of employees, employee compensation, job training and other terms,
11 conditions and privileges of employment.²

12 **COORDINATOR**³

13 The Board shall designate at least one employee to coordinate its efforts to comply with and carry out
14 its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any
15 investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would
16 be prohibited by the Acts.

17 **NOTICE**⁴

18 The Board shall make available the name, office address and telephone number of the ADA/Section 504
19 coordinator.

20 Methods of initial and continuing notification may include the posting of notices, publication in
21 newspapers and student and employee handbooks and distribution of memoranda or other written
22 communications.

1 **COMPLAINT PROCEDURE**⁵

2 The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in
3 writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of
4 complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will
5 respond to all complaints within twenty (20) days with a written response as well as information on
6 further grievance procedures that may be followed if the complaining party is not satisfied with the
7 coordinator's proposed resolution.

8 **DUE PROCESS HEARING PROCEDURES**

9 Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a
10 parent wishes to contest any action of the school system with regard to a child's identification,
11 evaluation, and placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the
12 parent/guardian has the right to personally participate and to be represented at the hearing by an attorney
13 or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section
14 504 hearing should involve identification, evaluation, or placement issues involving a child who has or
15 is believed to have a disability.

16 *Request for Hearing*

17 A parent/guardian who wishes to challenge an action or omission with regard to the identification,
18 evaluation, or placement of a student who has or is believed to have a disability as defined by Section
19 504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The
20 request shall be submitted on or reduced to writing on a form provided through the Central Office.

21 *Impartial Hearing Officer*

22 The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the
23 hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of
24 receipt of a request for a due process hearing. The hearing officer will be hired as an independent
25 contractor at no expense to the parent. The hearing officer that is appointed shall not be a current
26 employee of the school system and shall not be related to any member of the Board of Education. The
27 hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and
28 the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may
29 not be presented as an issue at the due process hearing since such an issue would not relate to the
30 identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian
31 disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the

1 hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil
2 Rights.

3 Office for Civil Rights
4 U.S. Department of Education
5 61 Forsyth St. S.W., Suite 19T10
6 Atlanta, GA 30303-8927
7 Telephone: 404-974-9406; TDD: 877-521-2172
8 Email: OCR.Atlanta@ed.gov

9 *Scheduling of Hearing*

10 The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her
11 appointment and provide this information in writing to the parent/guardian and the Section 504
12 coordinator. The hearing shall take place at a mutually agreeable time and place.

13 *Continuances*

14 Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the
15 hearing date and set a new hearing date.

16 *Legal Representation at Hearing*

17 If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform
18 the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7)
19 calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request.

20 *Pre-Hearing Conference*

21 The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her
22 representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference
23 will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties'
24 questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in
25 person depending on the hearing officer's decision based on the convenience to both parties.

26 *Dismissals*

27 If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges
28 and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504

1 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for
2 such finding.

3 *Hearing*

4 The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to
5 the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit
6 testimony and introduction of exhibits for reasons or relevance.

7 *Recording*

8 Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be
9 video recorded. The school system shall provide a copy of the recording to the parent/guardian upon
10 request. In order for an accurate recording to be made, the parties and witnesses shall introduce
11 themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing
12 officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the
13 hearing to be offered to the court as an exhibit.

14 *Witnesses*

15 Witnesses will present their information in narrative form, without the traditional question and answer
16 format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request
17 that the hearing officer, at his/her discretion, ask a witness a certain question.

18 *Format of Presentation*

19 Each side will have an equal amount of time to present their positions as determined by the hearing
20 officer. The parent/guardian will present his/her case first by making an opening statement outlining the
21 issues, calling witnesses, and making a closing argument. The school system will present its side next.
22 At the end of the school system's presentation, the parent/guardian may offer a short response. Each
23 side may present personally or through their representatives.

24 *Submission of Exhibits*

25 As part of their presentations and at the discretion of the hearing officer, the parties may submit any
26 reports, evaluations, correspondence, notes, or any other documents that may support their positions.
27 Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in
28 the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her

1 review, as well as the number of witnesses and the length and/or scope of their presentations or
2 statements.

3 *Closing Arguments*

4 The hearing officer may allow or request written closing arguments summarizing and characterizing the
5 information presented at the hearing.

6 *Decision*

7 The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under
8 advisement and issue a written opinion. Such decision shall address all of the issues raised by the
9 parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim
10 raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be
11 deemed to have been denied. The decision must be issued within forty-five (45) days after the date the
12 Request for a Due Process Hearing is received by the district. The hearing officer may not award
13 attorneys' fees as a part of the relief granted to a parent/guardian or the district.

14 *Review Procedure/Appeal*

15 If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of
16 the decision in a court of competent jurisdiction.

17

18 ADA Coordinator - Director of Student Services

19 504 Coordinator - Director of Student Services

20 ~~4300 Mouse Creek Road~~ 775 Raider Drive

21 Cleveland, TN 37312

22 423/472-9571

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34
CFR § 104.8
5. 28 CFR § 35.170,
35.172
6. 34 CFR §104.36; 34
CFR § 104.7

Cross References

- School Board Meetings 1.400
- Visitors to the Schools 1.501
- Reporting Student Progress 4.601
- Graduation Activities 4.606
- Equal Opportunity Employment 5.104
- Personnel Health Examinations/Communicable Diseases 5.400
- Acquired Immune Deficiency Syndrome 5.401
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Acquired Immune Deficiency Syndrome 6.404

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Discrimination / Harassment of Employees (Age, Gender, Race Ethnic, Religion, Disability)	Descriptor Code: 5.500	Issued Date: 11/04/24
		Rescinds: 5.500	Issued: 09/03/19

1 I. GENERAL STATEMENT

2 Employees shall be provided a work environment free from sexual, racial, ethnic, and religious
3 discrimination/harassment. It shall be a violation of this policy for any employee or any student to
4 discriminate against or harass an employee through disparaging conduct or communication that is
5 sexual, racial, ethnic, or religious in nature.

6 II. HARASSMENT DEFINED AND PROHIBITED

7 Employee discrimination/harassment will not be tolerated.⁸ Discrimination/harassment is defined as
8 conduct, advances, gestures, or words, either written or spoken, of a sexual, racial, ethnic, or religious
9 nature that:

- 10 1. Unreasonably interferes with the individual's work or performance;
- 11
- 12 2. Creates an intimidating, hostile, or offensive work environment;
- 13
- 14 3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
- 15
- 16 4. Implies that submission to or rejection of such conduct will be used as a basis for an employment
- 17 decision affecting the harassed employee.

