

**Cleveland City Schools**  
**Board of Education Regular Meeting**  
November 4, 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 October 14, 2024, Board Meeting**
  - C. **Approval of Overnight Field Trips**
    - 2105
    - 2093
    - 2110
    - 2111
    - 2013
  - D. **Approval of Second Reading of Policies**
    - 1.407
    - 1.802
    - 5.500
    - 5.501
  - E. **Cleveland High School- Special Education Position Request**
  - F. **2024 Local Education Agency Compliance Report**
  - G. **Arnold Elementary Theater Lighting Request**
  - H. **Cleveland Middle School Cultural Diversity Mural Request**
  - I. **ESSER 3.0 Application for Board Approval**
  - J. **Section 3 Support Services Policies of the Board Policy Manual**
6. **Regular Agenda**

- A. **Director's Update**
  - B. **Spotlight**  
Stuart Elementary School Update by Principal Kim Bradford
  - C. **Strategic Plan Focus**  
2024-25 Special Populations Update by Dr David Stone
  - D. **Future Facilities Update**
  - E. **Student Representative's Update**
7. **\*Facilities Committee Update**
8. **Legislative Updates**
9. **"B" Agenda**
- A. **Financial Report**
  - B. **Personnel Report**
  - C. **School Highlights**  
Cleveland Middle School
  - D. **Dates to Remember**
    - November:**
      - 4th- Board of Education Meeting
      - 5th- Staff Development Day - No School for Students
      - 7-10th- TSBA Conference
      - 25th- Staff Development Day - No School for Students
      - 26-29th- Thanksgiving Holiday - District Closed
    - December:**
      - 2nd- Board of Education Meeting
      - 12th- Strategic Plan Retreat
      - 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**  
October 14, 2024 5:30 PM  
Educational Support Center



Attendance Taken at 5:30 PM.

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

**1. Welcome**

Chairman Tucker welcomed everyone and brought the meeting to order at 5:30pm.

**2. Moment of Silence/Pledge of Allegiance**

Jackson Aseron led us in a Moment of Silence and the Pledge of Allegiance.

**3. Public Comments**

No public comment was requested.

**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 Menu and select Policy Manual 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

Chairman Tucker welcomed Lynn Voelz, Executive Director of the Bradley Cleveland Public Education Foundation. Board of Education policies are listed on the CCS website.

## **5. Consent Agenda**

Motion to approve consent agenda passed with a motion by Ms. Carolyn Ingram and a second by Ms. Krista McKay.

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

Yes: 7, No: 0

### **5.A. Approval of Regular Agenda**

### **5.B. Approval of Minutes from September 3, 2024, Board Meeting**

### **5.C. Approval of Overnight Field Trips**

- 1901
- 2019
- 2039
- 2043
- 2092
- 2094

#### **5.D. Approval of Second Reading of Policies**

- 3.400

#### **5.E. Pre-K Special Education Position Request**

#### **5.F. Approval of Policy Updates - Annual Date Change Only**

### **6. Regular Agenda**

**6.A. Director's Update** Dr. Elliott gave an update of the district. Presentation attached.

Director of Schools, Dr. Jeff Elliott Update- September and Upcoming Events

- CCS notified that Hal Taylor is the recipient of the Tennessee Environmental Health Educator Award.
- CCS Board attended TSBA SE TN Regional Session in Athens on September 5th.
- CHS conducted its Hall of Fame Ceremony on September 13th.
- CCS Board held a meeting with Cleveland City Council on September 19th.
- Dr. Elliott presented at Kiwanis and Chamber of Commerce
- Dr. Elliott attended the Annual State Superintendents Conference
- GAPP students attended classes at Cleveland High School.
- CCS hosts Childhood Cancer Awareness Evening at the Greenway
- CHS hosted CCS Board for breakfast on September 24th.
- The next Breakfast with the Board is scheduled for October 15 at Stuart Elementary.
- CHS Senior ACT retake day is set for Tuesday, October 16.

- Champions of the Month: September student award- Jackie Smith, staff award- Amanda Brewer. October student award- Katriel Sentell, staff award- Donald Benton
- Elementary Cross Country event is scheduled for October 15 at 6pm at Stuart
- CCS Board of Education will have a fall Board Retreat on October 29.
- This is the season for Fall Festivals and Book Fairs
- On Monday, November 4, the school will be closed for Parent/Teacher conferences from 12:00-7:00 PM
- On Tuesday, November 5, Election Day, will be closed for Staff Development

### **6.B. Spotlight** Bob Pritchard

CHS Principal Bob Pritchard discussed the good things happening at the high school, including volleyball regionals, fine arts, band, and student academics mastery is improving. He introduced AP Scholars in person and in presentation, as well as explained "Raider Way" and its success. Luke Felty was recognized as an AP Scholar, National Merit Finalist, and made a perfect score of 36 on the ACT.

### **6.C. \*First Reading of Policies**

- 1.407
- 1.802
- 5.500
- 5.501

Motion to approve the first reading of 1.407, 1.802, 5.500, 5.501 policies passed with a motion by Mrs. Peggy Pesterfield and a second by Mr. Matthew Coleman.

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

Yes: 7, No: 0

## **6.D. Strategic Plan Focus** 2025-2030 Plan

### **6.E. \*TISA Plan**

Dr. Leneda Laing presented details of the 24-25 TISA Accountability Report (link) and goals within the district. Chairman Nate Tucker asked about the assessment process and tutoring opportunities, the 23-25 TISA plan passed unanimously and will be sent to the state before November 1.

Motion to approve the TISA plan passed with a motion by Ms. Carolyn Ingram and a second by Mrs. Jodi Riggins.

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

Yes: 7, No: 0

### **6.F. Threat Assessment Team Report** Cliff Eason

Cliff Eason spoke about CCS' threat assessment plan, providing information on how we assess and handle all threats, and presented this update to the Board. All information is reported to the state on a quarterly basis. Board members receive this information monthly.

### **6.G. Student Representative's Update** Jackson Aseron CHS student representative, Jackson Aseron, highlighted special events:

- Senior Superlatives
- Homecoming Dance
- Hall of Fame Ceremony
- Operation Compassion
- Raider Evolve activities and events
- Student Lauren Hurst is breaking volleyball records
- Powderpuff Football game Football away game last week Band were grand champions at the last band competition
- CHS Cruise In Raider Way day was a huge success
- Students volunteered over fall break with Tennessee River Rescue cleanup team

## **7. Facilities Update**

### **7.A. Cleveland High School Geo Vault Replacement Update** Hal Taylor

CCS Director of Operations, Hal Taylor, provided a proposal for Cleveland High School's Geothermal vault replacement. Sprinkler header in West Wing at Cleveland High School emergency replacement over fall break.

### **7.B. Switchgear**

Hal Taylor also provided details about CTE Switchgear, which is almost complete for the welding lab.

### **7.C. Candy's Creek Cherokee Update**

Candy's Creek expansion project is coming along and should be completed by late January/early February 2025.

## **8. Legislative Updates**

Carolyn Ingram referenced the TSBA journal as being a good resource.  
TSBA Conference

## **9. "B" Agenda**

### **9.A. Financial Report**

### **9.B. Personnel Report**

### **9.C. School Highlights**

### **9.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**

Chairman Tucker adjourned the meeting at 6:34pm.

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Carolyn Ingram, Vice  
Chairman

11/4/2024

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

#### Field Trip Rates

Field Trip rates are based on mileage, driver hours, and conditions of the bus when the trip is completed. Mileage is recorded from the moment the bus leaves the Transportation Facility until the bus returns to the Transportation Facility. Mileage is calculated at \$1.92 per mile and \$28.00 per hour. There will be an additional \$140 per day "On Call" fee for weekends and holidays.

Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

Trip Number **2105**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
CTE Field Trip

#### Trip Leave

\* Date 11/24/24 **Sunday**

\* Time 9:30 AM

#### Trip Return

\* Date 11/26/24 **Tuesday**

\* Time 4:00 PM

#### Trip Year/Week 2024-48

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

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

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

Aileen Creel  
Jeani Featherngill  
Angela Walsh  
Haleigh May-Sherrill  
Seaton Dasher  
Nathan Cook

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

\$230 per student funded by parent and fundraising

#### Comments

This is our 8th annual trip to Nashville for BETA Con at the Gaylord Resort. Students will compete in a variety of competitions from engineering, robotics, visuals arts, performing arts, and more.

\* Your School/Dept 

018 Cleveland Middle School  
3635 Georgetown Rd., Cleveland, TN 37312

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

No

\* Main Destination 

Other (Type Below)  
2800 Opryland Dr, Nashville, TN 37214, USA

Destination Not Listed

Gaylord Opryland Resort & Convention Center,  
Opryland Drive, Nashville, TN, USA

\* Destination Name BETA Con

\* Approximate Nbr of Miles Round Trip

\* **Funding Source #1** Other Budget Code Parents and fundraisers

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

Funding Approver

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

Amount of Payment \$1230 to National BETA

Payment Option Mail Check

Purchase Order/Requisition Nbr

Payment Due To National BETA 151 Beta Club Way Spartanburg, S.C. 29306-3012

Comments Concerning Payment We will mail a check after receiving the invoice.

We will also need to pay Gaylord Resort for the hotel rooms - cost is pending depending on the number of rooms we need.

