

**Cleveland City Schools**  
**Board of Education Regular Meeting**  
February 7, 2022 5:30 PM  
Administrative Office Building, Board Room



Attendance Taken at 5:30 PM.

Mr. Tom Cloud:	Present
Mr. Charlie Cogdill:	Present
Ms. Carolyn Ingram:	Present
Ms. Krista McKay:	Present
Mrs. Peggy Pesterfield:	Present
Ms. Dawn Robinson:	Present
Mr. Nate Tucker:	Present

1. **Welcome/Moment of Silence**

Mrs. Dawn Robinson starts the meeting off by recognizing Troy Weathers, chairman of the Bradley County Board. He will be running for the 24th district of the House, and we are happy to have him here.

2. **Pledge of Allegiance**

Ms. Leah Hargis led us in a moment of silence and the Pledge of Allegiance.

3. **\*Consent Agenda**

Motion to approve the consent agenda passed with a motion by Mrs. Peggy Pesterfield and a second by Ms. Carolyn Ingram.

Mr. Tom Cloud:	Yes
Mr. Charlie Cogdill:	Yes
Ms. Carolyn Ingram:	Yes
Ms. Krista McKay:	Yes
Mrs. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes
Mr. Nate Tucker:	Yes

Yes: 7, No: 0

3.A. **\*Approval of Regular Agenda**

3.B. **\*Approval of Minutes from January 10, 2022 Board Meeting**

3.C. **\*Approval of Overnight Field Trips. #659, #664, #665, #666, #683, #690, and #692**

3.D. **\*Approval of Second Reading of Policies 2.601, 5.3052, 6.600, and 6.601**

3.E. **\*Approval of Site Committee Meeting Recommendation**

4. **Regular Agenda**

4.A. **Director's Update** - Speaker: Russell Dyer

-Dr. Dyer states it is school counselors week this week, and thanks them for all they do.

-It is safer internet week: February 7-11, through all schools. Tuesday, February 8 is the safer internet night at CMS at 6:00 pm.

-There are a lot of General Assembly Updates that we are keeping up on. Governor Lee's State of the State regarding K-12: \$500 million for CTE, \$2.5 million for future workforce initiative, \$124.7 million for an increase into the teacher salary pool, \$25.5 million in recurring funding for summer learning camps. Thank you to TOSS/TSBA for the updates.

-CHS Principal Search Update: Dr. Dyer met with the student advisory group, Mr. Kiser and Dr. Laing obtained feedback at the CHS Open House, feedback session with community partners is set for February 9, Feedback session with CHS faculty and staff is set for February 22. The Principal survey is ongoing on our website. February 24-28 we will conduct initial interviews with candidates, and the hope is to announce a new high school principal in March.

Dr. Dyer introduces the "Thank You" video for School Board Appreciation.

-The Board appreciates all the videos and gifts for this week.

-The Board asks if all the money that will be distributed will it go to more than just teachers. For example, assistants, cafeteria workers, etc.? Dr. Dyer states he can not answer that right now because we don't have specifics on this yet, but in our district in the past we have given a raise to all employees. We will update this as we hear more about this from the State.

4.B. **Director's Evaluation** Dawn Robinson

Mrs. Robinson states last month the board approved the director's evaluation form. The board filled out the form and met with Dr. Dyer individually and scored him then we turned the forms into Julie. Mrs. Robinson and Julie calculated the results. The results were: Part 1, A. Director and Board Relations: 4, B. Community Relations: 3.89, C. Staff Relations: 3.62, D. Finance and Operations: 3.79, and D. Instructional Leadership: 3.86. Part 2, Directors Goals: 3.83.

Mrs. Robinson states this is a good way to evaluate Dr. Dyer and she

appreciates him providing all the information. Dr Dyer thanks them for the recommendations.

Motion to approve the Director's Evaluation passed with a motion by Ms. Krista McKay and a second by Mr. Tom Cloud.

Mr. Tom Cloud: Yes

Mr. Charlie Cogdill: Yes

Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes

Mrs. Peggy Pesterfield: Yes

Ms. Dawn Robinson: Yes

Mr. Nate Tucker: Yes

Yes: 7, No: 0

4.C. **Board Self Evaluation** Dawn Robinson

The board filled out the board self evaluation in January as well. From this evaluation Krista proposes to bring back the board retreats moving forward at least once a year. Mrs. Robinson wants to discuss some dates to schedule a retreat. She would like to have a spring retreat and a fall retreat. The Board agrees on March 31, 2022, for the next retreat. We will discuss a location and discuss this with the board within the next month.

4.D. **Spotlight.**

**ESSER Funded Staff** Kellye Bender

Mr. Kiser introduces the ESSER Funded Staff that are involved in the ESSER plans moving forward. Danielle Scarth is a behavior support specialist. Chase Bennett, Kellye Brownlow, Tekia Grayson, and Lisa Wiley are social workers.

Dr. Elliott shares the vision of this group of staff. They will focus on our student behavioral needs as a team for our students, staff, and parents. We hope to grow this team and make this a priority at CCS.

Maria Herrero is our district interpreter. She makes sure our families and employees understand what is going on within the district.

Adam Moss is the District Learning Acceleration Specialist which will help with the summer learning camp and tutoring programs.

The Board asks if the social workers will be housed in a specific school? Dr.

Elliott states there will be 3 different elementary school groups, a middle school social worker, and Lisa Wiley will focus on the high school.

Ben Garcia is the Elementary Computer Technician.

Tara Watterson is the Data Operator at CMS. She does all things scheduling and data entry at CMS and works with Michael Kahrs.

Dr. Dyer wants everyone to know the ESSER funds are directly effecting our students in the buildings. He thanks them all for coming.

**4.E. \*First Reading of Policies.**

**Policy 4.204 Russell Dyer**

Dr. Dyer presents Policy 4.204 Summer Instructional Planning. They took out a lot of the old language and inserted new language on what we are allowed to offer and required to offer.

The Board asks if TSBA helped us with this? Dr. Dyer states TSBA did recommend this policy.

The Board asks if there are any requirements to attend these summer camps? Dr. Dyer states there is only one Bill being discussed in Nashville regarding 3rd grade retention. REWORD: As of now, any student can participate, even though there is a priority list that will be admitted first. These classes are fun while learning, it is a camp type of experience.

The Board ask if we will have the same funding as we did last year? Dr. Dyer states we will have the same funding.

Motion to approve the first reading of Policy 4.204 passed with a motion by Mr. Nate Tucker and a second by Mr. Charlie Cogdill.

Mr. Tom Cloud:	Yes
Mr. Charlie Cogdill:	Yes
Ms. Carolyn Ingram:	Yes
Ms. Krista McKay:	Yes
Mrs. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes
Mr. Nate Tucker:	Yes
Yes: 7, No: 0	

**4.F. Strategic Plan Focus**

**Communication Julie Smith**

Julie Smith states the strategic plan for communication in Cleveland City Schools will communicate with all stakeholders and the media through multiple effective and efficient mediums. She will be presenting what has been done in the past to achieve the goals and how we will work toward this goal in the future. When Julie started in this PR position in February 2020 Facebook had 675 followers, and in December 2021 Facebook has 3,206 followers. Twitter had 2,504 followers and now has 3,122 followers. Instagram had 1,417 followers and now has 2,051 followers. This is important because some family members and community members get their information and updates about Cleveland City Schools through social media. The Cleveland City Schools app was around before Julie started but in September 2021 they revamped the app. The app had 613 downloads, and now it has 1,083 downloads on apple and android devices. We plan to run the app campaign again in August with our back to school messages in hopes of the downloads increasing. Examples of social media posts: Job posts (51% of our applicants come from clicks from Twitter, Facebook, or the website), we show our students stories, we have a post called "new teacher feature" and a post called "employee spotlight" that highlight our staff in the district. Dr. Dyer will have videos on our social media, as well as during COVID the board members read books live to students. Also, if you have not downloaded our app please do so on android or apple. Switching gears from social media Julie gives information about Thrillshare. Thrillshare is how we run our website and app. Thrillshare allows us to communicate with our families in 103 languages. Cleveland City Schools families communicate in 19 languages. Thrillshare allows us to send alerts through the app, text message, email message and website live feed alerts in a families native language. Looking forward to the future we are in the process of creating the communication playbook which will be released in July 2022. This playbook will address logos and styling, internal and external communication guidelines, social media strategy and rules of engagement, templates and stationary and media guidelines. She ended the presentation showing the board a facilities video that will be going out on social media tomorrow.

The Board thanks Julie for all she does.

#### 4.G. **Nate Tucker Presentation** Nate Tucker

Mr. Nate Tucker wants to speak today about Technology.

Strategic Focus: Mr. Tucker has been on the school board for 18 months, and he has been asking many questions. First, he wants to thank Cody Raper and Julie Smith for all of their hard work because this will affect their departments. He wants to be clear "The sky is not falling", this information is meant to make our school system better. The three categories he wants to discuss are Technology, Communication & Marketing, and Diversity. At the heart of these three things is Customer Service. We want to treat others as

we want to be treated. Some examples of Customer Service Relationships: Teacher to Student, Teacher to parent, CCS to Student/Parent/Partners/Public/CCS and others.

Technology Strategic Focus: Existing goals exist in the current CCS strategic plan that addresses technology in an action step related to the BLADE project. Approved Creation of Strategic Technology Plan in development: Chief Academic Officer, administrative staff, Teacher, parent, student, and board member. Thoughts that have come from this group: Technology is no longer a luxury. Technology should be used to solve problems. Some inefficiencies that we can improve on. The BLADE project has been very successful and all the infrastructure working behind it has worked. He states he would like for the board to consider technology pay scales to be increased.

Diversity Strategic Focus: Existing goal exists in the current CCS Strategic Plan: Provide a diverse, high quality educational staff in all of our schools. Those goals mainly focus on educators and that is a segment that is gaining ground. There is another segment that I believe should be included. Mr. Tucker shares research "Delivering through Diversity Report by McKinsey & Company, 2015". It shows companies with more ethical/cultural diverse employees are more profitable. This means you have diversity from the top all the way to the bottom, and you thrive more than others.