18 Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these
19 incidents immediately.⁹ This report shall be made to the immediate supervisor, except when the
20 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report
21 may be made to the Federal Rights Coordinator or the District Complaint Manager. Allegations of
22 discrimination/harassment shall be fully investigated. An oral complaint may be submitted; however,
23 such complaint shall be reduced to writing to ensure a more complete investigation. The complaint shall
24 include the following information:

- 25 1. Identity of the alleged victim and person accused;
- 26
- 27 2. Location, date, time, and circumstances surrounding the alleged incident;
- 28
- 29 3. Description of what happened;
- 30
- 31 4. Identity of witnesses; and
- 32

- 1 5. Any other evidence available.

2 **III. SEXUAL HARASSMENT DEFINED AND PROHIBITED**

- 3 A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually
4 motivated physical conduct or other verbal or physical conduct or communication of a sexual
5 nature when:

- 6
- 7 1. Submission to that conduct or communication is made a term or condition, either
8 explicitly or implicitly, of obtaining or retaining employment, or of obtaining an
9 education; or
- 10
- 11 2. Submission to or rejection of that conduct or communication by an individual is used as
12 a factor in decisions affecting the individual's employment or educational opportunities;
13 or
- 14
- 15 3. The conduct or communication has the purpose or effect of substantially or
16 unreasonable interfering with an individual's employment or education, or creating an
17 intimidating, hostile or offensive employment or educational environment. Any sexual
18 harassment as defined when perpetrated on any student or employee by any student or
19 employee will be treated as sexual harassment under this policy.

- 20
- 21 B. Sexual harassment may include but is not limited to:

- 22
- 23 1. sexual advances;
- 24 2. verbal harassment or abuse;
- 25 3. subtle pressure for sexual activity;
- 26 4. touching of a sexual nature including inappropriate patting or pinching;
- 27 5. intentional brushing against a student or an employee's body;
- 28 6. demanding sexual favors accompanied by implied or overt threats concerning an
29 individual's employment or educational status;
- 30 7. demanding sexual favors especially when accompanied by implied or overt promises of
31 preferential treatments with regard to an individual's employment or educational status;
- 32 8. graffiti of a sexual nature;
- 33 9. displaying or distributing sexually explicit drawings, pictures or written materials
34 including making and playing sexual explicit audio/video tapes;
- 35 10. sexual gestures including touching oneself sexually or talking about one's sexual
36 activities in front of others;
- 37 11. sexual or "dirty" jokes; or
- 38 12. spreading rumors about or rating other students as to sexual activity or performance.

39 **IV. HARASSMENT/DISCRIMINATION GRIEVANCES**

40 Employees should notify any district complaint manager if they believe the Board, district employees
41 or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal
42 statute or board policy including: ^{1,2,3}

- 1 1. Age Discrimination Employment Act;¹
- 2 2. Title II of the Americans with Disabilities Act⁴
- 3 3. Title IX of the Education Amendments of 1972⁵
- 4 4. Section 504 of the Rehabilitation Act of 1973⁶
- 5 5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the
- 6 Education Amendments of 1972^{7,5}

7 The complaint manager will endeavor to respond and resolve complaints without resorting to this
8 grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The
9 right of a person to prompt and equitable resolution of the complaint shall not be impaired by the
10 person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit
11 of other remedies and use of this grievance procedure does not extend any filing deadline related to the
12 pursuit of other remedies.

13 V. REPORTING PROCEDURES

14 Any person who believes he or she has been the victim of harassment or sexual harassment by a
15 student or an employee of the school system, or any third person with knowledge or belief of conduct
16 that may constitute harassment or sexual harassment should report the alleged acts immediately to an
17 appropriate school system official as designated by this policy. An employee who wishes to avail
18 himself or herself of this grievance procedure may do so by filing a complaint with any district
19 complaint manager. The employee may request a complaint manager of the same sex. The complaint
20 manager may assist the employee in filing a grievance.

- 21 A. **In Each School** - The school principal is the person responsible for receiving oral and written
22 reports of harassment or sexual harassment at the school level. A written report will be
23 forwarded simultaneously to the complaint manager and the Director of Schools or his/ her
24 designee. If the report was given verbally, the principal shall reduce it to written form within 24
25 hours. Failure to forward any harassment or sexual harassment report or complaint as provided
26 herein shall result in disciplinary action. If the complaint involves the school principal, the
27 complaint shall be filed directly with the complaint manager or the Director of Schools or
28 his/her designee.
- 29
- 30 B. **System Wide** - The school board hereby designates the Director of Student Services (male) or
31 the Supervisor of Elementary Education (female) as the complaint managers and Title IX
32 Coordinator to receive reports or complaints of sexual harassment from any individual,
33 employee or victim of harassment or sexual harassment or discrimination and also from the
34 school principals as outlined above. If the complaint involves the complaint manager, the
35 complaint shall be filed directly with the Director of Schools. The school system shall
36 conspicuously post the name of the complaint manager, including a mailing address and
37 telephone number. If the complaint involves the Director of Schools, the complaint shall be
38 filed directly with the Board. If the complaint involves a member of the Board, the complaint
39 shall be filed with the City's Attorney, with copies of the complaint sent to the Director of
40 Schools.
- 41

- 1 C. Submission of a complaint or report of harassment or sexual harassment will not affect the
2 reporting individual's present or future employment, grades or work assignments.
3
- 4 D. The school system will respect the confidentiality of the complainant and the individual(s)
5 against whom the complaint is filed as much as possible, consistent with the school system's
6 legal obligations and the necessity to investigate allegations or harassment and take disciplinary
7 action when the conduct has occurred.

8 VI. INVESTIGATION AND RECOMMENDATIONS

9 Upon receipt of a report or complaint alleging harassment, sexual harassment or discrimination, the
10 Complaint Manager shall immediately undertake an investigation. The investigation shall be conducted
11 by the Complaint Manager, or appoint a qualified person to undertake the investigation on his or her
12 behalf. The Complaint Manager may be assisted by the school principal if such complaint originates at
13 a school site.

14 In determining whether alleged conduct constitutes harassment, sexual harassment or discrimination,
15 the school system shall consider all relevant circumstances, the nature of the sexual advances if sexual
16 harassment is alleged, relationships between the parties involved and the context in which the alleged
17 incidents occurred.

18 The investigation shall consist of, but not be limited to, personal interviews with the complainant, the
19 individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged
20 incident(s) or circumstances giving rise to the complaint. The investigations shall also consist of any
21 other methods and documents deemed relevant by the complaint manager. If a complaint of sexual
22 harassment contains allegations involving the Director of Schools, the written report shall be filed with
23 the Board. The Director shall keep the Board informed of all complaints.