\* Teacher / Advisor / Staff Name Aileen Creel  
\* Teacher / Advisor / Staff Phone # 4237904383  
Teacher / Advisor / Staff Email acreel@clevelandschools.org

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

Emergency Contact Info  Same as Teacher / Advisor / Staff

\* Emergency Contact Name Aileen Creel

\* Emergency Contact Phone # 4237904383

\* Grade Level(s) Making Trip 6  
7  
8

\* Educational Objective for Field Trip Beta expands our students horizons. Literally! Whether through local service projects, state conventions, leadership summits, summer leadership opportunities or our annual national convention, members have the opportunity to get out—and, in some cases, way out—to make a difference. It provides students with an ideal environment in which to grow. Activities range from academic contests to quiz bowls to talent competitions. Conventions give members the opportunity to interact, share project ideas and showcase their academic and leadership abilities. State Conventions include onsite only competitions and online only competitions.

### Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	4	Total Adult/Chaperone	6
* Male Students	12	* Female Students	16	Total Students	28

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

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

**Nbr Students** 28 **Teacher** Aileen Creel

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

## Additional Information

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

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

Parents and Sponsors will be driving students to Nashville and back.

## Vehicles Needed

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

Person Submitting Request acreel@clevelandschools.org

Date Submitted

## Field Trip Acceptance of Responsibility

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

\* I have read and understand the information above.

Yes

## Level 01 Approval - Location Approval

Comment

Decision Approved

Name nakiona@clevelandschools.org

Decision Date Oct 11, 2024, 8:10:46 AM

## Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Oct 27, 2024, 5:31:14 PM

## Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver awheeler@clevelandschools.org

Name

Decision Date

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

#### Field Trip Rates

Field Trip rates are based on mileage, driver hours, and conditions of the bus when the trip is completed. Mileage is recorded from the moment the bus leaves the Transportation Facility until the bus returns to the Transportation Facility. Mileage is calculated at \$1.92 per mile and \$28.00 per hour. There will be an additional \$140 per day "On Call" fee for weekends and holidays.

Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

Trip Number **2110**

\* Category Travel With Students

\* Type of Trip Athletic

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

Softball Girls

#### Trip Leave

\* Date 3/7/25 **Friday**

\* Time 12:30 PM

#### Trip Return

\* Date 3/8/25 **Saturday**

\* Time 10:00 PM

#### Trip Year/Week 2025-10

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

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. LeeAnne Shurette, Kerilyn Mongar

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

Comments Softball Players will travel and stay with parents/guardians.

\* Your School/Dept ⓘ 019 CHS Athletics  
850 Raider Dr, Cleveland, TN 37312

\* Main Destination ⓘ Other (Type Below)  
1070 Buccaneer Dr, Hoover, AL 35244, USA

Destination Not Listed Hoover Met Baseball / Softball Fields, **\* Destination Name** Hoover Met Complex  
Buccaneer Drive, Hoover, AL, USA

\* Approximate Nbr of Miles Round Trip

\* Funding Source #1 Other Budget Code 610

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

* Teacher / Advisor / Staff Name	LeeAnne Shurette
* Teacher / Advisor / Staff Phone #	4234219832
Teacher / Advisor / Staff Email	Ishurette@clevelandschools.org
<b>Note: This email will receive the requester emails if different from requester</b>	
Emergency Contact Info	<input checked="" type="checkbox"/> Same as Teacher / Advisor / Staff
* Emergency Contact Name	LeeAnne Shurette
* Emergency Contact Phone #	4234219832

### Number of Individuals Making Trip

* Male Adult/Chaperone	0	* Female Adult/Chaperone	2	Total Adult/Chaperone	2
* Male Students	0	* Female Students	16	Total Students	16

### Additional Information

- \* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? **Yes**
  - \* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.
- Coaches and Parents will be driving.

### Vehicles Needed

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

Person Submitting Request	Ishurette@clevelandschools.org
Date Submitted	

### Level 01 Approval - Location Approval

Comment	
Decision	Approved
Name	almorris@clevelandschools.org
Decision Date	Oct 15, 2024, 6:57:05 PM

### Level 07 Approval - Overnight Trip Approval

Comment	
Decision	Approved
Name	jelliott@clevelandschools.org
Decision Date	Oct 27, 2024, 5:31:45 PM

### Level 10 Approval - School Board Approval

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

**Field Trip Rates**

Field Trip rates are based on mileage, driver hours, and conditions of the bus when the trip is completed. Mileage is recorded from the moment the bus leaves the Transportation Facility until the bus returns to the Transportation Facility. Mileage is calculated at \$1.92 per mile and \$28.00 per hour. There will be an additional \$140 per day "On Call" fee for weekends and holidays.

Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

Trip Number **2111**  
\* Category Travel With Students  
\* Type of Trip Athletic  
\* Athletic Event (you may check more than one)  
Softball Girls

**Trip Leave**

\* Date 4/11/25 **Friday**  
\* Time 12:30 PM

**Trip Return**

\* Date 4/12/25 **Saturday**  
\* Time 12:30 PM

**Trip Year/Week** 2025-15

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. LeeAnne Shurette, Kerilyn Mongar

\* Indicate cost per person and how the trip is being funded (parent or district?) Softball players will ride and stay with their parents.

**Comments**

\* Your School/Dept ⓘ 019 CHS Athletics  
850 Raider Dr, Cleveland, TN 37312

\* Main Destination ⓘ Other (Type Below)  
Caswell Park, 570 Winona St, Knoxville, TN 37917, USA

Destination Not Listed Caswell Park, Winona Street, Knoxville, TN, USA \* **Destination Name** Caswell Park

\* Approximate Nbr of Miles Round Trip

\* **Funding Source #1** Other Budget Code 610

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

Funding Approver

\* Teacher / Advisor / Staff Name LeeAnne Shurette  
\* Teacher / Advisor / Staff Phone # 4234219832  
Teacher / Advisor / Staff Email Ishurette@clevelandschools.org  
**Note: This email will receive the requester emails if different from requester**  
Emergency Contact Info  Same as Teacher / Advisor / Staff  
\* Emergency Contact Name LeeAnne Shurette  
\* Emergency Contact Phone # 4234219832

### Number of Individuals Making Trip

\* Male Adult/Chaperone 0 \* Female Adult/Chaperone 2 Total Adult/Chaperone 2  
\* Male Students 0 \* Female Students 16 Total Students 16

### Additional Information

- \* Will you be using external transportation-Does NOT include charters-- (includes plane, rental van, personal vehicle or walking)? Yes
- \* Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. If using a Charter company please do not indicate that in this section. Use the next section to reserve the vehicle.
- Students will travel with parents in their personal cars.

### Vehicles Needed

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

Person Submitting Request Ishurette@clevelandschools.org  
Date Submitted

### Level 01 Approval - Location Approval

Comment  
Decision Approved  
Name almorris@clevelandschools.org  
Decision Date Oct 15, 2024, 6:57:31 PM

### Level 07 Approval - Overnight Trip Approval

Comment  
Decision Approved  
Name jelliott@clevelandschools.org  
Decision Date Oct 27, 2024, 5:30:35 PM

### Level 10 Approval - School Board Approval

Comment  
Decision  
Designated Approver awheeler@clevelandschools.org

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

#### Field Trip Rates

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Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

Trip Number **2093**

\* Category Travel With Students

\* Type of Trip Athletic

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

Wrestling

#### Trip Leave

\* Date 12/6/24 **Friday**

\* Time 8:00 AM

#### Trip Return

\* Date 12/8/24 **Sunday**

\* Time 10:00 PM

#### Trip Year/Week 2024-49

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

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. Jenna Morris, McKenzie Fowler, Christina Melton

\* Indicate cost per person and how the trip is being funded (parent or district?) \$800 team fee, approx \$1000 hotel cost, and \$300 gas Kids Fundraised money

Comments Carpooling.....no bus needed

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

\* Main Destination ⓘ Other (Type Below)  
Cuyahoga Falls, OH, USA

Destination Not Listed Cuyahoga Falls, OH, USA \* Destination Name Cuyahoga High School

\* Approximate Nbr of Miles Round Trip

\* Funding Source #1 Other Budget Code Girls Wrestling

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

Funding Approver

\* Teacher / Advisor / Staff Name Josh Bosken  
\* Teacher / Advisor / Staff Phone # 5136464435  
Teacher / Advisor / Staff Email joshuabosken@yahoo.com

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

Emergency Contact Info  Same as Teacher / Advisor / Staff

\* Emergency Contact Name Jenna Morris  
\* Emergency Contact Phone # 931-409-2615

### Number of Individuals Making Trip

* Male Adult/Chaperone	1	* Female Adult/Chaperone	3	Total Adult/Chaperone	4
* Male Students	0	* Female Students	12	Total Students	12

### Additional Information

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

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

Carpooling.

December 6th

Depart Cleveland HS at 8 am  
Arrive in Cuyahoga OH at 4 pm

December 7th  
Competition

December 8th  
Complete Competition  
Depart immediately following tournament

### Vehicles Needed

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

Person Submitting Request jweiss@clevelandschools.org

Date Submitted

### Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

Decision Date Sep 30, 2024, 12:16:36 PM

### Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org  
Decision Date Oct 4, 2024, 7:58:46 AM

### Level 10 Approval - School Board Approval

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

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

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Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

Trip Number **2013**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
Standard Field Trip

#### Trip Leave

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

\* Time 7:30 AM

#### Trip Return

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

\* Time 8:00 PM

Trip Year/Week 2025-21

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

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

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

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

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

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

Comments

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

\* Your School/Dept 

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

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

No

\* Main Destination 

Other (Type Below)  
84 Burghausen, Germany

Destination Not Listed

Burghausen, Germany \*

Destination Name Kumax School and Marie Ward Schule

\* Approximate Nbr of Miles Round Trip

10000.00

\* Funding Source #1

Other

Budget Code

Funding Source Desc

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

Budget Code Desc

Funding Approver

Are funds payable to a third party?