Communication and Marketing Strategic Focus: Existing goal in the current CCS Strategic Plan: Cleveland City Schools will communicate with all stakeholders and the media through multiple effective and efficient mediums. With education vouchers constantly being discussed, we need to proactively communicate/market our product/service. Increase the use of technology to solve communication gaps; thus, providing better customer service. He would like the marketing/communication strategy to be more specific, geared toward all levels of our schools. For example: students in elementary school should learn about CMS and CHS before they step foot into the schools.

What if we made it impossible for students to leave CCS?

Here's Mr. Tuckers ask: Let's expand the scope of goal 3, Diversity: In addition to existing educator goals, include goals specific to diversity in the top leadership team. Let's expand the scope of Goal Four: Communications: Create a formal detailed communication plan, add a marketing component, and perform an analysis. He thinks we could have value in having an outside source evaluate our system.

Mr. Cogdill states he agrees with Mr. Tucker and our students do need to hear what is available at CMS and CHS. He states Renny Whittenbarger has been bringing students to the CTE department to showcase all they do.

Nate asks if it's best to expand on these goals or create new ones? Dr. Dyer states he thinks it would be great idea to take this to the Board Retreat to talk about this more.

Ms. McKay would like an outside group to help facilitate this discussion at the retreat.

Motion to formalize the plan of action to create these two points: Diversity and Communication strategic plans at the Board Retreat passed with a motion by Mr. Nate Tucker and a second by Ms. Carolyn Ingram.

Mr. Tom Cloud:	Yes
Mr. Charlie Cogdill:	Yes
Ms. Carolyn Ingram:	Yes
Ms. Krista McKay:	Yes
Mrs. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes
Mr. Nate Tucker:	Yes

Yes: 7, No: 0

#### 4.H. **BCPEF Annual Report** Lynn Voelz

Mr. David Beckler is here to represent the BCPEF to bring a midterm report. They want to serve CCS as much as they can. Nancy Blank is our president and could not be here today, which is why I'm here today. The focus on educational excellence and to join forces with you both teaching and administratively, we enhance the teaching and learning together. Mr. Beckler is very pleased with the admin team at CCS and how they represent us. The foundation is focused on supporting Cleveland City Schools and Bradley County Schools. Teacher Grants: The Lily F.Fitzgerald teaching in excellence award, and the friend's innovation award continues. The Tucker Foundation has invested \$51,000. We can not do this without donors, sponsors, and grantors. We had a couple of events recently that were very successful. One event was Women United, which raised \$114,000 (62% of the donors had never contributed to BCPEF before this event). Vision 100 raised \$66,000 (on top of the \$12,000 that went to the bands). This event showcased all 3 schools in the county and the focus was on public education. We gave each band \$4,000 each, \$12,000 Total.

Mrs. Lynn Voelz wants to update us on Telemedicine. Erlanger Childrens, United Way Health endowment fund & Coordinated School Health worked together to put Telemedicine into each school in CCS and Bradley County Schools. Since 2014-2015 the United Way Health endowment fund has invested \$416,000 into this program, and Erlanger reported investing \$150,000 each year. In December 2021 Erlanger terminated this partnership. We began working together again to formulate a plan to retain

this service. Ultimately, we have partnered with Ocoee Pediatrics, which is a local practice. Angela Coates is the owner, and she is a CHS graduate. She feels thankful to help underserved students in this community, and it is her passion. Lynn wants to thank the Coordinated School Staff with all districts.

Mrs. Voelz states there was a donor at the Vision 100. This donation was then assigned to a grant at CMS. These CMS teachers wrote a thank-you letter to the donors. It turns out the donor's child had these teachers at CMS, and the teachers helped their child through a tough time. They said they never felt better about a donation than they did about this one.

Mr. Beckler wants to tell Mr. Cloud that all the people that knew him thank him for his time.

#### 4.1. **Student Representative's Update** - Speaker: Leah Hargis

Girls Wrestling - This past weekend the team state duals were held in Franklin. The CHS girls finished 3rd in the state! This was very impressive since this was our inaugural year. This was the 1st sanctioned high school girls wrestling match in the US.

Boys Wrestling - Our boys did it again! They are state champions for the 5th consecutive year.

The individual region tournament will be this weekend at Walker Valley. State duals are at the end of the month. We have several boys and girls that will be competing.

Boys Basketball- Record of 13-15, they have 3 games this week. Tuesday 2/8 is McMinn at home. This is senior night. Thursday 2/10 Bradley at home. This is a makeup game. We will recognize the 1997 boys state championship team. This is the 25th anniversary of them winning the state championship. We will also recognize the 2021 girls track 4x100 team. Friday 2/11 Farragut game at home.

Girls Basketball- Record of 20-5 with a district record of 9-1. Girls will play the same team as the boys. This district tournament will start next week in McMinn.

Swim - The state swim meet will be held this weekend at UTK. Sara Pirtle, Aly Hutchings, Ella Lipscomb, and Jayden Daukphinis will all be competing.

Track - competed in the indoor state meet this past weekend. The 4x100 girls team won! This was their back to back state titles for them.

Winterguard - Had a competition this past weekend at Kennesaw Mountain High school. They came in 5th in their division. Their next competition will be 2/19 in Woodstock GA.

Spring sports start at the end of the month. Soccer has a scrimmage on Feb 22.

Renaissance had a competition this past weekend and had a good performance.

Spring sports start at the end of the month. Soccer has a scrimmage on Feb 22.

Drama - will have their performance showcase this coming Saturday and Sunday at CHS.

JROTC - will compete in the Olympic drill competition on March 5 in Rossville, GA. They will compete in drill, marksmanship, fitness and academics. As of now, 18 schools will be competing.

It is cultural awareness month at CHS. Every morning during the announcements we are recognizing a different influential person regarding cultural awareness. We will have a culture celebration day on February 25.

#### 4.J. **Set Director's Goals**

Mrs. McKay has enjoyed seeing these goals evolve in this process. Dr. Dyer states it helps him to look forward and stay focused on these goals.

Motion to approve the Director's Goals for next year passed with a motion by Ms. Krista McKay and a second by Mr. Charlie Cogdill.

Mr. Tom Cloud: Yes

Mr. Charlie Cogdill: Yes

Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes

Mrs. Peggy Pesterfield: Yes

Ms. Dawn Robinson: Yes

Mr. Nate Tucker: Yes

Yes: 7, No: 0

#### 4.K. **Transportation Update** Hal Taylor

Mr. Hal Taylor wants to state we have had some challenges. In the past, we did not have a roster for the school buses, we didn't know the distance between students houses, and we didn't have training for school bus drivers like we do now.

Today we have 28 bus drivers, 10 bus monitors, 3 teacher/monitors. 28 bus routes, 5 of which are special education buses. 2,948 students with transportation plans. 1,212 miles driven per day.

We now have TransAct which provides us with routing, field trip, and work order programs. This map shows all the students in the CCS System on the screen. This is also an example of a bus route sheet on the screen. The next screen is a map of GPS locations of a bus route. We are able to keep up with buses if a bus breaks down and which bus stop they are at. Last year

we started the notification software. We have sent out 194,000 texts and emails to parents if a bus is running late or not running.

The basic laws we have to follow is state and federal laws require public school systems to transport special needs students to and from school. Regular transportation is not required. However, CCS has always provided this service as a courtesy to our parents and students. Current conditions created by the pandemic have made it difficult for us to take all of our bus routes every day. We have combined routes where possible. We have done everything possible, while maintaining safety in order to service our bus routes. Unfortunately, we are short drivers for school bus routes on a regular basis.

This is not just in Cleveland, TN. Schools across the U.S. are requesting National Guard Assistance to aid bus driver shortage. Systems are offering a bonus of up to \$2,500 for new bus drivers. We also have competitions and the reasons people leave are: they find better pay with an easier schedule, some need full-time work with benefits, such as health insurance, and some relocate, retire or have failing health.

What is making it hard for us to hire new bus drivers: In 2017, the State of Tennessee enacted new laws pertaining to school bus driver qualifications and training. The laws were in response to the tragic school bus accident that occurred in Hamilton County which killed 6 children and injured over a dozen more from Woodmore Elementary School in 2016. The new laws require all school bus drivers to be at least 25 years of age and complete a more extensive, supervised licensing education process. The new process also required a bus driving trainer be used and for every school system to have a Transportation Supervisor. Both the trainer and supervisor of Transportation must now certify that the new school bus driver has been properly trained. Prior to 2018, most school bus drivers studied on their own for the written license exam and had only enough skills training to pass the driving license exam. Most of the drivers' education happened once they began driving the bus. Starting this month new federal regulations have been enacted for the training of all new CDL license holders. The Federal Motor Carrier Safety Administration (FMCSA) has implemented Entry Level Driver Training (ELDT). The new requirements are more extensive and formalized. New drivers will have to go through classroom training, driving range training, road training, required examinations and a review at the state level of the curriculum and exam scores before being able to even take the CDL exam. We expect the new requirements will take potential school bus drivers 2 to 4 months to complete.

Transportation Funding: Over the last decade, the State of Tennessee Departments of Education and Safety have implemented numerous requirements of school transportation departments without providing any additional funding. Now the Federal Government is requiring in depth driver

training without any consideration of the cost they are creating for the school systems. Our staff is stretched to their limits and finding people to drive school buses is difficult. Parents all over the country are having to take their children to school and are finding out how much a big yellow school bus actually means to them and their children.

The Board thanks Hal and his team for his hard work.

4.L. **\*Appointed Committees**

**Site Committee**

**Policy Liaison Dawn Robinson**

Mrs. Robinson appoints the Site Committee members. Charlie Cogdill - Chairman, Krista McKay, and Peggy Pesterfield. Carolyn Ingram - Alternate.

Mrs. Robinson appoints the Policy Liaison. Nate Tucker.

4.M. **Other**

Mrs. Ingram will be attending the state board meeting next month, and she will report next month all the good things happening with that report.

Mrs. Robinson wanted to thank the Board for re-electing her to the board chairman position at the last meeting. She does not take the position lightly, and it is her pleasure to serve with all of them.

Mrs. Pesterfield states Mrs. Katilin Gebby, with the Banner, will be moving to Ohio, and she wants her to know she will be missed.

5. **"B" Agenda**

5.A. **Financial Report**

5.B. **Budget Calendar**

5.C. **Personnel Report**

5.D. **School Highlights**

5.E. **Dates to Remember**

Mrs. Robinson adjourns by general consent.