24 In addition, the school system shall take immediate steps to protect the complainant, students and
25 employees pending completion of an investigation of alleged harassment, sexual harassment, or
26 discrimination. The privacy and anonymity of all parties and witnesses to complaints will be respected.
27 However, because an individual's need for confidentiality shall be balanced with obligations to
28 cooperate with police investigations or legal proceedings, to provide due process to the accused, to
29 conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of
30 parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to
31 know. The complaint and identity of the complainant will not be disclosed except (1) as required by
32 law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the
33 complainant. The complaint manager shall file a written report, within ten (10) days of the filing of the
34 grievance of his/her findings with the Director of Schools. If a complaint of sexual harassment contains
35 allegations involving the Director of Schools, the written report shall be filed with the Board. The
36 Director of Schools shall keep the Board informed of all complaints.

37 After receipt of the complaint manager's report, the Director of Schools shall render a written decision
38 within five (5) days of the receipt of the report which shall be provided to the employee. If the
39 employee is not satisfied with the decision, the employee may appeal the decision to the Board by
40 making a written request to the complaint manager. The complaint manager shall be responsible for
41 promptly forwarding all materials relative to the complaint and appeal to the Board. Thereafter, the

1 Board shall render within thirty (30) days from the date the appeal was received, review the report and
2 affirm, overrule or modify the decision and render a written finding which shall be provided to the
3 complainant. This grievance procedure shall not be construed to create an independent right to a Board
4 hearing.

5 **VII. SCHOOL DISTRICT ACTION**

- 6 A. Upon receipt of a recommendation that the complaint is valid, the school system shall take such
7 action as appropriate based on the results of the investigation.
8
- 9 B. The result of the investigation of each complaint filed under these procedures shall be reported
10 in writing to the complainant by the school system. The report shall document any disciplinary
11 action taken as a result of the complaint.
12
- 13 C. The school system shall take such other steps as are necessary to prevent recurrence of the
14 harassment.
15
- 16 D. The school system shall keep the complainant informed of the status of complaints
17
- 18 E. A substantiated charge against an employee shall result in disciplinary action, up to and
19 including, termination. A substantiated charge against a student may result in corrective or
20 disciplinary action, up to and including, suspension.
21
- 22 F. An employee disciplined for violation of this policy may appeal the decision by contacting the
23 Federal Rights Coordinator or the Director of Human Resources.
24

25 **VIII. REPRISAL**

26 There will be no retaliation against any person who reports discrimination/harassment or participates in
27 an investigation. The schools system shall discipline any individual who retaliates against any person
28 who reports alleged incidents of harassment, sexual harassment or discrimination, as well as any
29 individual who retaliates against any person who testifies, assists or participates in an investigation,
30 proceeding or hearing relating to a harassment, sexual harassment or discrimination complaint.
31 Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment that creates
32 a hostile environment. However, any employee who refuses to cooperate or gives false information
33 during the course of any investigation may be subject to disciplinary action. The willful filing of a false
34 report will itself be considered harassment and will be treated as such.

35 **IX. NON-HARASSMENT/FALSE ACCUSATIONS**

36 The school system recognizes that not every reported incident, advance or consent containing sexual
37 content constitutes harassment. Whether a particular action or incident constitutes a personal or social
38 relationship having a discriminatory effect requires a determination based on all the facts and
39 surrounding circumstances.

1 False accusations of harassment, sexual harassment or discrimination can have serious detrimental
2 effect on innocent parties. Any person who knowingly and intentionally makes a false accusation, for
3 any reason, that would be contrary to the spirit and intent of this policy, shall be subject to immediate
4 and appropriate disciplinary action.

5 **X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

6 These proceedings do not deny the right of any individual to pursue other avenues of recourse which
7 may include filing charges with the Tennessee Department of Human Rights, initiating the civil action,
8 filing a complaint with the Office of the Civil Rights of the United States Department of Education, or
9 in certain instances, seeking redress under state statutes.

10 **XI. SEXUAL HARASSMENT AS SEXUAL ABUSE**

11 Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. In
12 such situations, the school system shall comply with Tennessee statutory requirements regarding the
13 reporting of suspected abuse to the appropriate authorities.

14 **XII. DISCIPLINE**

15 Any school system action taken pursuant to this policy shall be consistent with requirements of federal
16 law, Tennessee statutes and other school system policies. The school system shall take such
17 disciplinary action it deems necessary and appropriate, including warning, suspension or immediate
18 discharge to end harassment, sexual harassment or discrimination, and to prevent its recurrence.

19 **XIII. APPOINTING COMPLAINT MANAGERS**

20 The Director of Schools shall appoint at least two Complaint Managers, one of each gender. The
21 Federal Rights Coordinator may be appointed as a Complaint Manager. The Director of Schools shall
22 insert into this policy the names, addresses and telephone numbers of current Complaint Managers.
23 (*see note*)

24 Complaint Managers: Supervisor of Elementary Education (Female)
25 Director of Student Services (Male)
26 4300 Mouse Creek Road 775 Raider Drive
27 Cleveland, TN 37312
28 (423) 472-9571

29 **XIV. POLICY DISTRIBUTION**

30 A copy of the foregoing policy and reporting procedure shall be published in the school system policy
31 online. A reference to this policy shall be included in each student handbook published by the school
32 system, shall be posted in a conspicuous place in each school building, and included in a statement of
33 nondiscrimination on the system's website.

Legal References

1. Age Discrimination Employment Act, 29 USCA § 621 *et seq.*
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324 *et seq.*
4. Americans with Disabilities Act, 42 USCA § 12101 *et seq.*
5. Title IX of the Education Amendments, 20 USCA § 1681 *et seq.*
6. Section 504 of the Rehabilitation Act, 29 USCA § 701 *et seq.*
7. Title VII of Civil Rights Act, 42 USCA § 2000e *et seq.*
8. 29 CFR §1604.11
9. 20 USCA § 1681

Cross References

Appeals To and Appearances Before the Board 1.404
Section 504/ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Complaints and Grievances 5.501

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Complaints and Grievances	Descriptor Code: 5.501	Issued Date: 11/04/24
		Rescinds: 5.501	Issued: 09/03/19

1 EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

2 Conflicts shall be resolved as quickly as possible and at the lowest supervisory level.

3 In instances of questions by an individual staff member concerning the interpretation of policies and
4 procedures to that staff member, administrative practices within his/her particular school, and
5 relationships with other employees, the staff member concerned must consult the administrative or
6 supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot
7 be reached after ample opportunity for consideration of the matter, the staff member concerned may
8 discuss the matter with the next level of supervision up to and including the Director of Schools.

9 In instances where an individual staff member feels for personal reasons that he/she cannot discuss a
10 problem with his/her immediate superior, he/she may take the problem directly to the Director of
11 Schools. After review of the case, the Director of Schools shall take action as he/she deems appropriate
12 and within a prompt, reasonable time shall notify all parties concerned of his decision.