No

(Does venue require payment prior to trip?)

\* Teacher / Advisor / Staff Name

Karina Burgueno

\* Teacher / Advisor / Staff Phone #

4233102147

Teacher / Advisor / Staff Email

kburgueno@clevelandschools.org

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

Emergency Contact Info

Same as Teacher / Advisor / Staff

\* Emergency Contact Name

Karina Burgueno

\* Emergency Contact Phone #

4233102147

\* Grade Level(s) Making Trip

9

10

11

\* Educational Objective for Field Trip

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

### Number of Individuals Making Trip

\* Male Adult/Chaperone 1 \* Female Adult/Chaperone 2

Total Adult/Chaperone 3

\* Male Students 5 \* Female Students 5

Total Students 10

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

No

### Additional Information

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

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

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

## Vehicles Needed

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

Person Submitting Request kburgueno@clevelandschools.org

Date Submitted

## Field Trip Acceptance of Responsibility

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

\* I have read and understand the information above.

Yes

## Level 01 Approval - Location Approval

Comment

Decision Approved

Name bpritchard@clevelandschools.org

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

## Level 02 Approval - Second Level Location Approval

Comment

Decision Approved

Name llaing@clevelandschools.org

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

## Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

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

## Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver awheeler@clevelandschools.org

Name

Decision Date

# Cleveland City Board of Education

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

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.<sup>1,2,3,4</sup>

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.<sup>5</sup>

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.<sup>6</sup>

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 INSPECTION<sup>2</sup>**

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 COPIES<sup>2</sup>**

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 NONCOMPLIANCE<sup>7</sup>**

### 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:<sup>8</sup>

- 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;<sup>9,10</sup>
- 7 2. Temporary value records which have been kept beyond the required time may be recommended  
8 to the Public Records Commission for destruction;<sup>11,12</sup>
- 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;<sup>11,12,13</sup>
- 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;<sup>10,11</sup> and
- 17 5. The Director of Schools shall establish procedures to safeguard against the unlawful  
18 destruction, removal, or loss of records.<sup>14</sup>

## 19 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>15</sup>

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](mailto:kkiser@clevelandschools.org)  
26 423-472-9571

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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)

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Cross References

Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

# Cleveland City Board of Education

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

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.<sup>1</sup>

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.<sup>2</sup>

### 12 **COORDINATOR**<sup>3</sup>

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**<sup>4</sup>

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**<sup>5</sup>

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.<sup>6</sup> 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

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#### 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

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

## 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.<sup>8</sup> 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.<sup>9</sup> 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: <sup>1,2,3</sup>

- 1 1. Age Discrimination Employment Act;<sup>1</sup>
- 2 2. Title II of the Americans with Disabilities Act<sup>4</sup>
- 3 3. Title IX of the Education Amendments of 1972<sup>5</sup>
- 4 4. Section 504 of the Rehabilitation Act of 1973<sup>6</sup>
- 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<sup>7,5</sup>

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

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

## 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: <sup>1,2,3</sup>

17 1. Age Discrimination Employment Act;<sup>1</sup>

18

19 2. Title II of the Americans with Disabilities Act;<sup>4</sup>

20

21 3. Title IX of the Education Amendments of 1972;<sup>5</sup>

22

23 4. Section 504 of the Rehabilitation Act of 1973;<sup>6</sup> 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.<sup>7,5</sup>

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.*

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#### 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

# Memo

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

From: Kelly Kiser-Assistant Director of Schools 

Date: October 24, 2024

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

---

The Human Resources Department would like to request permission to add an additional special education teacher assistant position for the 2024-2025 school year to be housed at Cleveland High School. The position will be funded through the General Budget and is needed to meet some unique student needs at Cleveland High School.



## 2024 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 29, 2024**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Please be advised annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

**LEA Name:** Cleveland City Schools

**Director of Schools/Superintendent Name:** Dr. Jeff Elliott

**Director of Schools/Superintendent Signature:**

**School Board Chair Name:** Mr. Nate Tucker

**School Board Chair Signature:**

**Date of School Board Approval:** 11/04/2024

**UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 29, 2024**  
(including the corresponding corrective action plan if applicable).  
Upload instructions are accessible [here](#).

## Appendix A

### 2024 Noncompliance Corrective Action Plan

**Instructions:** Below is a screenshot of the corrective action plan template. The actual template, which is provided here in Word format, includes an example and can also be accessed by downloading and opening this PDF and then clicking the attachment (paper clip) icon in the navigation pane.

Additionally, the current edition of *Commissioner's Update for Directors* includes individual links to the compliance report, corrective action plan template, and ePlan submission instructions.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) (background checks)	An internal audit conducted on October 1, 2024, revealed eleven (13) employees with an expired background check.	<ul style="list-style-type: none"> <li>▪ Notify the thirteen (13) impacted employees and their managers of the noncompliance in writing and include next steps.</li> <li>▪ Coordinate fingerprinting scheduling, resume processing, self-assessment communications.</li> <li>▪ Identify the TDOE director of LEA approval of corrective action plan completion.</li> </ul>	Human Resources Director	Oct. 15, 2024
			Human Resources Director	Oct. 15 – Oct. 29, 2024
			Human Resources Director (with director of schools copied)	Nov. 1, 2024

## Appendix B

For your convenience, the following is a list of helpful links to state education laws and SBE rules:

Public chapters regarding education passed during the 2024 legislative session: [https://www.tn.gov/content/dam/tn/education/legal/2024\\_Legislative\\_Report\\_Final.pdf](https://www.tn.gov/content/dam/tn/education/legal/2024_Legislative_Report_Final.pdf)

Current and pending SBE rules:  
<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:  
<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:  
<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding education laws or SBE rules, please contact the department's general counsel, Christy Ballard, at (615) 741-2921 or [Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov).



October 28, 2024

Cleveland City School Board,

Through the hard work and dedication of our esteemed colleagues, Megan VanBenschoten (4th Grade Teacher) and Matt Ingram (Assistant Principal), Arnold has been awarded a \$5000.00 team grant from the Bradley Cleveland Public Education Foundation. Their efforts have been instrumental in securing this grant, which is intended to purchase dramatic stage lighting for the Arnold Auditorium.

As you may know, the Arnold Auditorium was remodeled in 2007 with the help of the Arnold Alumni Association. Over the past several years, we have worked to improve the sound and projection systems in the auditorium. This grant will help to supply lighting for the stage, greatly increasing the ambiance of school plays, concerts, and school-wide and community events.

We would ask for board permission to use the grant to purchase lights (quote included) and hire a CCS-approved electrician to install the equipment. Thank you for your time and consideration as we maintain our building's historical importance while continuing to promote excellence in all areas of education.

Sincerely,

A handwritten signature in blue ink that reads "Michael Chai". The signature is written in a cursive style.

Michael Chai, Principal

**ESSER 3.0 Application Board Approval  
School Year 2024-2025**

<b>LEA #:</b> 061	<b>LEA Name (Legal Name of Agency):</b> Cleveland City Schools
<b>LEA Legal Mailing Address:</b>  Street Address: <u>775 Raider Drive</u>  City: <u>Cleveland</u> State: <u>Tennessee</u> Zip: <u>37312</u>	

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year application for filing. This action is recorded in the official minutes of the Agency/s Board meeting held on the date entered below:

\_\_\_\_\_ **Board Meeting Date**

\_\_\_\_\_  
Director of Schools (Signature)

\_\_\_\_\_  
Board of Education Official (Signature)

\_\_\_\_\_  
Director of Schools (Print Name)

\_\_\_\_\_  
Board of Education Official (Print Name)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



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### Budget

Cleveland (061) Public District - FY 2025 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 1 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

Go To

Indirect Cost Guide	
Total Allocation	\$1,456,046.04
Existing Budget In Categories Not Eligible for Indirect Cost	\$1,223,681.87
<b>Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost</b>	<b>\$232,364.17</b>
Indirect Cost Rate	13.40%
Max Available Budget In Categories Eligible for Indirect Cost	\$204,906.68
Max Indirect Cost	\$27,457.49

Download Budget Data

<a href="#">View All</a>	Account Number	Total
<a href="#">View</a>	71100 - Regular Instruction Program	\$132,903.55
<a href="#">View</a>	71150 - Alternative Instruction Program	\$0.00
<a href="#">View</a>	71200 - Special Education Program	\$0.00
<a href="#">View</a>	71300 - Vocational Education Program	\$13,603.12
<a href="#">View</a>	72110 - Attendance	\$0.00
<a href="#">View</a>	72120 - Health Services	\$0.00
<a href="#">View</a>	72130 - Other Student Support	\$0.00
<a href="#">View</a>	72210 - Support Services/Regular Instruction Program	\$99,460.62
<a href="#">View</a>	72215 - Support Services/Alternative Instruction Program	\$0.00
<a href="#">View</a>	72220 - Support Services/Special Education Program	\$0.00
<a href="#">View</a>	72230 - Support Services/Vocational Education Program	\$0.00
<a href="#">View</a>	72250 - Education Technology	\$49,946.51
<a href="#">View</a>	72260 - Support Services/Adult Education Program	\$0.00
<a href="#">View</a>	72320 - Office of the Superintendent	\$0.00
<a href="#">View</a>	72410 - Office of the Principal	\$0.00
<a href="#">View</a>	72510 - Fiscal Services	\$0.00
<a href="#">View</a>	72520 - Human Resources/Personnel	\$0.00
<a href="#">View</a>	72610 - Operation of Plant	\$0.00
<a href="#">View</a>	72620 - Maintenance of Plant	\$0.00
<a href="#">View</a>	72710 - Transportation	\$147,100.00
<a href="#">View</a>	73100 - Food Service	\$0.00
<a href="#">View</a>	73300 - Community Services	\$0.00
<a href="#">View</a>	73400 - Early Childhood Education	\$0.00
<a href="#">View</a>	76100 - Regular Capital Outlay	\$1,013,032.24
<a href="#">View</a>	99100 - Transfers Out	\$0.00
	<b>Total</b>	<b>\$1,456,046.04</b>
	<b>Adjusted Allocation</b>	<b>\$1,456,046.04</b>
	<b>Remaining</b>	<b>\$0.00</b>