## **Board of Education Regular Meeting**

January 10, 2022 5:30 PM

Administrative Office Building, Board Room

Attendance Taken at 5:30 PM.

Mr. Tom Cloud:	Present
Mr. Charlie Cogdill:	Present
Ms. Carolyn Ingram:	Present
Ms. Krista McKay:	Present
Ms. Peggy Pesterfield:	Present
Ms. Dawn Robinson:	Present
Mr. Nate Tucker:	Present

### **1. Welcome/Moment of Silence**

Mrs. Dawn Robinson opened the meeting and ask everyone to remember the Baldree family during the moment of silence. Mr. Baldree served on the Cleveland Board of Education for 17 years and passed away on January 7, 2022.

### **2. Pledge of Allegiance**

Ms. Leah Hargis led us in the Pledge of Allegiance.

### **3. \*Consent Agenda**

Motion to approve the Consent Agenda Passed with a motion by Mr. Charlie Cogdill and a second by Mr. Tom Cloud.

Mr. Tom Cloud:	Yes
Mr. Charlie Cogdill:	Yes
Ms. Carolyn Ingram:	Yes
Ms. Krista McKay:	Yes
Ms. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes
Mr. Nate Tucker:	Yes

Yes: 7, No: 0

3.A. \*Approval of Regular Agenda

3.B. \*Approval of Minutes from December 6, 2021 Board Meeting

### **4. Regular Agenda**

4.A. Director's Update

-Professional Development went well on January 5th

-The General Assembly returns to session this week

-Cleveland High School Principal's job posting is now live on our website.

The post will be on our website, indeed, and several other national career sites. We will have a community survey that will be open starting on Tuesday, 1-11-22. The student advisory group, employee feedback, CHS parent feedback, and community partners feedback will follow.

-Reminder - Martin Luther King Jr Day is Monday, January 17- Schools and offices will be closed that day.

-Dr. Dyer wants to present Cleveland High School Highlights to understand all the great things happening at CHS. CHS has been named a TN STEM Designated School. There are numerous AP programs offered at CHS. The students are

enrolled in dual enrollment, Work Based Learning and TVEC students. CHS is ranked in the top 16% in the U.S. News. The class of 2021 earned \$8 million in scholarships. The level of effectiveness in percentage: 25% level 5, 61% level 4, 14% level 3. We have numerous recent CHS award-winning educators. The students are also well-rounded with clubs, athletics and fine arts. Technology and software is the most up-to-date information to make a difference in the real world. The technological infrastructure has been upgraded. CHS offers a wide variety of CTE courses. 95.4% of our CTE concentrators have a on time graduation rate. CTE has also earned multiple awards. CAPS Network is a new program that has brought on new partnerships with the community. Raider Evolve is comprised of students and consultants. The students are interested in owning their own business and the consultants help them with this. STEM thinking map and the 5 C's often are taught at CHS, as well as other schools.

#### 4.B. Spotlight

##### SRO Appreciation

Mrs. Robinson introduces Sargent Burke who is the Sargent of the SRO division. Also in attendance is: Travis Graig from Cleveland High School, Raul Cruz from Cleveland Middle School, Mike Harris from Candy's Creek Cherokee Elementary, April Ratcliff from Blythe-Bower Elementary School, Willie Espinoza from Cleveland High School, Nathan Hartwig from Mayfield Elementary School, Jansen Vassey from Stuart Elementary School, and John Milen from Yates Primary School. The Board presents the SRO's with gifts, and thanks them for being in our schools and making connections with our students and families in our schools.

4.C. \*First Reading of Policies. Policies: 2.601, 5.3052, 6.600, and 6.601  
Dr. Dyer reads Policy 2.601 on fundraising activities. Mr. Cagle advised this update on the language. The new language states they took the language out that the board needed to approve all fundraisers. Policy 5.3052 on COVID leave changes the end date to June 30th, 2022. Policy 6.600 and Policy 6.601 on student records, which deals with directory information and who has access to the information.

Motion to approve the first readings of policies 2.601, 5.3052, 6.600 and 6.601 Passed with a motion by Ms. Peggy Pesterfield and a second by Ms. Carolyn Ingram.

Mr. Tom Cloud:	Yes
Mr. Charlie Cogdill:	Yes
Ms. Carolyn Ingram:	Yes
Ms. Krista McKay:	Yes
Ms. Peggy Pesterfield:	Yes
Ms. Dawn Robinson:	Yes
Mr. Nate Tucker:	Yes
Yes:	7, No: 0

#### 4.D. \*Approval of 2022 Board Annual Agenda

Mrs. Robinson stated the board reviews the annual agenda every year, and they make changes as needed. The agenda is a good tool for our parents. If they

want to know about a specific topic they will know which meeting the board will discuss the item at.

Motion to approve the 2022 Board Annual Agenda Passed with a motion by Ms. Carolyn Ingram and a second by Ms. Krista McKay.

Mr. Tom Cloud: Yes  
Mr. Charlie Cogdill: Yes  
Ms. Carolyn Ingram: Yes  
Ms. Krista McKay: Yes  
Ms. Peggy Pesterfield: Yes  
Ms. Dawn Robinson: Yes  
Mr. Nate Tucker: Yes  
Yes: 7, No: 0

#### 4.E. \*Approval of Directors Evaluation Instrument

The Board asks when we look at this evaluation are they supposed to be looking at the 20-21 school year or the calendar year? Dr. Dyer states it will go back to the previous year, 20-21. The next set of goals will start in February of each year until the next February. The board members will fill out the evaluation, meet with Dr. Dyer in January, and turn your completed forms into Julie.

Motion to approve the Directors Evaluation Instrument Passed with a motion by Ms. Krista McKay and a second by Mr. Nate Tucker.

Mr. Tom Cloud: Yes  
Mr. Charlie Cogdill: Yes  
Ms. Carolyn Ingram: Yes  
Ms. Krista McKay: Yes  
Ms. Peggy Pesterfield: Yes  
Ms. Dawn Robinson: Yes  
Mr. Nate Tucker: Yes  
Yes: 7, No: 0

#### 4.F. \*Approval of Board Self Evaluation Instrument

Mrs. Robinson states that they usually complete a Board Self Evaluation form when we complete the Directors Evaluation form. The board's responsibilities are planning, promotion, and policy. When you complete the evaluation please turn it into Julie.

Motion to approve the board self evaluation instrument Passed with a motion by Mr. Nate Tucker and a second by Mr. Tom Cloud.

Mr. Tom Cloud: Yes  
Mr. Charlie Cogdill: Yes  
Ms. Carolyn Ingram: Yes

Ms. Krista McKay: Yes  
Ms. Peggy Pesterfield: Yes  
Ms. Dawn Robinson: Yes  
Mr. Nate Tucker: Yes  
Yes: 7, No: 0

#### 4.G. Strategic Plan Focus

-ESL

Christy Duncan presents the ESL program. Non-English Language background demographics. We have 1450 Non-English Language Based students, which is 26% of the CCS student population. We have 20+ languages with Spanish being the top language in CCS other than English. Not all of our English Learners qualify for services in schools. Blythe-Bower, CMS and CHS are our larger English learning sites. The strategic plan ESL Focus areas: 1. Create a collective district culture that supports language and content development for English learners. 2. Provide ongoing professional development opportunities for teachers of English learners. 3. Strengthen connections between schools and families of English learners. CCS has hired a full-time district interpreter/ESL Family Engagement Coordinator, a part-time bilingual educational assistant, and a part-time immigrant youth specialist. Some training we have held for our teachers: Ready, Set, Co-teach training for CMS ESL/content teachers, and Math-Science-Social Studies-and ELA content areas. There have been extended learning opportunities for English Learners: ESL Summer Newcomer program (June 2021) and Raiders XD Newcomer Groups (Fall 2021). Christy feels privileged to work with this program staff, students and families. Christy thanks the board for all of the support for the program.

The Board asks if there have been any Afghan people migrating into our area and what language do they speak? Mrs. Duncan states we do have one student at CHS, but she spoke with an organization in Chattanooga and most are settling there. Mrs. Duncan believes they speak Maiwand.

The Board asks if she is seeing good participation in the family nights and things at the schools from the ESL families? Mrs. Duncan states having the district interpreter has helped the families feel at ease to be able to communicate and her ESL families are very involved.

The Board thanks Christy and her program for our students.

#### 4.H. COVID Plan Update

Laura Hudson states there is a spike in the COVID numbers. The task force will be meeting this week to monitor all of our tiers and plans to make sure we are ready to go if needed. All of our students and staff have PCR tests available. Since 8-30-21, the district has performed 189 tests and 140 were able to come back to work/school. On January 4th, we offered testing before the staff returned to school on January 5th. Laura wants to thank all of our nurses and wants them to know how appreciated they are.

The board asked how many teachers were out today? The total staff out today was 34 and around 26 were filled with substitutes.

The board asks if a student goes home with any symptoms, does the child have to present a negative test to return to school? Laura states not always. Every case will be different, but they do ask that the student follow up with their pediatrician.

#### 4.I. Student Representative's Update

Leah Hargis reports on what is happening at Cleveland High School.

##### Sports at CHS:

-Girls Wrestling- 1st-year program, currently 2nd in the state. Brianna Stringer is currently ranked 6th in the state. Piper Fowler is currently 1st in the state and 4th in the nation. Diamond Young is currently 4th in the state. We wrestle Bradley at home tomorrow night. It will be their senior night. Regional Duals will be held on 1/22.

-Swim- Jayden Dauphinais and Sara Pirtle have made state cuts, and many others plan on making them soon. Senior Night is tomorrow at 6 pm. They will compete at the UTK championship meet on January 22-23. Senior Sara Pirtle committed to Berry College to swim.

-Boys Wrestling- Currently 1st in the state. 11 of 14 wrestlers are ranked in the state. On 1/27 are the Regional Duals. Feb. 4-5 are the State Duals. We will be wrestling for our 5th consecutive title. Ashton Davis committed to Cornell.

-Girls Basketball- The season started off with injuries and a difficult schedule. Currently, 12-4. Overbreak, they went to Greenville and played in The Andrew Johnson Bank Ladies Classic. Teams from all over the region played. We finished 4th out of 20 teams. They also held a Pancake with Santa breakfast before Christmas. This event was a huge success and will become a yearly event.