13 HARASSMENT/DISCRIMINATION GRIEVANCES

14 Employees shall notify any district complaint manager if they believe the Board, district employees, or
15 agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute,
16 board policy, or the following: ^{1,2,3}

17 1. Age Discrimination Employment Act;¹

18

19 2. Title II of the Americans with Disabilities Act;⁴

20

21 3. Title IX of the Education Amendments of 1972;⁵

22

23 4. Section 504 of the Rehabilitation Act of 1973;⁶ or

24

25 5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the
26 Education Amendments of 1972.^{7,5}

27 The complaint manager will endeavor to respond and resolve complaints without resorting to this
28 grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The
29 right of an employee to prompt and equitable resolution of the complaint shall not be impaired by the
30 employee's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit
31 of other remedies, and use of this grievance procedure does not extend any filing deadline related to the
32 pursuit of other remedies.

1 *Filing a Complaint*

2 An employee who wishes to avail himself/herself to this grievance procedure may do so by filing a
3 complaint with any district complaint manager. The employee may request a complaint manager of the
4 same sex. The complaint manager may assist the employee in filing a grievance.

5 *Investigation*

6 The complaint manager will investigate the complaint or appoint a qualified person to undertake the
7 investigation on his/her behalf. The complaint and identity of the complainant will not be disclosed
8 except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as
9 authorized by the complainant. The complaint manager shall file a written report within ten (10) days of
10 the filing of the grievance of his/her findings with the Director of Schools. If a complaint of sexual
11 harassment contains allegations involving the Director of Schools, the written report shall be filed with
12 the Board. The Director of Schools shall keep the Board informed of all complaints.

13 *Decision and Appeal*

14 After receipt of the complaint manager's report, the Director of Schools shall render a written decision
15 within five (5) days of the receipt of the report that shall be provided to the employee. If the employee
16 is not satisfied with the decision, the employee may appeal the decision to the Board by making a written
17 request to the complaint manager. The complaint manager shall be responsible for promptly forwarding
18 all materials relative to the complaint and appeal to the Board. Thereafter, the Board shall, within thirty
19 (30) days from the date the appeal was received, review the report, affirm, overrule, or modify the
20 decision, and render a written finding that shall be provided to the complainant. This grievance procedure
21 shall not be construed to create an independent right to a board hearing.

22 **APPOINTING COMPLAINT MANAGERS**

23 The Director of Schools shall appoint at least two (2) complaint managers, one of each gender. The
24 Federal Rights Coordinator may be appointed as a complaint manager. The Director of Schools shall
25 insert into this policy the names, addresses, and telephone numbers of current complaint managers.

26

27 Complaint Managers: Supervisor of Elementary Education (Female)
28 Director of Student Services (Male)
29 4300 Mouse Creek Road 775 Raider Drive Cleveland, TN 37312
30 (423) 472-9571

31 **EVALUATION GRIEVANCES**

32 Principals and teachers may challenge their evaluations relative to (1) accuracy of the data and/or (2)
33 adherence to the evaluation policies adopted by the State Board of Education.

34 A three-step procedure is in place for this type of challenge. The first step involves the
35 teacher/principal and the evaluator. The second step gives the teacher/principal an opportunity to
36 appeal to the Director of Schools. The third step permits the teacher/principal to appeal to the Board of
37 Education for final resolution of the grievance.

1 This procedure is available in the Administrative Handbook and on-line in the Employee Handbook.

2

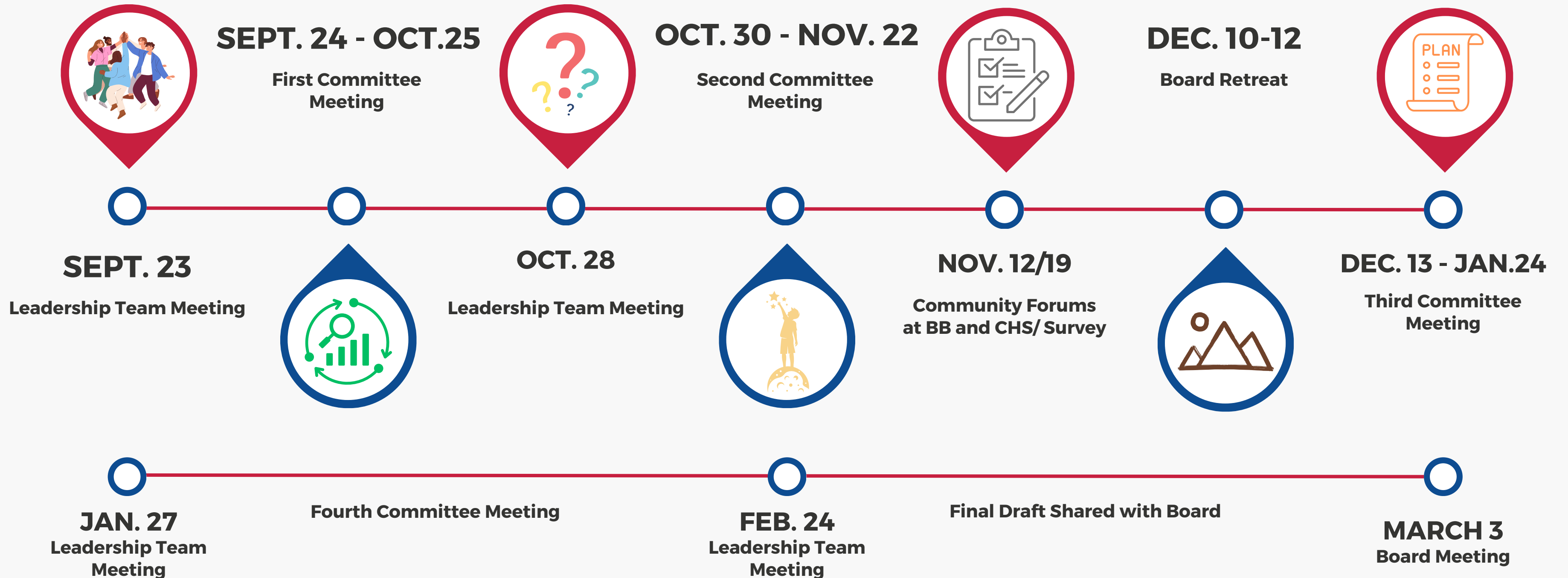
Legal References

1. Age Discrimination Employment Act, 29 USCA § 621 *et seq.*
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324 *et seq.*
4. Americans with Disabilities Act, 42 USCA § 12101 *et seq.*
5. Title IX of the Education Amendments, 20 USCA § 1681 *et seq.*
6. Section 504 of the Rehabilitation Act, 29 USCA § 701 *et seq.*
7. Title VII of Civil Rights Act, 42 USCA § 2000e *et seq.*

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504/ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500

PREPARATION FOR 2025-2030 STRATEGIC PLAN





Tennessee Investment in Student Achievement

2024-25 Accountability Report Template

The Tennessee Investment in Student Achievement (TISA) public school funding formula marks a significant change in how Tennessee invests in public education. The TISA funding formula updates the way Tennessee funds public education for the first time in over 30 years to empower each student to read proficiently by third grade, prepare each high school graduate for postsecondary success, and provide resources needed for all students to ensure they succeed.