Go To

Taylor, Valery

**Production**  
Session Timeout  
(Hide Timer)  
00:29:57





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- [LEA Document Library](#)
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- [TDOE Resources](#)
- [Help for Current Page](#)
- [Contact TDOE](#)
- [ePlan Sign Out](#)

## Budget Overview

Cleveland (061) Public District - FY 2025 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 1 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

[Go To](#)

Indirect Cost Guide	
Total Allocation	\$1,456,046.04
Existing Budget in Categories Not Eligible for Indirect Cost	\$1,223,681.87
Total Available for Budgeting in Categories Eligible for Indirect Cost and Indirect Cost	\$232,364.17
Indirect Cost Rate	13.40%
Max Available Budget in Categories Eligible for Indirect Cost	\$204,906.68
Max Indirect Cost	\$27,457.49

Filter by Location:  ▼  
[Show Unbudgeted Categories](#)

Taylor, Valery

**Production**  
 Session Timeout  
 (Hide Timer)  
 00:29:34

Account Number	71100 - Regular Instruction Program	71300 - Vocational Education Program	72210 - Support Services/Regular Instruction Program	72250 - Education Technology	72710 - Transportation	76100 - Regular Capital Outlay	Total
Line Item Number							
471 - Software	127,191.81	0.00	0.00	0.00	0.00		127,191.81
499 - Other Supplies and Materials	5,711.74	0.00	0.00	0.00	0.00		5,711.74
524 - In-Service / Staff Development			99,460.62	0.00	0.00		99,460.62
707 - Building Improvements						1,013,032.24	1,013,032.24
729 - Transportation Equipment					147,100.00		147,100.00
730 - Vocational Instruction Equipment		13,603.12					13,603.12
790 - Other Equipment			0.00	49,946.51			49,946.51
<b>Total</b>	<b>132,903.55</b>	<b>13,603.12</b>	<b>99,460.62</b>	<b>49,946.51</b>	<b>147,100.00</b>	<b>1,013,032.24</b>	<b>1,456,046.04</b>
						<b>Adjusted Allocation</b>	<b>1,456,046.04</b>
						<b>Remaining</b>	<b>0.00</b>

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Taylor, Valery

**Production**  
Session Timeout  
(Hide Timer)  
00:29:44

## Spending Plan

Cleveland (061) Public District - FY 2025 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 1 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

Go To

All activities from the LEA's budget should be reflected in the spending plan.

\* The LEA assures the amounts listed below in the boxes as *expended on Address Learning Loss in FY22, FY23, and FY24* are correct and documentation is available at the local level for monitoring and oversight.

After analyzing and repurposing other funding sources, justify the spending plan for the American Rescue Plan Act (ARPA) funds aligned with the needs and the comprehensive LEA-level plan. For each of the applicable focus areas below, verify the amount, and explain how each focus area addresses the needs. The amounts should not exceed the LEA's allocation.

### 1. Addressing Learning Loss: Coordinators, Summer, Supplemental After School, and Tutoring

**Learning Loss Calculation** (LEAs must spend a minimum of 20%, across the life of the grant, on Addressing Learning Loss)

\$12,306,688.68	Original Allocation
\$ 2,461,337.74	20% to be expended on <u>Addressing Learning Loss</u> .
\$ 1,164,065.87	How much was expended on Addressing Learning Loss in <u>FY22</u> ?
\$ 884,046.59	How much was expended on Addressing Learning Loss in <u>FY23</u> ?
\$ 387,383.22	How much was expended on Addressing Learning Loss in <u>FY24</u> ?
\$ 25,842.06	The remaining minimum amount based on the LEA original allocation minus the amount expended on Addressing Learning Loss in FY22, FY23, and FY24.

\$ 33,600.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

**Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.**

Capturing Kids' Hearts contains lessons and activities that help instructors facilitate learning through engaging activities that ties into the lessons that are being instructed in their regular education classrooms. These lessons include how to navigate and organize their curriculum into successions that will help them be successful in their daily tasks. These activities can be integrated into all curriculum in grades K-12. CKH helps teachers build positive relationships while increasing academic success with their students. It teaches students how to self-regulate their behaviors and to become a facilitator of their own learning. The Capturing Kids' Hearts program was purchased to prepare for, prevent, and respond to COVID-19. CKH has research that shows adding this program will help improve learning loss that was a result of COVID-19. Due to absences as a result of COVID-19, our schools saw an increase in student behavior referrals, a gap in social-emotional learning, and social skills. CCS has seen an improvement in these areas since using CKH and other programs and activities in the classrooms.

The effectiveness of Capturing Kids' Hearts will be assessed through academic scores, daily attendance records, data collected on chronic absenteeism, and data collected on student behaviors.

### 2. Addressing Learning Acceleration: Summer, Supplemental After School, and Tutoring

\$ 0.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

**Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.**

n/a

### 3. Addressing Facility Needs and Deferred Maintenance/Infrastructure

\$ 1,013,032.24 Amount

The amount box auto-populates based on inputs from the Budget Page.

**NOTE:** Items in this category will require more extensive rationale/support.

**Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.**

HVAC units at Arnold Elementary School- Replacing the aging HVAC systems will improve air quality and air flow to all areas of the building and will allow for better filtering systems to be put in place.

Replacing and remodeling floors at The Denning Center and building industrial shelving units will allow the Family Resource Director and Coordinator an opportunity to store food and clothing items for our Family Resource Center. This center will be utilized by the families of our Cleveland City Schools students. The effectiveness will be assessed by the number of families and students who will utilize the Resource Center.

Replacing the gym bleachers with new handrails and mechanics will prevent accidents and incidents with our students and teachers as they utilize the gym bleachers for morning congregations and regular gym classes throughout the day. The bleachers are also utilized for other school functions such as parent-teacher open houses, athletic event, and school presentations. The number of documented incidents will decrease and more people will be able to utilize the bleachers safely.

**4. Purchasing Education Technology (Including hardware, software, and connectivity)**

\$ 177,138.32 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

The items purchased with these funds will allow the staff in the building to effectively teach and collaborate with their students using the latest technology. Each student at Cleveland High School was given an iPad. The staff will now have the same type of technology that aligns with their students. Planning engaging lessons will be easier for teachers to use with their students. Assessments can also be uploaded to various platforms used by their students.

The effectiveness of purchasing these devices will be determined by the types and amounts of tasks completed on the devices by students and teachers. The usage can also be documented by the Director of Technology from the district.

CANVAS Learning Management System-Allows teachers to manage their classroom in an in-person or virtual environment. The LMS allows teachers to post videos, PowerPoints, and interactive lessons online. Assignments can be turned in and graded via Canvas which in turn cuts out on the transmission of papers from person to person and therefore decreasing the likelihood of spreading viruses. Students can access the LMS from any computer or their school-issued device in middle and high school. The effectiveness of this activity is measured through student and teacher login data in the LMS.

PowerSchool tracks student enrollment, attendance, grades, behaviors, and other pertinent information. Each teacher has access to this platform and uses it daily to update the district on information about each of their students.

**5. Addressing the Unique Needs of Special Populations**

\$ 0.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

n/a

**6. School Facility Repairs**

\$ 0.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

N/a

**7. Providing Mental Health Supports**

\$ 0.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

Capturing Kids Hearts - This district initiative provides training to all staff members on the importance of educating the whole child. This training focuses on the social-emotional aspect of learning and the importance to "knowing" your students before you can educate them properly. CKH will act as consultants for Cleveland City Schools over the next three years and will assist building level leaders in identifying areas of improvement across their building. The effectiveness of these programs will be determined by teacher observations, student behavior data, and surveys.

**8. High Quality Instructional Materials for Math Adoption**

\$ 0.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

NOTE: Items in this category will require more extensive rationale/support.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

n/a

**9. High Quality Instructional Materials for Early Literacy**

\$ 0.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

n/a

**10. Public Health Coordination and Protocols**

\$ 0.00 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

n/a

**11. Conducting Other Necessary Activities**

\$ 232,275.48 Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

Mobile Mind-Professional Development platform for certified district leaders to gain more knowledge on the programs we are currently using, such as Google and Canvas. Building and district leaders are also able to develop their own asynchronous professional development sessions and upload them into Mobile Mind for district staff to complete.

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Providing professional development will improve the quality of classroom instruction and improve retention among teachers to remain in our school system.

Activity Bus -This bus will be used for small groups of students to attend activities during hours and after school hours. This is more cost effective than purchasing new school buses. With this bus, we can use them without interrupting the regular district bus schedule. Some events take place during times when bus and bus drivers are not available. With a small number of students participating in these events, the bus can transport them safely and without having to rely on student and parent drivers.