-Boys Basketball- Currently they are 5-9 but 1-2 in the district. We have 2 district games this week. We host Walker Valley tomorrow night and travel to McMinn Co on Friday night. Hopefully, this week will turn our season around.

-Bowling- They finished their 1st season 8-4 regular season and 3rd in the district. Our own Coach LaManga received coach of the year. Jo Colon made the girls' all-district team and Ethan Mayo and Tommy Rollins made the boys' all-district team.

-Winter Guard- Entering their season. The 1st competition is set for Feb 5. They will have 5 competitions, 2 in Feb., 2 in March, and the championship will be in April.

##### Music and Theatre at CHS:

-Theater- The Jr class won the class playoffs with a play titled, The Actor Games. The Performance Showcase will be this month. The school musical is Freaky Friday. Auditions will be in February and the musical will be in April.

-Concert Band- Sr. Clinic tryouts were held this past weekend. We had 9 students making all East and 2 students made all-state. In March they will travel to Maryville College for the East TN Concert Performance Assessment.

-Renaissance- Their season starts this month as well. The 1st competition is 1/29 in Montgomery, AL. 2 competitions in Feb. On Feb. 5 they travel to Albertville, AL and on 2/26 they travel to Tift Co, Ga,

CTE at CHS:

-Digital Media- Renovations have started in the media room. New flooring has been installed.

-Pharmacy- Just completed the 1st semester with the new CTE program. Our pharmacy, 423 Raider Pharmacy, is up and running. We have a lab setup where our students make enemas, suppositories, cough syrup, and chapstick.

Other News at CHS:

-New classes that were added for special needs students this past semester are thriving and benefitting the students greatly.

Coming Up at CHS:

-CHS leadership team is beginning to look at new courses to possibly add to the course catalog for next school year.

-CHS World Languages will host a Culture day on February 25th displaying projects by students, some including food.

-February will be cultural awareness month at CHS. We will spend the month highlighting the cultures of the world.

-CHS Open House will be on January 27 from 5:30-7:30. This is when all families are welcome to come and visit their student's teachers.

-This week is Law enforcement appreciation, and we are so thankful for Officer Graig and officer Espinoza, our two amazing SROs.

4.J. \*Officer Elections; Chairman, Vice-Chairman, Chairman Pro-Tem  
Dr. Dyer would like to take nominations on who the board wants to elect as chairman, vice chairman, and chairman pro tem.

Motion to approve Dawn Robinson as Chairman Passed with a motion by Ms. Krista McKay and a second by Ms. Peggy Pesterfield.

- Mr. Tom Cloud: Yes
- Mr. Charlie Cogdill: Yes
- Ms. Carolyn Ingram: Yes
- Ms. Krista McKay: Yes
- Ms. Peggy Pesterfield: Yes
- Ms. Dawn Robinson: Yes
- Mr. Nate Tucker: Yes

Yes: 7, No: 0

Motion to approve Nate Tucker as Vice Chairman Passed with a motion by Mr. Charlie Cogdill and a second by Mr. Tom Cloud.

Mr. Tom Cloud: Yes  
Mr. Charlie Cogdill: Yes  
Ms. Carolyn Ingram: Yes  
Ms. Krista McKay: Yes  
Ms. Peggy Pesterfield: Yes  
Ms. Dawn Robinson: Yes  
Mr. Nate Tucker: Yes

Yes: 7, No: 0

Motion to approve Krista McKay as Chairman Pro-Tem Passed with a motion by Ms. Peggy Pesterfield and a second by Ms. Dawn Robinson.

Mr. Tom Cloud: Yes  
Mr. Charlie Cogdill: Yes  
Ms. Carolyn Ingram: Yes  
Ms. Krista McKay: Yes  
Ms. Peggy Pesterfield: Yes  
Ms. Dawn Robinson: Yes  
Mr. Nate Tucker: Yes

Yes: 7, No: 0

**5. "B" Agenda**

- 5.A. Financial Report
- 5.B. Personnel Report
- 5.C. School Highlights
- 5.D. Dates to Remember

Mrs. Robinson adjourned by general consent.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

[Main](#)[Trip Approval](#)[Calendar](#)[Reports](#)

## Cleveland City School District Travel Tracker

[Submit a Request](#)[Your Trip Requests](#)[Your Trip Requests With Nbr](#)[Your Assignments](#)

### Travel Request Form

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

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

#### Transportation Guidelines for Field Trips

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2. School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
3. The cost associated with using a school bus for a field trip is \$1.25 per mile and \$17.94 per hour for the driver. There will be an additional \$100.00 per day "On Call" fee for weekends and holidays.
4. If a field trip is cancelled once the driver has been assigned, a minimum of 2 hours pay will be billed to the school or program responsible for the field trip.
5. In addition to the driver's hourly rate, an additional \$35.00 fee will be applied to any field trip in which trash and dirt are left on the bus.
6. Buses used for field trips during school hours can be scheduled to pick up students starting at 8:40 AM and must be unloaded by 1:45 PM so the bus and driver can be back to the bus barn by 2:00 PM. Buses have to be inspected and fueled before their afternoon route.
7. In all cases of field trips occurring beyond the regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and access to refreshments. Most major attractions have a driver's facility.
8. Field trips requiring a driver to be available for more than 10 hours may require that the driver be provided an approved hotel room in addition to the hourly rate. If the field trip is to an attraction like Dollywood, the driver may have their admission provided instead of a hotel room. This guideline will depend upon the situation and itinerary. The Director of Operations will implement this procedure based on the circumstances of the individual trip, to satisfy CDL laws.
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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1  
May 2019 8

12. All other bus rules and regulations for daily transportation services apply to field trips.

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14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

#### Charter Buses

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

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

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

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

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per mile and \$17.94 per hour. There will be an additional \$100 per day "On Call" fee for weekends and holidays. Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

Trip Number **659**

\* Category Travel With Students

\* Type of Trip Athletic

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

Band

### Trip Leave

\* Date 2/3/22 Thursday

\* Time 10:00 AM

### Trip Return

\* Date 2/5/22 Saturday

\* Time 6:00 PM

Trip Year/Week 2022-06

**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.

Jim Burton  
Alex Denton  
Molly Epperson

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

\$70 student/parent

#### Comments

Enter any comments about this trip that is important for the driver to know such as drop off location. Also, indicate the group, club or organization that is traveling, and any information about parking at the destination. This information will print on the trip ticket for the driver.

Cleveland HS students were chosen by audition to participate in the All State East Honor Band. They will put together a concert over three days (2/3-5) with nationally recognized clinicians and present a concert on Saturday for the public.

\* Your School/Dept 

020 Cleveland High School

850 Raider Drive, Cleveland, TN 37312

#### Main

\* Destination 

Other (Type Below)

The Park Vista - a DoubleTree by Hilton Hotel - Gatlinburg, Cherokee Orchard Road, Gatlinburg, TN, USA

Destination Not Listed

The Park Vista - a DoubleTree by Hilton Hotel - Gatlinburg, Chero

Destination Name

Park Vista Resort

Stops on the Way There

Add a Stop on the way

Stops on the Return trip

Add a Stop on the Return

\* Approximate Nbr of Miles Round Trip

244.80

CALCULATE MILES

\* Funding Source #1

Other

Budget Code

303

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

\* Teacher / Advisor / Staff Phone #

Teacher / Advisor / Staff Email

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

Emergency Contact Info  Same as Teacher / Advisor / Staff

\* Emergency Contact Name

\* Emergency Contact Phone #

### Number of Individuals Making Trip

\* Male Adult/Chaperone  \* Female Adult/Chaperone  Total Adult/Chaperone 3

\* Male Students  \* Female Students  Total Students 9

### Additional Information

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

### Vehicles Needed

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

Check here to indicate trip is drop-off only Location The Park Vista Resort

Vehicle Pickup		Vehicle Return	
* Date	2/3/22	* Date	2/5/22
* Time	10:00 AM	* Time	6:00 PM

Total Trip Hours 56.00

\* Type of vehicles needed to reserve Approved Charter

\* Approved Charter Rocky Top Tours, Inc & Rocky Top School Bus LLC

**Email**

**Phone** 865-970-3474

**Contact**

**Address** 445 Continental Dr. Maryville, TN 37804

\* How many vehicles do you need? 1

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

\* Do you need a wheelchair lift? No

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

Special Needs

Comments or Details Concerning Needs

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

### Reserve Vehicles

**Location Used to Reserve Vehicles** 000 Transportation  
vmack@clevelandschools.org

**Trip Location Zone** Main **Trip Year/Week:** 2022-06

Trip Hours: 56.0  
Total Number of Vehicles Needed: 1  
Number w/ Lift:

Person Submitting Request: jburton@clevelandschools.org  
Date Submitted: Jan 10, 2022, 7:32:37 AM

▶ Trip Estimator (click to open and enter additional information for estimating trip cost)

### Level 01 Approval - Location Approval

Comment  
Decision: Approved  
Name: aobryan@clevelandschools.org  
Decision Date: Jan 10, 2022, 10:09:34 AM

### Level 07 Approval - Overnight Trip Approval

Comment  
Decision: Approved  
Name: jelliott@clevelandschools.org  
Decision Date: Jan 13, 2022, 11:00:31 AM

### Level 10 Approval - School Board Approval

Comment

Decision:  Approved  Denied

Designated Approver: jusmith@clevelandschools.org  
Name  
Decision Date

### Supporting Documents

Choose File No file chosen

File Type	Size	File Name	Created On
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Request Status Trip: **659** Pending School Board Approval

Final Approval Date

Email Audit Log:

Page 1 << First | < Previous | Page 1 | Next > | Last >>

Subject: [Description of Event for Overnight Trip](#) Email Sent on: 1/13/22, 10:11 AM Email Sent by: jelliott@clevelandschools.org Email Sent To: jburton@clevelandschools.org

Date	User	Action	Device	Browser
1/13/22, 11:00:31 AM	jelliott@clevelandschools.org	Central Office Level Approved		
1/13/22, 10:11:22 AM	jelliott@clevelandschools.org	Email sent		
1/10/22, 10:09:34 AM	aobryan@clevelandschools.org	Location Level Approved		
1/10/22, 7:33:07 AM	jburton@clevelandschools.org	Save and Close Trip (Submit Page Determines Return)	Non-Mobile	Chrome



Version 4.6.64

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

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May 2019 9

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Trip Number **664**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
CTE/Fine Arts Trip

**Trip Leave**

\* Date 3/30/22 **Wednesday**

\* Time 8:00 AM

**Trip Return**

\* Date 4/2/22 **Saturday**

\* Time 8:00 PM

**Trip Year/Week 2022-14**

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. David Gluckner, Tim Smith (possible), Michael Ritchie (possible), Caitlin DeLoach OR Megen Saez, Brian DeLoach (possible)

\* Indicate cost per person and how the trip is being funded (parent or district?) Students will pay up to \$100 to attend, rest of trip will be funded by the Team's school account #599.