As part of TISA, [T.C.A. § 49-3-112](#) requires each school district, starting in the 2023-24 school year, to submit an annual accountability report to the Tennessee Department of Education (department). This report must include:

- Goals for student achievement
 - One of the goals must include the district's plan to pursue the goal of seventy percent (70%) or more of the district's third grade students to score "met expectations" or "exceeded expectations" on the English Language Arts (ELA) portion of the TCAP tests. This goal must also detail the district's goal to increase 3rd grade ELA proficiency rates by 15% of the gap over the next three years (starting with the 2022-23 TCAP results) to achieve the district's stated goal of at least 70% of 3rd grade students proficient in ELA.¹
- Explanation how the district's stated goals can be met within the district's budget.
- For reports submitted **starting in the 2024-25** school year, a description of how the district's budget and expenditures from the prior school year enabled the district to make progress toward the stated student achievement goals.

Each district's TISA accountability report is required to be presented to the public for review and comment before the report is submitted to the department. The report must be submitted annually to the department by November 1st.

Furthermore, each district's TISA accountability report is required to be reviewed annually by the TISA Progress Review Board pursuant to [T.C.A. § 49-3-114](#) to determine whether the school district is taking the proper steps to achieve their stated goal.

This template is intended to assist districts in submitting their accountability reports to the department.

For questions, please review the TISA Accountability Report Guidance document or contact tnedu.funding@tn.gov

Completed reports should be submitted in ePlan by **November 1, 2024**.

¹ T.C.A. § 49-3-114 requires the TISA Progress Review Board to review district TISA accountability reports and set a district's minimum goal to increase the district's 3rd grade proficiency by 15% of the gap to 70% in 3 years, starting with the 2022-23 TCAP results. This does not apply to districts who have 70% or more of 3rd grade students proficient in ELA.

DISTRICT INFORMATION

District Name		Cleveland City Schools
Director of Schools Name		Dr. Jeff Elliott
District Point of Contact for TISA Accountability Report	Name	Dr. Leneda Laing
	Phone Number	423-472-9571
	Email Address	llaing@clevelandschools.org
Percent of 3 rd grade students who scored proficient (“met expectations” or “exceeded expectations”) on the English Language Arts (ELA) portion of the most recent spring TCAP		36.1%

DISTRICT GOAL STATEMENT(S)

Goal Statement 1: 3 rd Grade ELA Proficiency ²	70 % of students will score proficient on the 3 rd grade ELA TCAP by 2030 year
Goal Statement 2:	Beginning in the 2023-2024 school year, Cleveland City Schools will increase by at least 3% the number of students that are proficient on the ELA section of TCAP each year for the next 5 years to achieve 34.8% to 49.8% proficiency .
Goal Statement 3:	Beginning in the 2023-2024 school year, Cleveland City Schools will increase by at least 3% the number of students that are proficient in the Math section of TCAP each year for the next 5 years to achieve from 28.4 to 43.4% proficiency .

² **Note:** This is a required goal pursuant to T.C.A. § 49-3-112 and must include 70% or more of 3rd grade students proficient on the ELA TCAP. If your district already has 70% or more of 3rd grade students proficient in ELA, please state a goal that either maintains or increases that proficiency rate.

Goal Statement 1 (3rd grade ELA proficiency):

Beginning in the 2023-2024 school year, Cleveland City Schools will increase by the numbers of third-grade students that are proficient on the ELA section of the TCAP each year for the next 7 years **from 33.3% to 70 % by 2030.**

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Use actuals)	36.1%	Annual Third Grade TCAP ELA Data for years 2024- 2028.
Year 2: 2024-2025 school year	Cleveland City Schools will increase the numbers of third-grade students that are proficient on the ELA section of TCAP for the 2025 school year to 42.56% .	
Year 3: 2025-2026 school year	Cleveland City Schools will increase the numbers of third-grade students that are proficient on the ELA section of TCAP for the 2026 school year to 49.02% .	
Year 4: 2026-2027 school year	Cleveland City Schools will increase the numbers of third-grade students that are proficient on the ELA section of TCAP for the 2027 school year to 54.26% .	
Year 5: 2027-2028 school year	Cleveland City Schools will increase the numbers of third-grade students that are proficient on the ELA section of TCAP for the 2028 school year to 59.5% .	

Goal Statement 1 (3rd grade ELA proficiency):

Beginning in the 2023-2024 school year, Cleveland City Schools will increase by the numbers of third-grade students that are proficient on the ELA section of the TCAP each year for the next 7 years **from 33.3% to 70 % by 2030.**

<p>Reflection: Did your district meet its Year 1 outcomes target(s)? How will this impact your action plan for the coming years?</p>	<p>No. The goal was 38.54%, however we saw a 3 % improvement from. 33.1 % to 36.1%.</p> <p>Due to the growth we achieved, we will continue the implementation of the strategies listed in our original plan with special emphasis on individual student data and common formative assessments.</p>
<p>Prior Year Report: What were the 2-3 major TISA investments you made in the prior year toward this goal? For each, please note the amount expended (rough estimate) and reflections on whether or not the investment contributed to progressing toward the goal or not, and how so.</p>	<p>Teacher Leaders will provide extensive grade level curriculum support during planning of quarterly District PLCs. \$40,000</p> <p>TISA funding provided additional school-based and district-based positions to support teacher effectiveness and student success. \$65,000</p> <p>TISA funding provided HQIM in ELA and other classroom resources and materials. \$200,000</p>

Goal Statement 1 (3rd grade ELA proficiency):

Beginning in the 2023-2024 school year, Cleveland City Schools will increase by the numbers of third-grade students that are proficient on the ELA section of the TCAP each year for the next 7 years from 33.3% to 70 % by 2030.

Action Plan: List detailed action steps or strategies for the 2024-2025 school year to meet your annual target.

1. Identify students who are at-risk of not reaching proficiency based on all available data sources.
2. Develop General Education Intervention (GEI) Plans for at-risk students to provide in-time support.
3. Strategically identify, recruit, and support at-risk students for high dosage tutoring and summer learning opportunities for grade 3 students.
4. District Implementation of Cleveland Instructional Framework, which focuses on instructional leadership in Curriculum, Classroom Check-Ins, Collaboration, and Coaching.
5. Curriculum - Increased use of HQIM through professional development, collaboration and instructional coaching.
6. Classroom Check-Ins focused on instructional best practices.
7. Collaboration through PLCs focused on Unit / Lesson Internalization, identifying essential standards, creating Common Formative Assessments and Data Analysis to drive instruction.
8. Coaching areas of need identified through collaboration and coaching.
9. Individual Learning Plans for English- Learners to establish specific goals in reading, writing, listening and speaking.
10. Conduct ELA assessments for the purpose of identifying area of students' areas of need and drive instructional decisions in order to increase student mastery. (i-Ready, SchoolNet, aimswebPlus).
11. Provide intensive coaching support to ELA teachers with a growth score of Level 1 or 2.