Five of our nine schools have been awarded STEM Designated Schools. With this distinction, these schools will purchase stem related items to completed various stem tasks and activities. Manipulatives other resources can be purchased for indoor and outdoor activities.

#### 12. Indirect Cost

\$  Amount

The amount box auto-populates based on inputs from the Budget Page.

#### 13. Administrative Cost

\$  Amount

The amount box auto-populates based on inputs from the Budget Page.

#### Resources

[USED Use of Funds Detail Appendix](#)

[ESSER 3.0 Technical Guide](#)

[Learning Loss Allowability Chart](#)

[Click here to open the Learning Loss Tool guide.](#)

[ESSER Checklist for LEAs](#)

[IRS Independent contractor \(self-employed\) or employee?](#)

[U.S. Department of Labor: Final Rule: Employee or Independent Contractor Classification Under the Fair Labor Standards Act, RIN 1235-AA43](#)

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Taylor, Valery

**Production**

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## LEA Program Details

Cleveland (061) Public District - FY 2025 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 1 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

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### Administration Cost

**Program Administration:** The reasonable and necessary costs to manage the federal grant in a compliant and effective manner.

**The LEA is not utilizing grant funds to administer the ESSER 3.0.** Provide a summary of how the grant program will be administered, including the title of staff responsible for the grant administration, the FTE(s), and the other funding sources that will contribute to administrative staff salaries/benefits. The Supervisor of Federal Programs and Professional Development will administer the ESSER 3.0 funds. The Supervisor will oversee all federal programs, including Title II and professional development. The position will be paid 100% from the Consolidated Administration through the CFA.

**The LEA is utilizing grant funds to administer the ESSER 3.0.**

**Systemwide Administration for ESSER 3.0 Grant Administration - Staff in this table are those who work in the central office on the direct administration of the grant.**

**Systemwide Administration for LEAs Using ESSER 3.0 Funds for Direct Administration:** Staff in this table are those who work in the central office on the direct administration of the grant. If the LEA is not using ESSER 3.0 funds for grant administration, do not enter staff in this table.

	Headcount	FTE
Administration	0.00	0.00
Resource Specialist	0.00	0.00
Program/Project Director	0.00	0.00
Other (specify)	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>

Will new positions be hired with these funds?

No

If yes, ensure these positions are reflected above.

Provide a brief description of the reasonable and necessary administrative activities and personnel. This includes the FTE and amount deducted from the grant.

N/A

### Planning

Reflect on the challenges that the LEA faced during the COVID-19 pandemic. What prioritized needs did the LEA identify during the pandemic?

Cleveland City Schools faced some challenges when the pandemic hit during the 2021-2022 school year. One challenge we faced was the fact that not all of our students had internet accessibility. While many of our students had wifi services, we found that at least 1 out of 4 students did not have connectivity. Our students in grades 6-12 had laptops so that did help the situation. However, several other families, especially the elementary students' families, had limited digital resources. Our team immediately put together common grade level resources for students across the district so that families could access the resources at the front of each school or online, if they had a way to digitally access them.

Another challenge the district faced was making sure that all our hourly waged employees had work to do during the early days of the pandemic. We utilized these workers to meet the needs of another challenge, providing student meals throughout our community. Hourly waged employees rode buses daily to deliver meals and instructional resources to students during the early days of the pandemic. Monitoring the mental health of students and staff became a challenge during the pandemic and has been identified as a priority moving forward for our district should another shutdown occur.

### Learning Loss

Provide information on how the LEA is measuring and addressing learning loss and how ESSER 3.0 funds will support these measures. Please include an overview of the evidence-based interventions the LEA will implement to address learning for students.

Cleveland City Schools is measuring learning loss by screening students 3 times a year - fall, winter, and spring. The district assesses students' progress in Reading and Math using iReady. In addition to these crucial benchmark periods, teachers utilize curricular assessments and adjust planning in grade level PLCs. Our district also progress monitors throughout the year using easyCBM and iReady. These results inform our school RTI teams as interventionists prepare lessons for small group learning.

The ESSER funds allowed us to purchase the assessments and digital instructional resources to address learning gaps for students who fall within our Tier 2 and Tier 3 programs. ESSER funds provided funds for us to teach students in small groups during summer and after-school programs. These funds helped to provide

transportation to and from the intervention programs. Also, the ESSER funds gave us opportunities to purchase digital literacy and math resources that will differentiate learning paths for all of our students.

#### Oversight Plan

Summarize the LEA's plan for reporting, monitoring, and auditing supports and capacity related to ESSER 3.0 funds.

All purchase orders and expenditures made from ESSER funds require the signature and approval of the Federal Programs Supervisor along with the CFO before being processed. Expenditures are identified as being approved and acceptable under the currently approved application. Once expenditures are made all purchase orders and receipts are kept on file with our business office and are reported to the state in accordance with all other budgetary requirements. Yearly audits are conducted to ensure compliance with rules and regulations and to identify any findings that need to be corrected. All ESSER funds will fall under these same procedures.

#### Consultation with Stakeholders

Describe how the LEA will, in planning for the use of ARP ESSER funds, engage in meaningful consultation with stakeholders, including, but not limited to:

- i. students;
- ii. families;
- iii. school and district administrators (including special education administrators); and
- iv. teachers, principals, school leaders, other educators, school staff, and their unions.
- v. Tribes;
- vi. civil rights organizations (including disability rights organizations); and
- vii. stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children and youth in foster care, migratory students, children who are incarcerated, and other underserved students.

During the Spring of the 20-21 school year Cleveland City Schools conducted Strategic Planning Implementation Committees. The purpose of these committees was to look at the current strategic plan and to map out a plan that would help the district stay on track in terms of COVID setbacks. The committees used the current strategic plan as a guide and each committee focused on a certain area of the plan to explore. Each committee (Elementary, Secondary, and Data) was compiled of staff from each applicable school, parents of current students, business and industry partners, and students. Once the ESSER funding sources were identified in the Spring, these committees took their developed action steps and established priority spending needs to help the district stay on track with current strategic planning. Through this process, Summer Learning Loss Camps were developed along with after-school tutoring programs at the middle and high school in the spring.

As part of gathering more feedback from a broader range of participants the district distributed a survey to all stakeholders for a two-week window. Survey links were sent in students and family's native languages and were delivered using our contact management system as well as social media avenues. The survey link was open to all Cleveland City families and to anyone stakeholder in the Cleveland Community. The system used Facebook, Instagram, and Twitter platforms to solicit feedback from a wider variety of individuals that are connected with our system in various ways. Feedback from the survey and the survey instrument can be found on the supplemental information page.

\* Provide an overview of how the public stakeholder input was considered in developing the LEA's plan for ARP ESSER funds.

Using our strategic plan as our primary guide after the implementation committees finished their work was the main focus of Cleveland City Schools and our spending plan for ARP ESSER funds. The strategic plan helped guide our spending and allowed the district to easily identify needs throughout the remaining years in our 5-year plan and in many cases to speed up the process because of the availability of funding.

The stakeholder survey allowed district teams to see feedback from a myriad of different groups identified in the information on the supplemental pages. Feedback from surveys was utilized to fine tune remaining funds and to adjust previously brainstormed allocations to better represent spending that reflected stakeholder opinions and ideas.

#### Planning for the Use and Coordination of ARP ESSER Funds

\* How will the LEA use the remaining ARP ESSER funds consistent with statutory requirements?

Funds remaining after administrative costs will be spent in accordance with state and federal requirements and only expenditures in the approved application will be incurred.

\* How the LEA will ensure that the ARP ESSER funded interventions, including but not limited to the 20% set-aside, will respond to the academic, social, emotional and mental health needs of all students, and particularly those students disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children and youth in foster care, and migratory students?

Cleveland City Schools aims to ensure that ARP ESSER funds will respond the academic, social, emotional, and mental health needs of ALL students. The district will do this by using TCAP, iReady, and other benchmarking data to identify the students who are Approaching or below grade level regardless of socio-economic status, ability level, or language. Schools that have a higher population of at-risk students will be given additional funding for after-school tutoring, summer programming and things of that nature as needed. A social worker will be assigned full time to our highest needs schools while other schools will share social worker positions in order to better serve our transient and low socio-economic populations. ESL and Special Education students will be included in all after-school and summer programming and will be provided the same opportunities as all students. Funds are also being set aside for beginning ESL summer camps and for our ERC students through various other federal grants to supplement ESSER. 3.0 funds.

#### Resources

[USED Use of Funds Detail Appendix](#)

[ESSER 3.0 Technical Guide](#)

[Learning Loss Allowability Chart](#)

[Click here to open the Learning Loss Tool guide.](#)

[ESSER Checklist for LEAs](#)

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Section 3 Support Services Policies of the Board Policy Manual were reviewed and considered for updates in accordance with the [Cleveland City Schools Board Policy Review Schedule](#). These policies may be found in the [CCS Board Policy Manual Section 3](#). After the review, the Section 3 board policies do not need to change with the exception of the annual date of review.



# Director's Update

November 4, 2024

# Highlighted October Events



- **Stuart Staff hosted the CCS Board for breakfast on October 15th.**
- **CCS held a “Blue on the Green” at the Greenway last Monday, October 28th.**
- **CCS Board met on Tuesday, October 29th during a Board Retreat to review updates from the Operations Team.**



State Senator Adam Lowe moderated a forum on Public Education at Cleveland State Community College on Wednesday, October 30, 2024. Robert Eby (Chairman of Tennessee State Board of Education), Nathan James (Deputy Director of Legislative Affairs with TN Board of Education, Dr. Linda Cash and I served on the panel for the discussion.