Comments We will be taking the District Van

\* 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 ⓘ Thompson Bowling Area  
1600 Phillip Fulmer Way #202, Knoxville, TN 37996

**Stops on the way:** Hotel: Cumberland Hotel, White Avenue, Knoxville, TN, USA  
**Stops on the return:** Chick-fil-A: 1009 Highway 321 N, Lenoir City, TN 37771

\* Approximate Nbr of Miles Round Trip

\* **Funding Source #1** School Budget Code 599

Funding Source Budget Code  
Desc Desc

Funding Approver

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

\* Teacher / Advisor / Staff Name David Gluckner  
\* Teacher / Advisor / Staff Phone # 4237186102  
Teacher / Advisor / Staff Email dgluckner@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 David Gluckner  
\* Emergency Contact Phone # 4237186102

\* Grade Level(s) Making Trip 10  
11  
12  
\* Educational Objective for Field Trip To compete in a Regional Robotics Competition for FIRST Robotics

### Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	1	Total Adult/Chaperone	3
* Male Students	20	* Female Students	7	Total Students	27

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

**Nbr Students** 27 **Teacher** David Gluckner

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)? No

### Vehicles Needed

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

Check here to indicate trip is drop-off only Location

Check here to indicate trip is pickup only Location

#### Vehicle Pickup

\* Date 3/30/22  
\* Time 8:00 AM

#### Arrive at Venue (Info Only)

\* Date 3/30/22  
\* Time 10:00 AM

#### Depart Venue (Info Only)

\* Date 4/2/22  
\* Time 5:00 PM

#### Vehicle Return

\* Date 4/4/22  
\* Time 8:00 PM

**Total Trip Hours** 132.00

\* Type of vehicles needed to reserve Staff Van



\* How many vehicles do you need? 1

Vehicle Guidelines:

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

\* Do you need a wheelchair lift? No

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

Special Needs

Comments or Details Concerning Needs We will also need to use the CTE Truck to transport the team's trailer.

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

Person Submitting Request dgluckner@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 aobryan@clevelandschools.org

Decision Date Jan 12, 2022, 4:25:47 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Jan 21, 2022, 1:37:46 PM

Level 09 Approval - Transportation Approval

Comment

Decision Approved

Name vmack@clevelandschools.org

Decision Date Feb 1, 2022, 4:22:47 PM

### Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver

jusmith@clevelandschools.org

Name

Decision Date

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May 2019 7

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May 2019 8

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### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

#### Field Trip Bus Transportation Procedures

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

#### Transportation Department Contacts

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

Scotty Dye, Operation Supervisor: (593-2864)

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

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

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

#### Field Trip Request Procedure

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

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

#### Field Trip Hours

School Days: 8:40 a.m. to 1:45 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 \$1.25 per mile and \$17.94 per hour. There will be an additional \$100 per day "On Call" fee for weekends and holidays.

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

Trip Number	<b>665</b>
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	

**Trip Leave**

\* Date 4/11/22 **Monday**  
 \* Time 6:30 AM

**Trip Return**

\* Date 4/13/22 **Wednesday**  
 \* Time 3:00 PM

Trip Year/Week 2022-16

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. Chef Rush  
Patrica Kyle

\* Indicate cost per person and how the trip is being funded (parent or district?) 300.00 per person (lodging/ travel/ food) funded by CHS SkillsUSA Culinary Account

Comments No Bus or driver needed

\* 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)  
Chattanooga, TN, USA

Destination Not Listed Chattanooga, TN, USA \* **Destination Name** SkillsUSA State Conference

**Stops on the way:** Hotel: The Westin Chattanooga, Pine Street, Chattanooga, TN, USA

**Stops on the return:** none : none

\* Approximate Nbr of Miles Round Trip

\* **Funding Source #1** School Budget Code Skills USA Club Account

Funding Source Desc Budget Code Desc

Funding Approver

Are funds payable to a third party? Yes

(Does venue require payment prior to trip?)

Amount of Payment 400.00

Payment Option Mail Check

Purchase Order/Requisition Nbr 1234

Payment Due To TN SkillsUSA  
Andrew Johnson Tower  
Andrew Johnson Tower, 11th Floor 710 Jam11th Floor 710 James Robertson Parkway Nashville, TN 37243  
Parkway Nashville, TN 37243

Comments Concerning Payment Payment will be due March 22, 2022 for students and advisors

\* Teacher / Advisor / Staff Name Clyde Rush

\* Teacher / Advisor / Staff Phone # Patricia Kyle

Teacher / Advisor / Staff Email clyderush60@gmail.com

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

Emergency Contact Info  Same as Teacher / Advisor / Staff

\* Emergency Contact Name clyde rush

\* Emergency Contact Phone # 423-400-18769

\* Grade Level(s) Making Trip 11  
12

\* Educational Objective for Field Trip Students will demonstrate the Culinary Skills for scholarship opportunities and also able to network with others students that are like minded in culinary and others areas of interest

### Number of Individuals Making Trip

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

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

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

**Nbr Students** 3 **Teacher** Clyde Rush

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.

Clyde rush private car License # TN OW9-7M4

4/10/2022. Monday

Students and Advisors will meet at CHS Parking Lot D to be transported by Rush to the SkillsUSA State conference in Chattanooga TN.

Check in will be at the Chattanooga Convention Center in Chattanooga TN. SkillsUSA will provide a detailed Itinerary for all the competitions at that time.

Check in at hotel in Chattanooga.

Report to competition details.

Meal times as permitted

Curfew 11:00 PM

4/11/2022. Tuesday

Report the competition Sites

Each Competition has it's own start and end time based on SkillsUSA Itinerary

Meal Time as permitted

Free time

Evening conference

Curfew 11:00 pm

4/13/22 Wednesday

Check out

Awards Banquet

Conclusion

Lunch and return home

### Vehicles Needed

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

Person Submitting Request crush@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 aobryan@clevelandschools.org  
Decision Date Jan 12, 2022, 4:26:11 PM

**Level 07 Approval - Overnight Trip Approval**

Comment  
Decision Approved  
Name jelliott@clevelandschools.org  
Decision Date Jan 24, 2022, 11:08:40 AM

**Level 10 Approval - School Board Approval**

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

[Main](#)[Trip Approval](#)[Calendar](#)[Reports](#)

## Cleveland City School District Travel Tracker

[Submit a Request](#)[Your Trip Requests](#)[Your Trip Requests With Nbr](#)[Your Assignments](#)

### Travel Request Form

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

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

#### Transportation Guidelines for Field Trips

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

1. Field trip transportation request must be made no later than two weeks before the field trip. Once a field trip has been assigned to a driver, the trip will be activated in the digital approval system and a notification will be sent to the teacher/sponsor.
2. School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
3. The cost associated with using a school bus for a field trip is \$1.25 per mile and \$17.94 per hour for the driver. There will be an additional \$100.00 per day "On Call" fee for weekends and holidays.
4. If a field trip is cancelled once the driver has been assigned, a minimum of 2 hours pay will be billed to the school or program responsible for the field trip.
5. In addition to the driver's hourly rate, an additional \$35.00 fee will be applied to any field trip in which trash and dirt are left on the bus.
6. Buses used for field trips during school hours can be scheduled to pick up students starting at 8:40 AM and must be unloaded by 1:45 PM so the bus and driver can be back to the bus barn by 2:00 PM. Buses have to be inspected and fueled before their afternoon route.
7. In all cases of field trips occurring beyond the regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and access to refreshments. Most major attractions have a driver's facility.
8. Field trips requiring a driver to be available for more than 10 hours may require that the driver be provided an approved hotel room in addition to the hourly rate. If the field trip is to an attraction like Dollywood, the driver may have their admission provided instead of a hotel room. This guideline will depend upon the situation and itinerary. The Director of Operations will implement this procedure based on the circumstances of the individual trip, to satisfy CDL laws.
9. The driver and leader of the field trip are responsible to maintain constant communications with one another through either their cell phones or radios in the event of a sudden change in plans, inclement weather, or an emergency.
10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

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

12. All other bus rules and regulations for daily transportation services apply to field trips.

13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.

14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

#### Charter Buses

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

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

#### Field Trip Bus Transportation Procedures

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

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

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

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#### Field Trip Hours

School Days: 8:40 a.m. to 1:45 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 \$1.25

per mile and \$17.94 per hour. There will be an additional \$100 per day "On Call" fee for weekends and holidays. Transportation will bill the Trip Sponsor for the driver/mileage/bus/damage after the trip is completed. This will be done on a monthly basis.

Trip Number **666**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
Standard Field Trip

### Trip Leave

\* Date 3/10/22 **Thursday**

\* Time 7:00 AM

### Trip Return

\* Date 3/12/22 **Saturday**

\* Time 1:00 PM

Trip Year/Week 2022-11

**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.

Jeannie Long

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

No Cost

#### Comments

Enter any comments about this trip that is important for the driver to know such as drop off location. Also, indicate the group, club or organization that is traveling, and any information about parking at the destination. This information will print on the trip ticket for the driver.

Three students from the Aquatic Biology (Scientific Research) Honors course have been invited to present their research at the Tennessee Junior Science and Humanities Symposium in Knoxville, TN. All expenses are paid. I will drive them.

\* 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.

Yes  No

\* Main Destination 

Other (Type Below)

Graduate Knoxville 1706 Cumberland Avenue Knoxville, TN 37916

Destination Not Listed

Graduate Knoxville 1706 Cumberland Avenue Knoxville, TN 37916

Destination Name

Graduate Knoxville

Stops on the Way There

Add a Stop on the way

Stops on the Return trip

Add a Stop on the Return

\* Approximate Nbr of Miles Round Trip

78.70

CALCULATE MILES

\* Funding Source #1

Other 

Budget Code

There is no cost.