Goal Statement 1 (3rd grade ELA proficiency):

Beginning in the 2023-2024 school year, Cleveland City Schools will increase by the numbers of third-grade students that are proficient on the ELA section of the TCAP each year for the next 7 years **from 33.3% to 70 % by 2030.**

Budget Narrative: Describe how your district intends to use their budget to execute the action steps and meet the stated goal.

Through blended Title I funding, Instructional Facilitators in each building will provide academic coaching and lead grade-level PLCs.

Teacher Leaders will provide extensive grade level curriculum support during planning of quarterly District PLCs.

Through blended Title I funding, Instructional Support Specialist will provide additional support to building level Instructional Facilitators.

TISA blended with the Summer Learning Grants will provide/support through Summer Learning opportunities for students in grade 3.

TISA funding will provide additional classroom teaching positions to reduce student to teacher ratios.

TISA funding will provide additional ULN teaching positions.

TISA funding will provide increased pay and benefits to attract and retain high-quality educators in grades K-3.

TISA funding will provide additional school-based and district-based positions to support teacher effectiveness and student success.

TISA funding will provide HQIM in ELA and other classroom resources and materials

Goal Statement 2: Beginning in the 2023-2024 school year, Cleveland City Schools will increase by 3% the number of students that are proficient on the ELA section of TCAP each year for the next 5 years to achieve 34.8% to 49.8% proficiency.

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Use actuals)	34.5%	TCAP Data for Grades 3-English II annually from 2024-2028.
Year 2: 2024-2025 school year	Cleveland City Schools will increase the number of students that are proficient on the ELA section of TCAP for the 2025 school year to 39.15%	
Year 3: 2025-2026 school year	Cleveland City Schools will increase the number of students that are proficient on the ELA section of TCAP for the 2026 school year to 43.8%	
Year 4: 2026-2027 school year	Cleveland City Schools will increase the number of students that are proficient on the ELA section of TCAP for the 2027 school year to 46.8%.	
Year 5: 2027-2028 school year	Cleveland City Schools will increase the number of students that are proficient on the ELA section of TCAP for the 2028 school year to 49.8%.	
<p>Reflection: Did your district meet its Year 1 outcomes target(s)? How will this impact your action plan for the coming years?</p>	<p>No, unfortunately our goal was not met.</p> <p>We believe that the development and implementation of the GEI (General Education Intervention Plan) was very successful with third grade growth. Our plan is to implement the GEI plan in grades 4-8 for those students who do not have a current RTI Plan.</p>	

Goal Statement 2: Beginning in the 2023-2024 school year, Cleveland City Schools will increase by 3% the number of students that are proficient on the ELA section of TCAP each year for the next 5 years to achieve 34.8% to 49.8% proficiency.

<p>Prior Year Report: What were the 2-3 major TISA investments you made in the prior year toward this goal? For each, please note the amount expended (rough estimate) and reflections on whether or not the investment contributed to progressing toward the goal or not, and how so.</p>	<p>Teacher Leaders will provide extensive grade level curriculum support during planning of quarterly District PLCs. \$40,000</p> <p>TISA funding provided additional school-based and district-based positions to support teacher effectiveness and student success. \$65,000</p> <p>TISA funding provided HQIM in ELA and other classroom resources and materials. \$200,000</p>
<p>Action Plan: List detailed action steps or strategies for the 2024-2025 school year to meet your annual target.</p>	<ol style="list-style-type: none"> 1. District Implementation of Cleveland Instructional Framework, which focuses on instructional leadership in Curriculum, Classroom Check-Ins, Collaboration, and Coaching. 2. Curriculum - Increased use of HQIM through professional development, collaboration and instructional coaching. 3. Classroom Check-Ins focused on instructional best practices. 4. Collaboration through PLCs focused on Unit / Lesson Internalization, identifying essential standards, creating Common Formative Assessment and Data Analysis to drive instruction. 5. Coaching areas of need identified through collaboration and coaching. 6. Development and implementation of the GEI (General Education Intervention Plan) in grades 4-8 for those students who do not have a current RTI Plan. 7. Individual Learning Plans for English- Learners to establish specific goals in reading, writing, listening and speaking. 8. Conduct ELA assessments for the purpose of identifying area of students' areas of need and drive instructional decisions in order to increase student mastery. (i-Ready, SchoolNet, aimswebPlus). 9. Provide intensive coaching support to ELA teachers with a growth score of Level 1 or 2.

Goal Statement 2: Beginning in the 2023-2024 school year, Cleveland City Schools will increase by 3% the number of students that are proficient on the ELA section of TCAP each year for the next 5 years to achieve 34.8% to 49.8% proficiency.

Budget Narrative: Describe how your district intends to use their budget to execute the action steps and meet the stated goal.

Through blended Title I funding, Instructional Facilitators in each building will provide academic coaching and lead grade-level PLCs

Teacher Leaders will provide extensive grade level curriculum support during planning of quarterly District PLCs.

Through blended Title I funding, Instructional Support Specialist will provide additional support to building level Instructional Facilitators.

TISA blended with the Summer Learning Grants will provide/support through Summer Learning opportunities for students in grade 3.

TISA funding will provide additional classroom teaching positions to reduce student to teacher ratios.

TISA funding will provide additional ULN teaching positions.

TISA funding will provide increased pay and benefits to attract and retain high-quality educators in grades K-12.

TISA funding will provide additional school-based and district-based positions to support teacher effectiveness and student success.

TISA funding will provide HQIM in ELA and other classroom resources and materials

Goal Statement 3: During the 2023-2024 school year, Cleveland City Schools will increase by 3% the number of students that are proficient in the Math section of the TCAP each year for the next 5 years to achieve from 28.4% to 43.4 %

Year	Annual Outcome Target(s)	Associated Metrics/Data
Year 1: 2023-2024 school year (Use actuals)	29.15%	Grades 3- Algebra II TCAP Data – annually from 2024- 2028.
Year 2: 2024-2025 school year	Cleveland City Schools will increase the number of students that are proficient in the Math section of TCAP for the 2025 school year to 33.28%.	
Year 3: 2025-2026 school year	Cleveland City Schools will increase the number of students that are proficient in the Math section of TCAP for the 2026 school year to 37.4%.	
Year 4: 2026-2027 school year	Cleveland City Schools will increase by 3% the number of students that are proficient in the Math section of TCAP for the 2027 school year to 40.4%.	
Year 5: 2027-2028 school year	Cleveland City Schools will increase by 3% the number of students that are proficient in the Math section of TCAP for the 2028 school year to 43.4%.	
<p>Reflection: Did your district meet its Year 1 outcomes target(s)? How will this impact your action plan for the coming years?</p>	<p>No. The goal was 31.4%. We saw a slight improvement from 28.4% to 29.15%</p> <p>Due to the slight growth we achieved, we will continue the implementation of the strategies listed in our original plan and add with special emphasis on individual student data and common formative assessments.</p> <p>We will continue to provide professional development focusing on the rigor of our new HQIM in the area of mathematics.</p>	