# Upcoming Events

- **Month of November: United Way and Coca-Cola sponsoring Food Drive for the Family Resource Center Market.**
- **Tuesday, November 5th - Election Day: School will be closed for Staff Development Day.**
- **TSBA Convention: November 7th - 10th.**
- **Strategic Planning Community Session at Blythe-Bower at 6 p.m. on November 12th.**
- **BCPEF Vision 100: November 14th**
- **Strategic Planning Community Session at CHS at 6 p.m. on November 19th.**
- **The next Breakfast with the Board is scheduled for November 19th at Ross.**

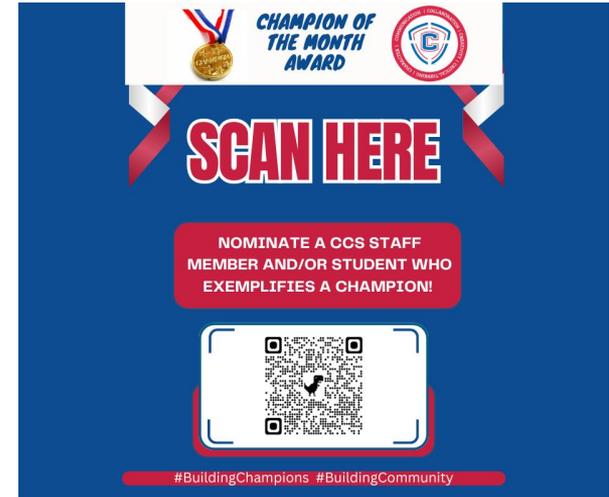


# Champions of the Month – November

## GEORGE R. STUART ELEMENTARY SCHOOL

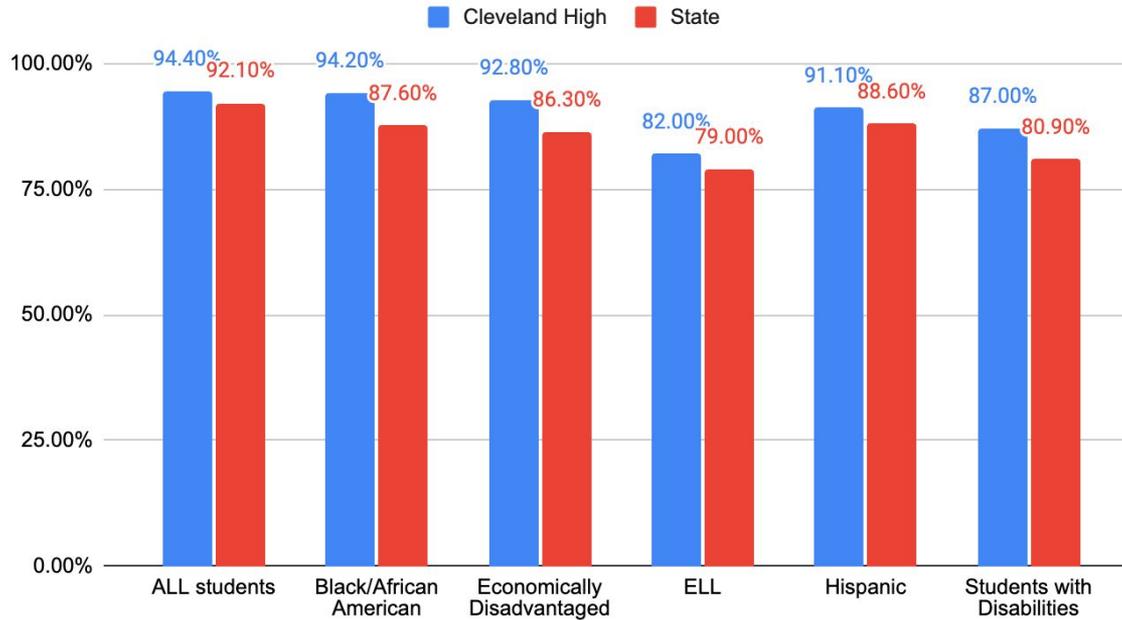
Bentley Medelling, 5th Grade Student

Mindy Kiser, Assistant Principal



# 2023-2024 Graduation Rate

2023-2024 Graduation Rate: Cleveland High and State Average



# Cleveland City Schools – Fall Fun



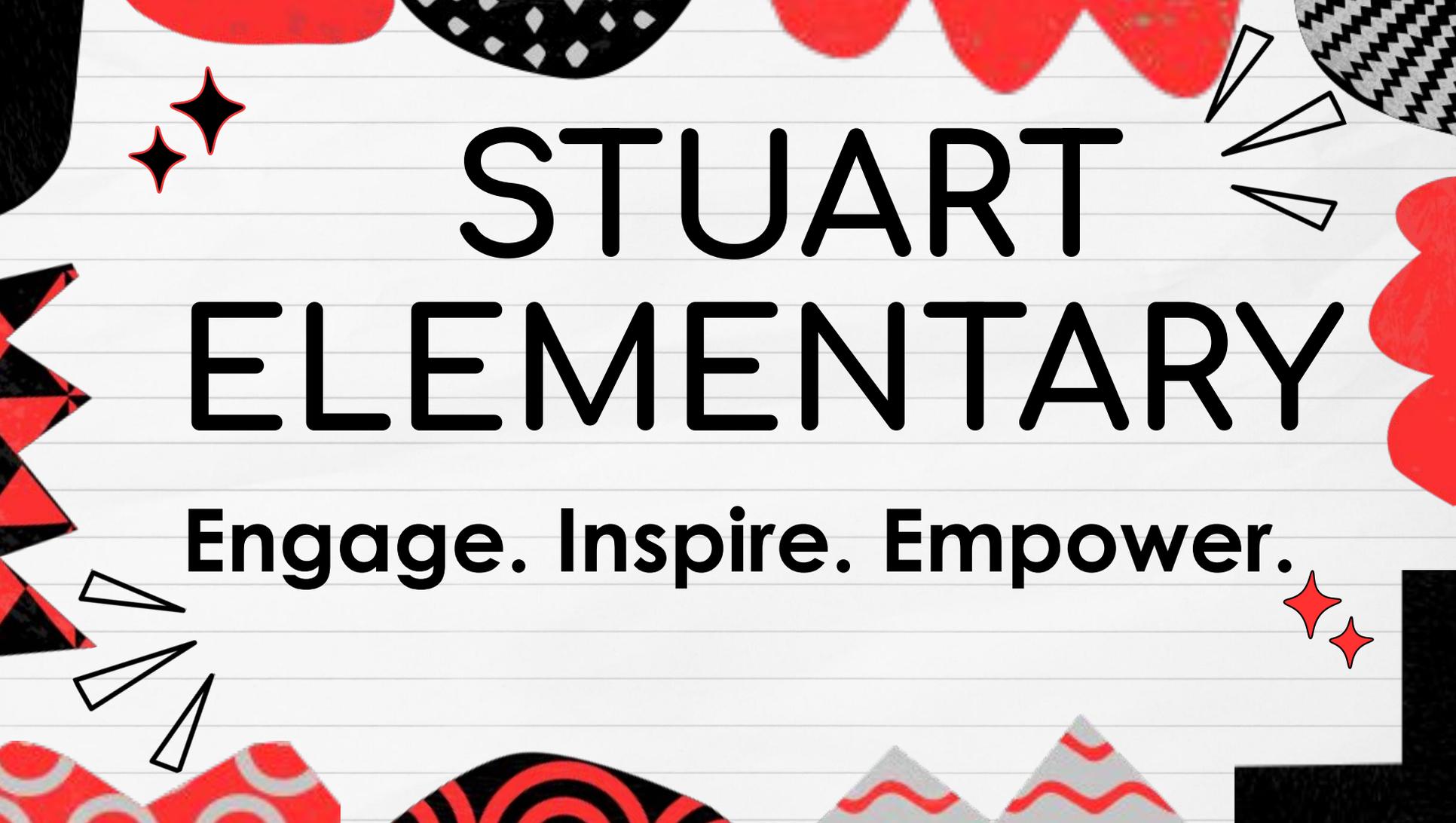
# Cleveland City Schools – Fall Fun





# Director's Update

November 4, 2024



# STUART ELEMENTARY

**Engage. Inspire. Empower.**

**262 K-5 Students**  
**333 PreK-5 Students**  
**71 PreK Students**

**37.5% White**  
**35.2% Hispanic**  
**10.3% Afr. American**  
**15.7% Multi-Ethnic**

**80 (30.5 %)**  
**students in our**  
**ESL Program**

**WE ARE**  
**STUART!**



**3 District Programs**  
**Discovery Pre K**  
**TAB Program**  
**CDC Class**

**15 Countries Represented**  
**6 Native Languages**  
**English, Spanish, Ukrainian,**  
**Vietnamese, Albanian, Portuguese**

**48 students (18.4%) are**  
**supported through our**  
**SPED Dept.**  
**INCLUSION FOR ALL!**



# Our Driving Force . . .

To create a safe, positive, and inclusive learning environment that fosters academic and personal growth by **empowering** students to reach their full potential.



# EMPOWERING STUDENTS & PARENTS

To impact students within our school we have to empower the influences outside of the school.

Collaborate & empower parents to impact the learning occurring within our school.