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  No  
(Does venue require payment prior to trip?)

\* Teacher / Advisor / Staff Name   
\* Teacher / Advisor / Staff Phone #   
Teacher / Advisor / Staff Email   
**Note:** This email will receive the requester emails if different from requester  
Emergency Contact Info  Same as Teacher / Advisor / Staff  
\* Emergency Contact Name   
\* Emergency Contact Phone #

\* Grade Level(s) Making Trip  All  Pre-K  K  1  2  3  4  5  6  7  8  9  10  11  12  
\* Educational Objective for Field Trip

**Number of Individuals Making Trip**  
\* Male Adult/Chaperone  \* Female Adult/Chaperone  Total Adult/Chaperone 1  
\* Male Students  \* Female Students  Total Students 4

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

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

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

Person Submitting Request   
Date Submitted

[▶ Trip Estimator \(click to open and enter additional information for estimating trip cost\)](#)

**Level 01 Approval - Location Approval**  
Comment  
Decision   
Name   
Decision Date

**Level 02 Approval - Curriculum Admin Approval**  
Comment   
Decision

Name jelliott@clevelandschools.org  
Decision Date Jan 13, 2022, 10:06:53 AM

### Level 07 Approval - Overnight Trip Approval

Comment  
Decision Approved  
Name jelliott@clevelandschools.org  
Decision Date Jan 13, 2022, 10:06:58 AM

### Level 10 Approval - School Board Approval

Comment

Decision  Approved  Denied

Designated Approver jsmith@clevelandschools.org  
Name  
Decision Date

### Supporting Documents

 Choose File No file chosen

File Type	Size	File Name	Created On
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**Request Status** Trip: **666** Pending School Board Approval

#### Final Approval Date

Email Audit Log:

Page << First | < Previous | Page | Next > | Last >>

Subject:	Email Sent on:	Email Sent by:	Email Sent To:
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Date	User	Action	Device	Browser
1/13/22, 10:06:58 AM	jelliott@clevelandschools.org	Central Office Level Approved		
1/13/22, 10:06:53 AM	jelliott@clevelandschools.org	Second Level Location Level Approved		
1/12/22, 4:24:16 PM	aobryan@clevelandschools.org	Location Level Approved		
1/12/22, 10:21:52 AM	jlong@clevelandschools.org	Save and Close Trip (Submit Page Determines Return)	Non-Mobile	Chrome



## Travel Request Form

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### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

#### Transportation Guidelines for Field Trips

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

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10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

12. All other bus rules and regulations for daily transportation services apply to field trips.

13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.

14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

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### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

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

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

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

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#### Field Trip Hours

School Days: 8:40 a.m. to 1:45 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 \$1.25 per mile and \$17.94 per hour. There will be an additional \$100 per day "On Call" fee for weekends and holidays.

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

Trip Number	<b>690</b>
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	

### Trip Leave

\* Date 4/23/22 **Saturday**  
 \* Time 9:00 AM

### Trip Return

\* Date 4/24/22 **Sunday**  
 \* Time 3:00 PM

Trip Year/Week 2022-17

**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. Chaperones are pending. I will have at a minimum 2 female and 2 male adult chaperones (including myself)  
 \* Indicate cost per person and how the trip is being funded (parent or district?) There is no cost to cadets. Transportation will be by parents.

Comments This field trip is part of our JROTC Curriculum In Action (CIA). This 14-mile overnight hike will earn cadets the Bataan Death March Ribbon. Cadets will understand the circumstances behind the Bataan Death March during WWII in the Japanese invaded Philippines.

\* 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)  
 Appalachian Trail Southern Terminus, Appalachian Approach Trail, Ellijay, GA, USA

Destination Not Listed Appalachian Trail Southern Terminus, Appalachian Approach Trail, **Destination Name** Hawk Mountain Shelter

\* Approximate Nbr of Miles Round Trip

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

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 Jeffrey Bise  
 \* Teacher / Advisor / Staff Phone # 6783435704  
 Teacher / Advisor / Staff Email jbise@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 Jeffrey Bise  
 \* Emergency Contact Phone # 6783435704

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

\* Educational Objective for Field Trip  
This field trip is part of our JROTC Curriculum In Action (CIA). This 14-mile overnight hike will earn cadets the Bataan Death March Ribbon. Cadets will understand the circumstances behind the Bataan Death March during WWII in the Japanese invaded Philippines.

### Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	2	Total Adult/Chaperone	4
* Male Students	15	* Female Students	10	Total Students	25

\* 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.

Parents will be providing transportation to the drop off location and will pick up the next day.

### Vehicles Needed

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

Person Submitting Request jbbise@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 aobryan@clevelandschools.org

Decision Date Feb 3, 2022, 8:53:03 AM

### Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Feb 3, 2022, 3:39:45 PM

### Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name



## Travel Request Form

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### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

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11. Students and chaperones must cooperate with the driver.

### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

12. All other bus rules and regulations for daily transportation services apply to field trips.

13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.

14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

#### Charter Buses

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

### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

#### Field Trip Bus Transportation Procedures

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

#### Transportation Department Contacts

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

Scotty Dye, Operation Supervisor: (593-2864)

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

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

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

#### Field Trip Request Procedure

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

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

#### Field Trip Hours

School Days: 8:40 a.m. to 1:45 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 \$1.25 per mile and \$17.94 per hour. There will be an additional \$100 per day "On Call" fee for weekends and holidays.

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

Trip Number	<b>692</b>
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	

### Trip Leave

\* Date 3/5/22 **Saturday**  
 \* Time 7:00 AM

### Trip Return

\* Date 3/6/22 **Sunday**  
 \* Time 7:00 PM

Trip Year/Week 2022-10

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. Charley Atha, Don Markham, Mark Klepper, Carrie Porter, Rhonda Ferguson, Alicia Klepper, and Cassie Langford

\* Indicate cost per person and how the trip is being funded (parent or district?) the trip will be funded through the Renaissance Choir account 401

Comments The Renaissance choir is the group traveling. more information on parking will be given as received from the competition/venue

\* 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)  
 1 Blue Devil Way, Tifton, GA 31794, USA

Destination Not Listed 1 Blue Devil Way, Tifton, GA 31794, USA \* Destination Name Tift County High School

**Stops on the return:** comfort inn and suites: Comfort Inn & Suites, 320 S Virginia Ave, Tifton, GA 31794

\* Approximate Nbr of Miles Round Trip

\* Funding Source #1 Other Budget Code 401

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 Charley Atha  
 \* Teacher / Advisor / Staff Phone # 4235054443  
 Teacher / Advisor / Staff Email catha@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 Charley Atha  
 \* Emergency Contact Phone # 4235054443

\* Grade Level(s) Making Trip 9

10

11

12

\* Educational Objective for Field Trip

performance opportunity for the choir. we will compete against other choirs from around the south. We will also be adjudicated and given useful feedback.

### Number of Individuals Making Trip

* Male Adult/Chaperone	3	* Female Adult/Chaperone	4	Total Adult/Chaperone	7
* Male Students	14	* Female Students	21	Total Students	35

\* 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)? No

### Vehicles Needed

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

Check here to indicate trip is drop-off only Location

Check here to indicate trip is pickup only Location

#### Vehicle Pickup

\* Date 3/5/22  
\* Time 7:00 AM

#### Arrive at Venue (Info Only)

\* Date 3/5/22  
\* Time 12:00 PM

#### Depart Venue (Info Only)

\* Date 3/6/22  
\* Time 10:00 AM

#### Vehicle Return

\* Date 3/6/22  
\* Time 7:00 PM

Total Trip Hours 36.00

\* Type of vehicles needed to reserve

Approved Charter



\*

Approved Charter

Malone Busing/Stephens Malone

**Email**

**Phone** 423-240-5463

**Contact**

**Address** 151 Ladd Springs Rd.  
Cleveland, TN 37323

\* How many vehicles do you need? 1

**Vehicle Guidelines:**

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

\* Do you need a wheelchair lift? No

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

Special Needs

Comments or Details Concerning Needs

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

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 aobryan@clevelandschools.org

Decision Date Feb 3, 2022, 8:51:49 AM

### Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Feb 3, 2022, 3:40:54 PM

### Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

## Travel Request Form

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

### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

#### Transportation Guidelines for Field Trips

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

1. Field trip transportation request must be made no later than two weeks before the field trip. Once a field trip has been assigned to a driver, the trip will be activated in the digital approval system and a notification will be sent to the teacher/sponsor.
2. School buses used for field trips will be limited to a radius of 50 miles on a school day, 100 miles on weekends, and 150 miles for school sanctioned athletic events and competitions. Exceptions are made at the discretion of the Director of Schools.
3. The cost associated with using a school bus for a field trip is \$1.25 per mile and \$17.94 per hour for the driver. There will be an additional \$100.00 per day "On Call" fee for weekends and holidays.
4. If a field trip is cancelled once the driver has been assigned, a minimum of 2 hours pay will be billed to the school or program responsible for the field trip.
5. In addition to the driver's hourly rate, an additional \$35.00 fee will be applied to any field trip in which trash and dirt are left on the bus.
6. Buses used for field trips during school hours can be scheduled to pick up students starting at 8:40 AM and must be unloaded by 1:45 PM so the bus and driver can be back to the bus barn by 2:00 PM. Buses have to be inspected and fueled before their afternoon route.
7. In all cases of field trips occurring beyond the regular school day hours, provisions must be made for the driver to have a comfortable area to rest, access to restroom facilities and access to refreshments. Most major attractions have a driver's facility.
8. Field trips requiring a driver to be available for more than 10 hours may require that the driver be provided an approved hotel room in addition to the hourly rate. If the field trip is to an attraction like Dollywood, the driver may have their admission provided instead of a hotel room. This guideline will depend upon the situation and itinerary. The Director of Operations will implement this procedure based on the circumstances of the individual trip, to satisfy CDL laws.
9. The driver and leader of the field trip are responsible to maintain constant communications with one another through either their cell phones or radios in the event of a sudden change in plans, inclement weather, or an emergency.
10. Supervision of students while on field trips will follow a recommended ratio of no less than one chaperone per 15 students (K-8) and one chaperone per 20 students (9-12). Bus drivers are not to be considered a supervisory staff member.
11. Students and chaperones must cooperate with the driver.

### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 8

12. All other bus rules and regulations for daily transportation services apply to field trips.

13. Your bus driver is not permitted to proceed with the trip until a bus roster of students has been presented for the driver's paperwork. The roster must include the student's name, address, date of birth, and emergency contact number.

14. Any and all changes in the field trip itinerary must be approved by the Principal and the Operations Department prior to the trip as the bus driver will not be allowed to deviate from the approved itinerary.

#### Charter Buses

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

### Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

#### Field Trip Bus Transportation Procedures

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

#### Transportation Department Contacts

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

Scotty Dye, Operation Supervisor: (593-2864)

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

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

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

#### Field Trip Request Procedure

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

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

#### Field Trip Hours

School Days: 8:40 a.m. to 1:45 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 \$1.25 per mile and \$17.94 per hour. There will be an additional \$100 per day "On Call" fee for weekends and holidays.

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

Trip Number	<b>683</b>
* Category	Travel With Students
* Type of Trip	Field Trip
* Field Trip Event	

Standard Field Trip

### Trip Leave

\* Date 3/15/22 Tuesday  
\* Time 3:00 PM

### Trip Return

\* Date 3/16/22 Wednesday  
\* Time 8:00 PM

Trip Year/Week 2022-12

\* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

\* Please list all chaperones for this overnight trip including non-staff. Athena Davis and Julie Phillips

\* Indicate cost per person and how the trip is being funded (parent or district?) \$60/student, \$18/adult

Comments This is the SCOPE Conference at Belmont University. Dr. Dyer has requested that we attend. We are taking a maximum of four students, we will be using teacher car. Thank you!

\* 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)  
Belmont University, Belmont Boulevard, Nashville, TN, USA  
Destination Not Listed Belmont University, Belmont Boulevard, Nashville, TN, USA \* Destination Name SCOPE Conference  
\* Approximate Nbr of Miles Round Trip

\* Funding Source #1 District Budget Code  
Funding Source Desc Budget Code Desc  
Funding Approver

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

Amount of Payment  
Payment Option  
Purchase Order/Requisition Nbr  
Payment Due To  
Comments Concerning Payment

\* Teacher / Advisor / Staff Name Athena Davis  
\* Teacher / Advisor / Staff Phone # Julie Phillips  
Teacher / Advisor / Staff Email adavis@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 Athena Davis  
\* Emergency Contact Phone # Julie Phillips

\* Grade Level(s) Making Trip 11  
12  
\* Educational Objective for Field Trip This is to attend the SCOPE Conference in Nashville. Dr. Dyer has requested that we take students to this conference.

### Number of Individuals Making Trip

* Male Adult/Chaperone	0	* Female Adult/Chaperone	2	Total Adult/Chaperone	2
* Male Students	2	* Female Students	2	Total Students	4

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

**Nbr Students** 4 **Teacher** Athena Davis  
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.  
Personal vehicle

### Vehicles Needed

\* Do you need a school bus, staff van or charter bus? No  
Person Submitting Request adavis@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 aobryan@clevelandschools.org  
Decision Date Jan 30, 2022, 7:37:51 PM

### Level 02 Approval - Curriculum Admin Approval

Comment  
Decision Approved  
Name jelliott@clevelandschools.org  
Decision Date Feb 5, 2022, 11:40:03 AM

### Level 07 Approval - Overnight Trip Approval

Comment

Decision

Approved

Name

jelliott@clevelandschools.org

Decision Date

Feb 5, 2022, 11:40:12 AM

### **Level 10 Approval - School Board Approval**

Comment

Decision

Designated Approver

jusmith@clevelandschools.org

Name

Decision Date

<b>Cleveland City Board of Education</b>			
Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date: <b>12/02/19</b>
		Rescinds: <b>6.600</b>	Issued: <b>06/15/15</b>

A cumulative record shall be kept for each student enrolled in school. The ~~folder record~~ shall contain ~~a health record, attendance record, and scholarship record;~~ **all records required under federal and state law and policy;** shall be kept current; and shall accompany the student through his/her school career.<sup>1</sup>

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed. If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the system or to a school outside of the system, copies of the student’s records, including the student’s disciplinary records, shall be sent to the transfer school.<sup>2</sup>

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).<sup>3</sup>

**~~ACCESS TO~~ CONFIDENTIALITY OF STUDENT RECORDS<sup>4</sup>**

**Except as provided in this Board Policy 6.600 or to comply with a valid court order,** ~~Student~~ student records shall be confidential. Authorized school officials shall have access to and permit access to student education records **only** for legitimate educational purposes.<sup>4</sup> A “legitimate educational interest” is the official’s need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student’s education; and
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.

**DEFINITION AND USE OF DIRECTORY INFORMATION<sup>5</sup>**

" Directory information" means information contained in or pulled from an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, electronic mail address, photograph, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Directory information also includes the names, addresses, telephone numbers, and electronic mail addresses of the student's parents and/or guardians.

Pursuant to Board Policy 6.601, parents, guardians, and eligible\* students have the right to exclude any or all of the above referenced items from the student's directory information. Except as provided by law, federal regulation, or the terms of this policy, this information will not be shared without consent.

#### Limited Use of Directory Information

Directory information is not considered public record. Even so, school officials may release directory information for the following reasons:

1. To publish student and/or alumni directories for the convenience of the school community.
2. To publish programs for student events such as graduations, award ceremonies, athletic events, plays musicals, and other programs where students are being recognized.
3. To recognize the accomplishments of one or more as part of a media release.
4. To facilitate certain limited commercial opportunities that might be interest to the school community such as the purchase of school merchandise, student pictures, class rings, yearbooks, etc.
5. To assist the flow of information pertaining to vocational, educational, and scholarship opportunities available to students.
6. To comply with a request for information from an official recruiting representative of the military forces of the State of Tennessee or the United States of America.<sup>6</sup>

#### **RELEASE OF STUDENT RECORDS WITHOUT CONSENT**

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's\* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before making a disclosure;
2. If the disclosure is an item of directory information; **the definition and specific uses of directory information are set forth above;**
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child; the name and address of the person responsible for the care of the child, and the facts requiring the report;<sup>7</sup>

4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;<sup>8</sup>
5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parent(s)/guardian(s) by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;<sup>9</sup>
6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;<sup>10</sup>
7. To accrediting organizations to carry out their accrediting functions;<sup>11</sup>
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records transferred under this provision;<sup>12</sup>
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements.<sup>13</sup>
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.<sup>14</sup>
11. To the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order shall not be liable to any person for that production.<sup>15</sup>
12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.<sup>16</sup>

### **RELEASE OF STUDENT RECORDS CONSENT**

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:<sup>17</sup>

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s)/guardians(s) or eligible student; and
5. The date of the consent and, and if appropriate, a date when the consent is to be terminated.

The student's parent(s)/guardian(s) or the eligible student\* may obtain a copy of any records disclosed under this provision.

## **RECORDKEEPING**

The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.<sup>18</sup>

The record will include at least:<sup>18</sup>

1. The name of the person or agency that makes the request;
2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.

*\* The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*

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### Legal References

1. 20 USCA § 1232g; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, *et seq.*
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. **34 CFR § 99.3**

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### Cross References

- School District Records 1.407
- Promotion and Retention 4.603
- Testing Programs 4.700
- Attendance 6.200
- Withdrawals 6.207
- Child Custody/Parental Access 6.209

6. USA Patriot Act of 2001 § 507
  7. TCA 37-1-403
  8. 20 USCA § 1232g(b)(3)
  9. 20 USCA § 1232g(b)(1)(F)
  10. 20 USCA § 1232g(b)(1)(H)
  11. 20 USCA § 1232g(b)(1)(G)
  12. TRR/MS 0520-01-03-.03(9)
  13. 20 USCA § 1232g(b)(1)(D)
  14. 20 USCA § 1232g(b)(1)(I)
  15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
  16. 20 USCA § 1232g
  17. 34 CFR § 99.30
  18. 34 CFR § 99.32(a)
- Bus Safety and Conduct 6.308  
Corporal Punishment 6.314  
Disciplinary Hearing Authority 6.317  
Admission of Suspended/Expelled Students 6.318  
AIDS 6.404

# Cleveland City Board of Education

Monitoring:  <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Records Annual Notification of Rights</b>	Descriptor Code: <b>6.601</b>	Issued Date: <b>07/09/01</b>
		Rescinds: <b>JRA/JRBA</b>	Issued: <b>07/06/94</b>

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students\* of each student's privacy rights.<sup>1</sup> For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment.<sup>2</sup> The notice will include the right of the student's parent(s) or the eligible student to:<sup>2</sup>

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

## **~~DIRECTORY INFORMATION~~**

~~"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.<sup>3</sup>~~

~~Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.<sup>4</sup>~~

\*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student’s rights.<sup>3</sup>

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Legal References

1. 34 CFR § 99.4; ~~34 CFR § 99.7~~
2. 34 CFR § 99.7; ~~TCA 10-7-504~~
3. ~~34 CFR § 99.3~~ ~~34 CFR § 99.5~~
4. ~~TCA 49-6-406; 10 U.S.C. §503(c)~~
5. ~~34 CFR § 99.5~~

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>COVID-19 LEAVE</b>	Descriptor Code: <b>5.3052</b>	Issued Date: <b>09/07/21</b>
		Rescinds:	Issued:

## *General*

Under COVID-19 Leave, this policy will be in effect until ~~December 22, 2021~~ **June 30, 2022** unless extended by the Board of Education. This policy will be retroactive to July 1, 2021.

The Director of Schools/designee shall create any necessary administrative procedures. Employees should seek clarification from the Director of Human Resources if they have questions regarding the total amount of leave and pay available to them.

## **PAID SICK LEAVE**

Employees are entitled to up to eight (8) days of paid sick leave during ~~the first semester of the~~ 2021-2022 school year if they are unable to work or telework because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The individual must be someone with a personal relationship, as defined in Sick Leave 5.302, to the employee;
5. is caring for his/her son or daughter whose school or place of care is closed, or person who regularly provides child care is unavailable, for reasons related to COVID-19 and no other suitable person is available to care for the child during the requested period of leave. Son or daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.