Goal Statement 3: During the 2023-2024 school year, Cleveland City Schools will increase by 3% the number of students that are proficient in the Math section of the TCAP each year for the next 5 years to achieve from 28.4% to 43.4 %

<p>Prior Year Report: What were the 2-3 major TISA investments you made in the prior year toward this goal? For each, please note the amount expended (rough estimate) and reflections on whether or not the investment contributed to progressing toward the goal or not, and how so.</p>	<p>Teacher Leaders will provide extensive grade level curriculum support during planning of quarterly District PLCs. \$40,000</p> <p>TISA funding provided additional school-based and district-based positions to support teacher effectiveness and student success. \$65,000</p> <p>TISA funding provided HQIM in Mathematics and other classroom resources and materials. \$200,000</p>
<p>Action Plan: List detailed action steps or strategies for the 2024-2025 school year to meet your annual target.</p>	<ol style="list-style-type: none"> 1. District Implementation of Cleveland Instructional Framework, which focuses on instructional leadership in Curriculum, Classroom Check-Ins, Collaboration, and Coaching. 2. Curriculum - Increased use of HQIM through professional development, collaboration and instructional coaching. 3. Classroom Check-Ins focused on instructional best practices. 4. Collaboration through PLCs focused on Unit / Lesson Internalization, identifying essential standards, creating Common Formative Assessment and Data Analysis to drive instruction. 5. Coaching areas of need identified through collaboration and coaching. 6. Conduct Math assessments for the purpose of identifying area of students' areas of need and drive instructional decisions in order to increase student mastery. (i-Ready, SchoolNet, aimswebPlus and IXL). 7. Provide intensive coaching support to ELA teachers with a growth score of Level 1 or 2.

Goal Statement 3: During the 2023-2024 school year, Cleveland City Schools will increase by 3% the number of students that are proficient in the Math section of the TCAP each year for the next 5 years to achieve from 28.4% to 43.4 %

Budget Narrative: Describe how your district intends to use their budget to execute the action steps and meet the stated goal.

Through blended Title I funding, Instructional Facilitators in each building will provide academic coaching and lead grade-level PLCs

Teacher Leaders will provide extensive grade level curriculum support during planning of quarterly District PLCs.

Through blended Title I funding, Instructional Support Specialist will provide additional support to building level Instructional Facilitators.

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TISA funding will provide additional classroom teaching positions to reduce student to teacher ratios.

TISA funding will provide additional ULN teaching positions.

TISA funding will provide increased pay and benefits to attract and retain high-quality educators in grades K--12.

TISA funding will provide additional school-based and district-based positions to support teacher effectiveness and student success.

TISA funding will provide HQIM in Math and other classroom resources and materials

Public Comment

The TISA accountability report must be presented for public comment to parents, educators, and local community members prior to its submission to the department by November 1.

Date(s) of opportunity for local public comment.	Cleveland City Schools TISA Plan will be posted on Cleveland City Schools website between October 3, 2024- October 14, 2024.
Description of public comment opportunities (e.g. collection of written comments, public hearing, local board meeting discussion, etc.)	Cleveland City Schools TISA Plan will be posted on our website between October 3, 2024- October 14, 2024. We will notify parents and invite community members to provide feedback on the plan. A link will be provided for stakeholders to send feedback electronically. Cleveland City Schools Board of Education will also review and approve the plan at their meeting scheduled for October 14, 2024.
Summary of public comment received, if any.	
Description of how your district did or did not incorporate public comment received into the final accountability report submission.	

Safety - Threat Assessment General Information

TCA 49-6-2701 Threat Assessment Team

CCS BOE Policy 3.204 Threat Assessment Team

Each LEA shall adopt a policy to establish a **threat assessment team** within the LEA. The purpose of the threat assessment team is to develop comprehensive intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment.

CCS Threat Assessment Team is composed of eight staff members from across the school system. Each individual was selected to serve in this role based on their current and past job experience. The core team consists of administrators, counselors, and operations coordinators, representing elementary and secondary grade levels. Additionally, SROs, school administrators, CPD and other individuals are brought in for concerns affecting specific schools.

CCS Threat Assessment Team Training - Specific training for threat assessment teams is provided free of charge to school systems by the Care Project (Partnership between TOSS and Navigate 360). The training is built upon the National Threat Assessment Training Center (NTAC) model and was developed by Navigate 360. CCS TA Team participated in this training in the spring of 2024.

School administrators, SROs, and other staff members evaluate behaviors for potential threat concerns. Administrators at each school contact the Student and Facilities Support Specialist as needed if threats are suspected or found to occur. A meeting of the TA Team is scheduled asap if needed to address the identified issue.

Mandatory Threat Assessment Team Reporting - The TN Office of Homeland Security has developed a web-based reporting portal for school districts to use in submitting information on a quarterly basis. Additionally, CCS BOE receives a monthly report of any confirmed threat documentation made by the TA Team.

Threat Assessment Team

BOE Meeting - Cliffs Notes

- TCA 49-6-2701, BOE 3.204 Requirement
- 8 staff members from across the system make up the core team (Admin, Counselors and Ops Coordinators trained by the Care Project)
- Administrators, SROs and other staff are included from specific schools as needed
- Team will meet as needed and will usually need to meet quickly
- When threats occur in schools Safety Specialist is contacted after initial investigation
- OSS or detention may occur prior to further investigation
- Information is reported to Department of Homeland Security and CCS BOE



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Office 931-823-7345
Direct 931-403-6406
Fax: 931-823-7646
Email: doug@mid-stateconstruction.com

GEOTHERMAL HEAT EXCHANGE FIELD

Cleveland City Schools

September 23, 2024

Cleveland High School Replacement of 6"Ø HDPE Valve Vault

Mid-State Construction Company, Inc. is pleased to provide you with our proposal for the geothermal 6"Ø HDPE valve vault replacement at Cleveland High School. We are an IGSHPA certified trained installer and have a certified geothermal designer (CGD) on staff. This proposal is based on phone conversations and site visit with Mr. Scotty Dye is detailed below.