# EMPOWERING STUDENTS BY TEACHING SCHOOL WIDE EXPECTATIONS

## BARK EXPECTATIONS



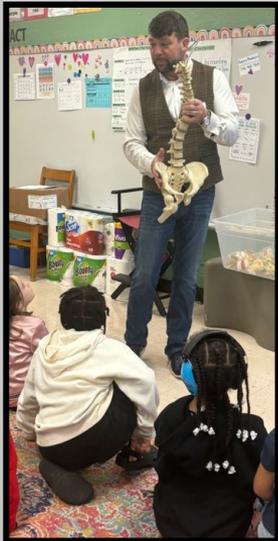
## CELEBRATE THE GOALS MET





# EMPOWERING STUDENTS THROUGH REAL WORLD CONNECTIONS

STUDENTS APPLY NEW LEARNING



STUDENTS EXTEND NEW LEARNING





# EMPOWERING STUDENTS BY BUILDING CHARACTER AND CONFIDENCE



## LEADWORTHY FAMILIES



## BULLDOG TV





# EMPOWERING PARENTS

## PEP SQUAD

- Provide resources to families about school-related topics (academics, social emotional, technology ideas for learning)
- Bring in guest speakers to help/encourage families with student needs. We can check with families about needs.
- Opportunities for families to help with school-wide events.
- Opportunities for families to use their interests and abilities to enhance learning in class through our PBLs- families may be able to share knowledge with classes and be a guest speaker for classes.
- Opportunities to build community with other parents.





# EMPOWERING PARENTS

## PEP Squad Goals

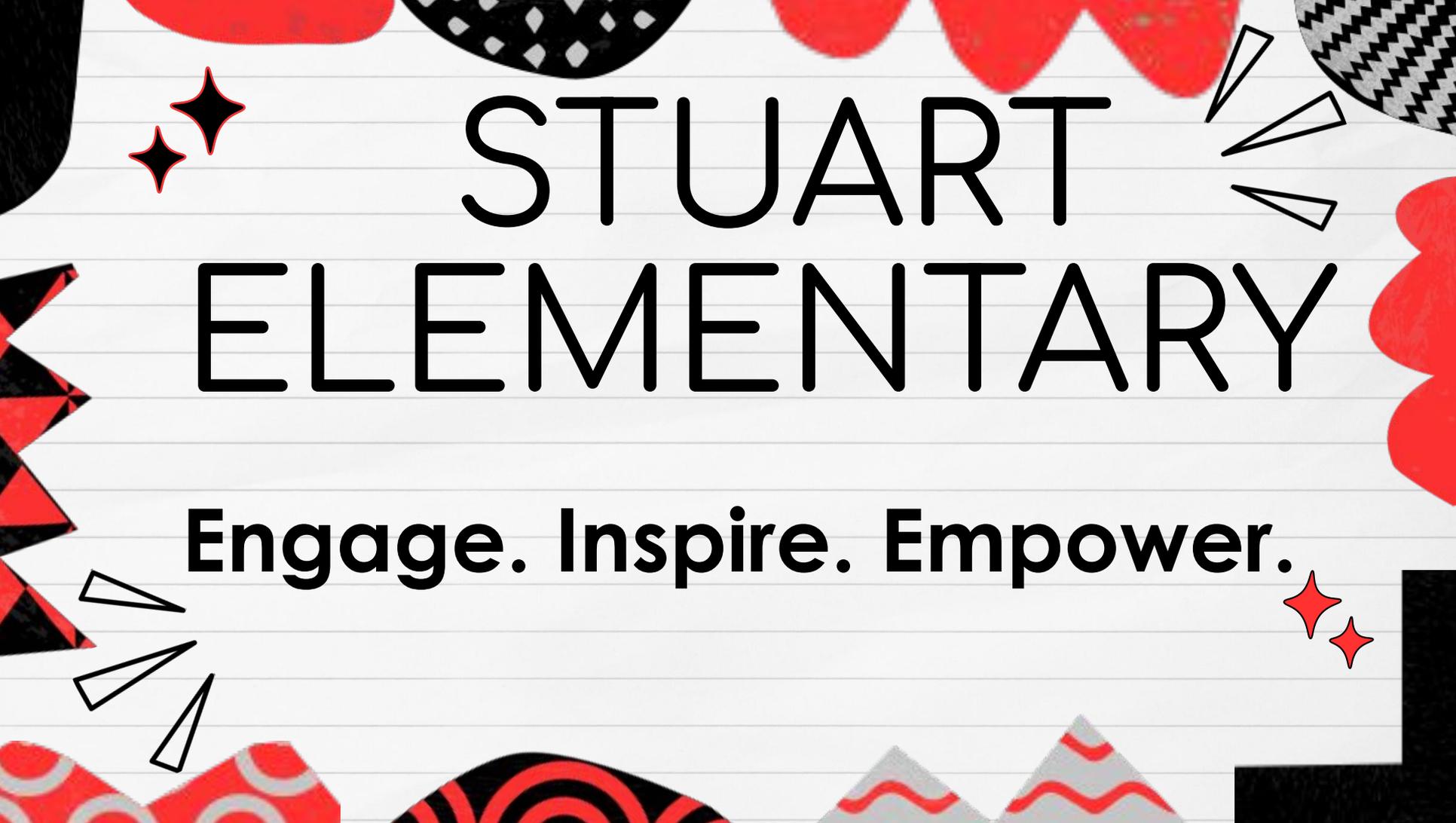
- Strong, supportive partner between the home, school, & community.
- Actively involved through communication & collaboration
- Enhance the educational experience, for your student
- Empowerment of parents with the tools, resources, and opportunities to engage meaningfully in your child's learning journey
- Strength both academic achievement and social development.





# EMPOWERING PARENTS THROUGH PEP SQUAD





# STUART ELEMENTARY

**Engage. Inspire. Empower.**

# Cleveland City Schools

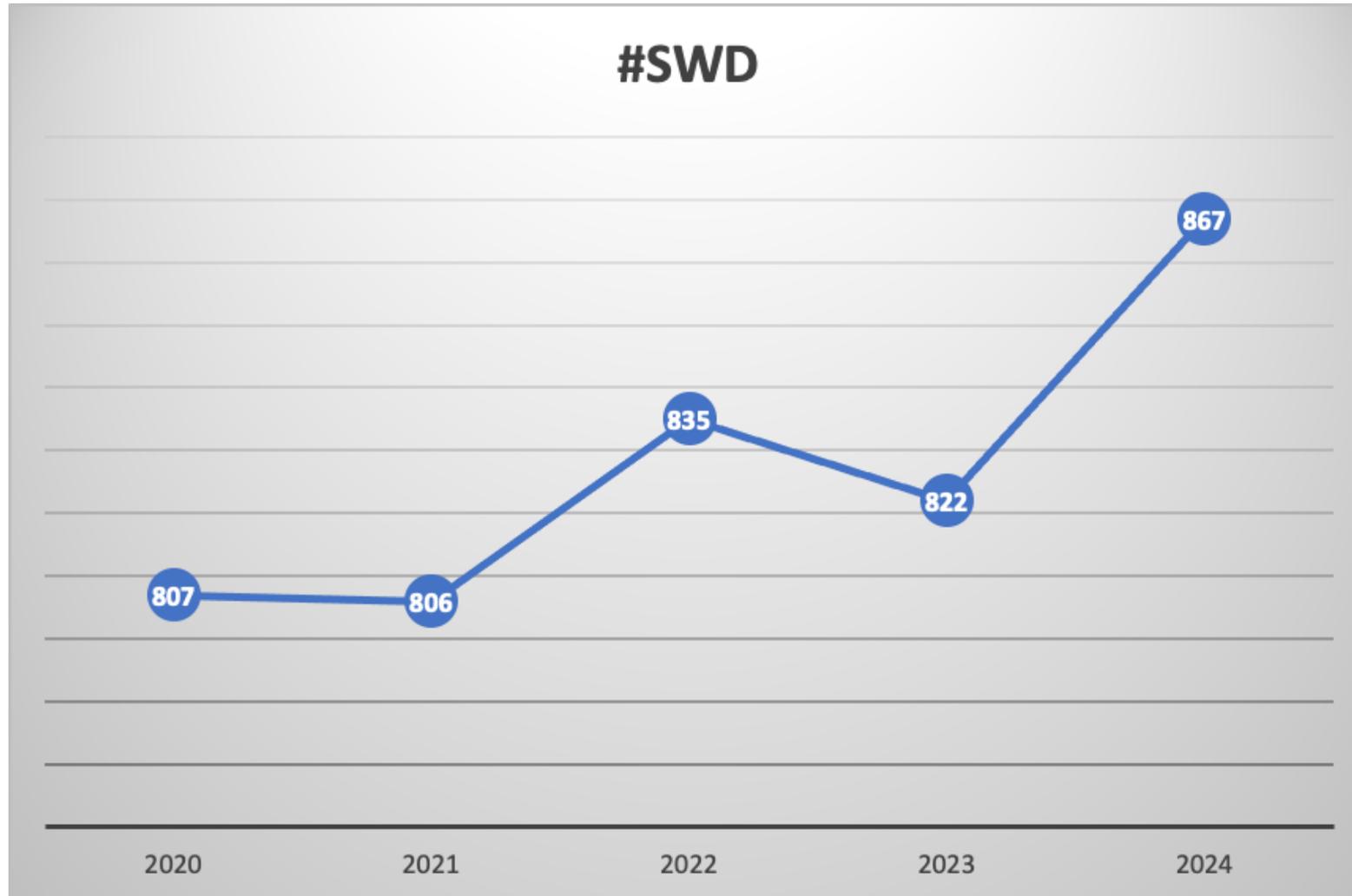
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Special Populations Update

2024-25

School	# of SWD	From last year	# of teachers	# of Assistant s	Student to Adult Ratio
Arnold	57	+18	2	3	11.4
Blythe Bower	91	-5	4	4	11.3
Candy's Creek Cherokee	68	-20	4	4	8.5
Mayfield	60	+8	3	3	10
Ross	45	+9	2	3	9
Stuart	49	+4	4	4	6.12
Discovery Pre K	39	+1	4	4	4.8
Yates	44	+7	2	2	11
CMS	199	+30	9	12	9.47
CHS	215	-10	12	15	7.96
Totals	867	+45	46	54	9.4 average

# Number of students with disabilities in November



# Budget

• Sped GP	\$6,839,942.00
• IDEA part B	\$1,557,312.72
• IDEA PS	\$81,645.99
• <b>Total</b>	<b>\$8,478,900.71</b>



# Grants received for this year

- State Special Education Preschool Grant  
\$115,938.18
- Access for All Learning Network (AALN Preschool) \$20,000.00
- TDOE IDEA Partnership for Systemic Change (pre-k) \$80,000.00
  
- **Total funds received from grants:**  
**\$215,938.18**



# 2020-2025 Strategic Plan for SWDs

## Action Steps:

- Increase the percentage of SWDs who participate in a regular education environment at least 80% of the day.
- Increase participation rate for SWDs taking regular statewide assessments.

## Outcomes:

- Both goals met or exceeded.



# 2025-2030 Strategic Plan for SWDs

## Focus:

- Recruitment & Retention
- High Quality IEPs
- Post-Secondary Transition
- Early childhood & Pre-K programming





# Challenges:

- **Significant increase in complex needs.**
- **Staffing**
  - Nationwide shortage of specialized positions (Speech Pathologists, School Psychologists, and Certified Special Education Teachers).
  - More difficult to find classified staff willing to work in complex environments.

## Board Notes 4

Hello Everyone.

Cleveland Seniors took the act on oct 15 and we recently got our scores back.

On the 19th our Cleveland High school Cross Country team took fourth overall at the at the 2024 Randolph Invitational

And this past week we had many individual state qualifiers including Owen Clemons, Noah Dycus, Cole Rodgers, Josiah Marr, Elisha Langford, Kaiden Smith, Micah Bowers, and Lucy Hearn.

Also on the 19th Cam Garcia and Solomon Fant played in the Special Olympic Flag Football State Tournament coming in 2nd place with their team "Nooga Strong"

How about the win over Bradley. It was exciting watching our team come up strong.

On the 26th the Cleveland High School theater headed to the state Tennessee Theater Association One-Act Competition at Collierville High School. CHS took an excellent rating along with the Spirit of the Festival Award. Aniyah Purifory was named to the All-Star Cast along with winning a Merit Scholarship for her audition monologue.

Our band won 1st place in class 4A at Alcoa high school on the 26th.

Cleveland High School hosted a series of themed dress-up days this past week in celebration of Red Ribbon Week, an annual campaign promoting drug-free awareness.

The Leadership class has been hosting a Cornhole tournament during all lunches.

On the 29th We hosted our annual trunk or treat, with clubs and sports teams giving out candy from decorated vehicles. Our baseball team also had their halloween costume scrimmage which had players in costume during their game.

This week CHS students have had today off for parent teacher conferences and we are getting tomorrow off for election day.

Thank you

Cleveland City Schools

Financial Report

September 2024

Balance on hand September 1, 2024	12,441,686.11
<b>RECEIPTS</b>	
City Clerk's Monthly Report	5,791,216.74
Bank Encoding Error	4.00
Misc. Reimbursement #44170	(10,484.04)
AFJROTC #44570	436.12
Interest Earned	<u>52,183.78</u>
	<u>18,275,042.71</u>
<b>DISBURSEMENTS</b>	
Regular Instruction Program	2,902,323.58
Special Education Program	492,506.06
Vocational Education Program	159,572.40
Attendance	14,264.79
Health Services	49,679.10
Other Student Support	270,584.46
Regular Instruction Support	194,790.27
Special Education Support	12,935.18
Vocational Education Support	17,546.58
Technology	87,137.21
Board of Education	7,307.79
Office of the Superintendent	50,684.06
Office of the Principal	344,641.06
Fiscal Services	38,959.35
Operation of Plant	328,263.44
Maintenance of Plant	276,748.97
Transportation	144,944.16
Food Service	11,632.66
Community Services	0.00
Early Childhood Education	118,778.65
Regular Capital Outlay	1,086,388.06
Education Debt Service	<u>0.00</u>
	6,609,687.83
Retirement withheld not paid	(386,482.08)
Insurance withheld not paid	(517.12)
Retirement paid	67,944.02
Balance October 1, 2024	<u>11,984,410.06</u>
	<u>18,275,042.71</u>

Respectfully submitted,



Jeff Elliott  
Director of Schools

## Personnel Items – September 2024

### **Assignments**

Avila, Irma, ST/Assistant, Effective September 2, 2024  
Gazaway, Jena, BB (Assistant), Effective September 3, 2024  
Passavant, Dianne, ST (PT Interventionist), Effective September 4, 2024  
Townsend, Hallie, CHS/Transportation (Assistant/Bus driver), Effective September 10, 2024  
Keel, Deborah, BLB (Assistant), Effective September 12, 2024  
Braun, Erin, CMS (Assistant), Effective September 20, 2024  
Glazener, Teresa, CMS (Assistant), Effective September 20, 2024  
Bright, Hannah, MA (PT Interventionist), Effective September 23, 2024  
Cate, Kendall, ST (Assistant), Effective September 23, 2024  
McVey, Kimberly, YA (Teacher), Effective September 23, 2024

### **Resignations**

Lemons, Catherine, ST (Speech Assistant), Effective September 4, 2024  
VanNostran, Traci, CHS (Speech language pathologist), Effective September 9, 2024  
Johnson, Jennifer, CMS (Administrative Assistant), Effective September 13, 2024  
Bivens, Alan, CHS (SpEd Teacher), Effective September 24, 2024  
Smith, Tim, CHS (CTE Engineering teacher), Effective October 4, 2024

### **Transfers**

Jackson, Molly, YA (Teacher) to YA (Instructional facilitator), Effective September 3, 2024  
Wagers, Cynthia, CHS (Bookkeeper) to ESC (HR Admin Assistant), Effective September 5, 2024  
Cadena, Sandra, CMS (Translator) to CMS (Admin Assistant), Effective September 16, 2024  
Wheeler, Alicia, CHS (Admin Assistant) to ESC (Exec. Admin Asst), Effective September 19, 2024

### **Retirements**

### **Leaves of Absence**

Miolen, Renae, BB, Effective September 5, 2024  
Callahan, Meghan, MA, Effective September 8, 2024  
Freeman, Hali, MA, Effective July 29, 2024  
Rogers, Callie, AR, Effective September 26, 2024  
Rogers, Austin, RO, Effective September 26, 2024  
Moodley, Eleanor, MA, Effective September 26, 2024  
Lamon, Scyler, BB, Effective July 29, 2024  
Tatum, Bailey, AR, Effective September 30, 2024  
Martin, Acacia, MA, Effective September 8, 2024

Henderson, Ashley, CMS, Effective September 23, 2024  
Humphreys, Brennan, CMS, Effective September 23, 2024  
Sanderson, Haleigh, CCC, Effective July 29, 2024  
Donnelly-Chastain, Kirsten, CCC, Effective September 16, 2024  
Usery-Chastain, J. Hunter, CCC, Effective September 23, 2024



## BETA CLUB ART SHOW

The BETA members showed off their artistic side in their annual art show. Winners in each category will be sent to the National BETA State Convention in November. Through their annual art show they have had four National placement winners over the last three years! They look to be returning with some amazing pieces once again!



## CHESS

Congratulations to the CMS chess team for their success at the Regional tournament at McCallie. Samuel Cadena came in 3rd place! Samuel, along with Everett Towe, Jaxen Randolph and Max Crane, have earned the chance to compete at the state tournament at Tennessee Tech on Nov. 9th



## 7TH GRADE JA IN A DAY

Our 7th-grade students participated in the Junior Achievement 'JA in a Day' course, where they engaged in hands-on activities to learn about financial literacy, entrepreneurship, and career readiness. This program provided valuable real-world skills, helping students understand essential concepts that will benefit them in their future education and careers.

# CMS Highlights OCTOBER

Our 6th-grade computer science class, guided by our school librarian, is learning how to identify reliable and unreliable sources of information. This essential skill helps students develop critical thinking and digital literacy, preparing them to navigate the vast amount of information they encounter online.

## 6TH GRADE COMPUTER SCIENCE

During Spirit Week, both teachers and students joined in the fun by dressing up for themed days to show support for our fall sports teams, especially the football team. The enthusiasm and participation from everyone helped boost school spirit

## SPIRIT WEEK

To celebrate the culmination of Hispanic Heritage Month, a Parade of Nations was held where students showcased flags from various Spanish Speaking countries. "Me gusto porque habia muchas banderas que no conocia y me gustaron los colores de sus banderas." Gustavo Hernandez "I liked the parade because there were a lot of flags I did not know, and I liked the colors of their flags."

## PARADE OF NATIONS