Includes:

- Placement of Site Snow Fence Barrier and Silt Fencing for Work Area
- Locate Existing Fire Water Line That Crosses Work Area and Secure if Excavation Below
- Locate Existing 3" Circuit Pipe Entering and 6" Supply Return Piping Leaving Existing Vault To Building
- Pressure Test At Normal Operating Pressure Each Existing Circuit To Determine If Any Circuits Appear To Leak
- Furnish and Install 6"Ø Header Set with 3"Ø Isolation HDPE Poly Valves for Each Circuit, 6"Ø Isolation HDPE Poly Valves for Supply/Return Piping and 3"Ø HDPE Poly Valves for Flush Ports on Header
- Furnish and Install Cast Iron Valve Adjustable Box Over Isolation Valves and 30"Ø HDPE Manhole with Cast Iron Frame & Lid Over Flush Ports
- Furnish and Place Concrete Slab (~12'x8') To Cover/Incorporate Cast Iron Valve Box Lids and MH Frames & Lids
- Remove Top of Existing HDPE Vault Top, Drill Holes in Bottom and Abandon in Place Filling With #57 Stone
- Flushing/Purging of Exterior Circuits and Exterior Supply Return Piping Into Mechanical Room
- Pressure Test At Normal Operating Pressure New Piping Connection To Existing Circuit & Supply/Return Piping
- Waste Excess Excavated Material On Site
- Rough Grading To *Approximate* Contours as Received and Reshape Around Slab On Grade As Directed

Exclusions:

- Performance and Payment Bonding (If Required) or Wage Scale (None Provided)
- Any Interior Piping or Equipment Beyond As Detailed Above
- Any Chemical Treatment For Exterior Heat Exchange Field Piping or Interior Piping
- Concrete Sidewalk/Curbs/Paving or Asphalt Paving Repairs or Replacement
- Finish Grading, Seeding & Straw

Base Price: \$88,000

Pricing is good for 30 days. If you have any questions, email or call my mobile 931-261-1373 if any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Doug Cravens".

Doug Cravens, VP

**Cleveland City Schools
Financial Report
June 2024**

Balance on hand June 1, 2024	12,913,979.05
RECEIPTS	
City Clerk's Monthly Report	12,003,727.35
Misc. Reimbursement #44170	(7,720.00)
Reimb-Sales Tax Capital/PIE Ctr Bonds	(1,884,489.61)
AFJROTC Reimb #44570	6,723.42
TISA On-Behalf Payments #46513	137,367.10
Other State Education Funds #46590	(1,200.00)
Interest Earned	<u>70,921.62</u>
	<u>23,239,308.93</u>
DISBURSEMENTS	
Regular Instruction Program	8,402,838.56
Special Education Program	1,187,610.51
Vocational Education Program	408,592.91
Attendance	13,933.95
Health Services	138,594.74
Other Student Support	612,612.11
Regular Instruction Support	338,833.03
Special Education Support	31,527.67
Vocational Education Support	22,890.68
Technology	109,504.90
Board of Education	19,683.47
Office of the Superintendent	49,970.14
Office of the Principal	521,390.62
Fiscal Services	37,142.54
Operation of Plant	232,111.68
Maintenance of Plant	136,179.72
Transportation	189,336.74
Food Service	19,382.53
Community Services	0.00
Early Childhood Education	68,688.93
Regular Capital Outlay	(1,302,919.68)
Education Debt Service	<u>752,775.00</u>
	11,990,680.75
Accrued Payroll-Summer Camps	(522,642.61)
Insurance withheld not paid	(319,942.06)
Retirement withheld not paid	(166,797.02)
Retirement paid	382,598.14
TCRS Hybrid-Stabilization Reserve	136,175.76
Balance July 1, 2024	<u>11,739,235.97</u>
	<u>23,239,308.93</u>

Respectfully submitted,



Jeff Elliott
Director of Schools

Cleveland City Schools
Financial Report
July 2024

Balance on hand July 1, 2024	11,739,235.97
RECEIPTS	
City Clerk's Monthly Report	2,613,041.27
Misc. Reimbursement #44170	(14,336.39)
AFJROTC Reimb #44570	4,693.62
Interest Earned	<u>61,983.30</u>
	<u>14,404,617.77</u>
DISBURSEMENTS	
Regular Instruction Program	430,375.58
Special Education Program	61,940.63
Vocational Education Program	26,005.35
Attendance	12,513.52
Health Services	10,575.77
Other Student Support	103,605.25
Regular Instruction Support	129,350.35
Special Education Support	13,610.18
Vocational Education Support	12,441.68
Technology	74,403.81
Board of Education	405,379.11
Office of the Superintendent	57,092.78
Office of the Principal	211,933.95
Fiscal Services	66,364.47
Operation of Plant	771,903.02
Maintenance of Plant	163,613.33
Transportation	147,156.84
Food Service	11,632.66
Community Services	50,000.00
Early Childhood Education	92,593.75
Regular Capital Outlay	56,477.93
Education Debt Service	<u>2,828.00</u>
	2,911,797.96
Accrued Payroll-Summer Camps	(3,231.07)
Accrued Payroll-Summer Camps paid	519,411.54
Insurance paid	161,369.11
Retirement withheld not paid	(104,388.00)
Retirement paid	83,560.36
Balance August 1, 2024	<u>10,836,097.87</u>
	<u>14,404,617.77</u>

Respectfully submitted,

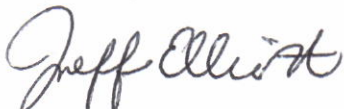


Jeff Elliott
Director of Schools

Cleveland City Schools
Financial Report
August 2024

Balance on hand August 1, 2024	10,836,097.87
RECEIPTS	
City Clerk's Monthly Report	5,194,660.16
Misc. Reimbursement #44170	114.78
Other State Education #46590	10,000.00
Interest Earned	<u>55,563.14</u>
	<u>16,096,435.95</u>
DISBURSEMENTS	
Regular Instruction Program	745,950.81
Special Education Program	68,382.69
Vocational Education Program	26,395.10
Attendance	12,513.52
Health Services	2,713.23
Other Student Support	59,670.89
Regular Instruction Support	120,372.67
Special Education Support	13,610.17
Vocational Education Support	23,152.21
Technology	287,366.06
Board of Education	17,780.24
Office of the Superintendent	65,467.72
Office of the Principal	224,431.34
Fiscal Services	55,789.70
Operation of Plant	327,279.89
Maintenance of Plant	219,971.62
Transportation	74,791.39
Food Service	11,632.66
Community Services	0.00
Early Childhood Education	55,866.18
Regular Capital Outlay	949,574.03
Education Debt Service	<u>5,656.00</u>
	3,368,368.12
Accrued Payroll-Summer Camps paid	3,231.07
Retirement withheld not paid	(67,944.02)
Insurance paid	158,879.38
Retirement paid	192,215.29
	<u>12,441,686.11</u>
Balance September 1, 2024	<u>16,096,435.95</u>

Respectfully submitted,



Jeff Elliott
Director of Schools