This paid leave may be taken if there is work available for the employee to complete and the employee is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

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Cross References

Sick Leave 5.302

Family and Medical Leave 5.305

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Fundraising Activities</b>	Descriptor Code: <b>2.601</b>	Issued Date: <b>08/06/18</b>
		Rescinds:	Issued:

~~The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. At the same time, schools shall inform and assist students in learning about programs, activities or information which may be of help or service to them.~~

## *General*

The following general guidelines shall be followed:<sup>1</sup>

1. Fundraising activities ~~shall be authorized by the board and~~ shall be for the purpose of supplementing funds for established school programs and not for supplementing funds which are the responsibility of the public.
2. Fundraising companies and other salespersons shall obtain permission in writing from the director of schools' office in order to visit the schools.
3. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
4. The principal must obtain written approval from the Director of Schools or his/her designee for all fundraising activities, including online fundraising activities, that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, must have written approval from the principal and comply with all administrative procedures issued by the Director of Schools. The authorization request shall contain the following information:<sup>2</sup>
  - a. A list of the proposed fundraising activities;
  - b. Purpose of the fundraising activity;
  - c. Proposed uses of funds raised;
  - d. Expected student involvement in fundraising activity (school-wide or individual class or club); and
  - e. Margin of profit and how it is to be paid to the school.

5. The Director of Schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body, and supplement, not replace, funds necessary to fulfill the board's required contributions. No fundraising activities shall involve the sale of hazardous materials such as fireworks.
6. Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation in a fundraising activity.
7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

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

## **LOTTERIES**

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

## **ONLINE FUNDRAISING**

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

Employees shall not engage in online fundraising in their official capacity as district employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.

## **FUNDRAISING FOR NONEDUCATIONAL PURPOSES<sup>4</sup>**

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

1. Bereavement support;
2. Award recognition;
3. Employee morale;

4. Banquets; or
5. Other situations at the principal's discretion.

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

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

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Legal References

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

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Cross References

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



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

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

**MEMO:**

Date: February 7, 2022

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

From: Hal Taylor and Site Committee

The Site Committee would like to request the approval of the initial schematics for CHS entrance, CTE wing, and the wrestling building locker rooms.

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Summer Instructional Programs</b>	Descriptor Code: <b>4.204</b>	Issued Date:
		Rescinds:	Issued:

1 Summer schools may be offered. These schools shall be organized and operated as a part of the public  
2 school program, shall be under the control and management of the Board, and shall comply with rules  
3 and regulations of the State Board of Education.<sup>1</sup>

## 4 *General*

5 The following programs will be made available to students:<sup>1,2</sup>

- 6 1. Traditional summer school;
- 7
- 8 2. Learning loss bridge camps;
- 9
- 10 3. After-school learning mini camps (2021-2023); and
- 11
- 12 4. Summer learning camps (2021-2023).

13 These programs shall be organized and operated in accordance with state law as well as guidelines  
14 provided by the Tennessee Department of Education. Funding for all programming shall be provided  
15 for in the annual budget and take into account any available grants. The Board may adopt tuition rates  
16 for those students attending a traditional summer school program.<sup>3</sup>

## 17 **SUMMER PROGRAMMING<sup>2</sup>**

18 The Director of Schools shall present a recommended summer programming plan to the Board each  
19 year outlining the following:

- 20 1. Courses offered;
- 21
- 22 2. Transportation;
- 23
- 24 3. Class size ratios;
- 25
- 26 4. Budget, including staff compensation;
- 27
- 28 5. School nutrition needs;
- 29
- 30 6. Staffing;
- 31

- 1 7. Enrollment criteria; and
- 2
- 3 8. Any additional necessary information.

#### 4 **ATTENDANCE REQUIREMENTS<sup>2</sup>**

- 5 Priority students, as defined by state law, shall be encouraged but not be required to attend summer
- 6 programs.

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#### Legal References

1. TRR/MS 0520-01-03-.03(9)
2. Public Acts of 2021, Special Legislative Session, Chapter No. 1
3. TCA 49-6-3003

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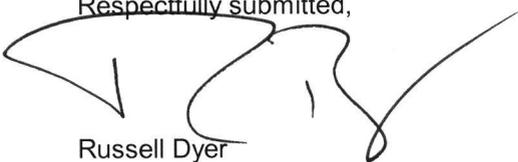
#### Cross References

Extended Contracts 5.112

**CLEVELAND CITY SCHOOLS  
FINANCIAL REPORT  
DECEMBER 2021**

Balance on hand December 1, 2021	7,072,030.21
<b>RECEIPTS</b>	
City Clerk's Monthly Report	6,997,394.63
Retiree Ins #44160	(284.15)
Misc. Refunds #44170	(2,330.68)
Contributions & Gifts #44570	4,456.12
Bonds Issued #49100	(546,868.55)
Interest Earned	<u>981.55</u>
	<u>13,525,379.13</u>
<b>DISBURSEMENTS</b>	
Instruction	2,289,614.86
Special Education	336,209.75
Vocational Education	165,182.78
Attendance	10,242.40
Health Services	42,096.32
Other Student Support	297,200.47
Regular Instruction Support	161,218.36
Special Education Support	11,523.16
Vocational Education Support	12,843.42
Technology Support	45,446.10
Board of Education	13,719.15
Office of the Superintendent	55,646.89
Office of the Principal	270,773.42
Fiscal Services	30,211.95
Operation of Plant	267,328.00
Maintenance of Plant	108,881.58
Transportation	139,766.80
Food Service	6,500.89
Community Services	0.00
Early Childhood Education	86,837.29
Regular Capital Outlay	(385,365.96)
Education Debt Service	<u>5,656.00</u>
	3,971,533.63
Retirement withheld not paid	(403,593.64)
Retirement paid	364,162.40
Insurance deducted not paid	(498.16)
Balance January 1, 2022	<u>9,593,774.90</u>
	<u>13,525,379.13</u>

Respectfully submitted,



Russell Dyer  
Director of Schools

## **FY2023 Budget Calendar**

### **Date**

- Feb. 3            Budget memo and allocation spreadsheets to schools
- Feb. 14          Dr. Dyer and Business Office meeting with Directors and Principals to discuss FY2023 priorities and budget preparation relating to the strategic plan
- Feb. 22          Allocations returned to AOB
- March 7-11    Spring Break*
- Mar. ?           City of Cleveland sends FY2023 Budget calendar to Business Office
- Dr. Dyer and Business Office discuss timeline for board meeting to approve FY2022 Budget amendment and FY2023 Budget

(Tentative Schedule)

- Mar. 31          Budget document to Julie for distribution to School Board
- Apr. 4           Regular April Board Meeting – FY2022 Budget Amendment, FY2023 Budget
- Apr. 5           Budget document sent to City
- May ?            City Council holds public hearing and 1<sup>st</sup> reading of FY2023 Budget

## **Personnel Items – January 2022**

### **Assignments**

Williams, Madison, CHS (Teacher), Effective January 5, 2022  
Thomason, Deborah, CHS (Assistant), Effective January 10, 2022  
Pirtle, Sherri, BB (Teacher), Effective January 10, 2022  
Mozingo, Madeline, ST (PT Interventionist), Effective January 10, 2022  
Esquinance, Tonya, CMS (SpEd Assistant), Effective January 11, 2022  
Russell, Olabisi, CHS (Assistant), Effective January 12, 2022  
Bennett, Chase, TDC (Social Worker), Effective January 11, 2022  
Kalilainen, Gloria, ST (SpEd Assistant), Effective January 12, 2022  
Brown, Kaitlin, ST (SpEd Assistant), Effective January 28, 2022  
Williams, David, BB (Teacher), Effective January 24, 2022  
Mullins, Amber, CHS (Counselor), Effective January 26, 2022

### **Transfers**

Blackwell, Emily, CCC (PT Interventionist) to CCC (Assistant), Effective January 11, 2022

### **Resignations**

Wood, Katherine, CHS (SpEd Assistant), Effective December 21, 2021  
Wallace, Marsha, AR (Family Coordinator), Effective May 23, 2022  
Rogers, Lisa, CCC (Assistant), Effective December 21, 2021  
Esquinance, Tonya, CMS (SpEd Assistant), Effective January 12, 2022  
Kalilainen, Gloria, ST (SpEd Assistant), Effective January 27, 2022

## CLEVELAND HIGH



# PORTRAIT OF A GRADUATE

## CRITICAL THINKING

In Mr. Gluckner's Principles of Engineering class, students utilize their critical thinking skills for a VEX Robotics Design Challenge. They work in teams to design, test, build, and refine a robot design to accomplish a set of tasks. To succeed, students reflect on the content they have learned regarding mechanical advantage, gear ratios, force vector calculations, and electronics to reach a reasonable and effective solution for the VEX Design Challenge. Students finish the semester with a class-wide competition against their peers to see who came up with the most effective solution!



Students in Ann Krepps Pharmacy Class spent the semester developing and refining their critical thinking skills. Class time was spent learning about patient scenarios and applying the student's knowledge base to determine the most appropriate course of action for the treatment plan. The course goal is to attain and apply functional knowledge skills to use as the student advances on from Cleveland High School.

- Understand there are often multiple ways to solve a problem
- Form original ideas in response to feedback, setbacks, and failures
- Express curiosity and inquiry in pursuit of solutions



Students in Mr. Finch's African American History class are reading an article about the Scottsboro Boys and completing an analysis activity in preparation for their class discussion on the American justice system. After reading the passage for background, the students evaluated the events that happened during the case and will use critical thinking to develop a position about past issues of the justice system. They also will analyze the current state of the court system and the impact that it had on people of color. During the eventual class discussion, students will share their thoughts and positions with evidence from the article as well as their personal experiences.



THE FIVE Cs

COLLABORATION

CRITICAL THINKING



## Ross & Yates Board Highlights

February 2022

“Collaboration”

Each week we highlight one of our very own teachers in a series called “Educational Rockstars.” We want to showcase the incredible work our teachers are doing in the classroom. Recently, we visited **Grace Hodnette**’s Music Classroom, **Margie Ginn**’s first grade class, and **Donna Ratcliff**’s fourth grade class. Watch the short videos linked below and see how our elementary students are using **collaboration** across the curriculum!

The first Educational Rockstar video highlights a music-teaching rockstar, **Grace Hodnette**. Mrs. Hodnette creates a community with her students where everyone feels safe and welcome. Her students are excited to learn and perform with her guidance and support!

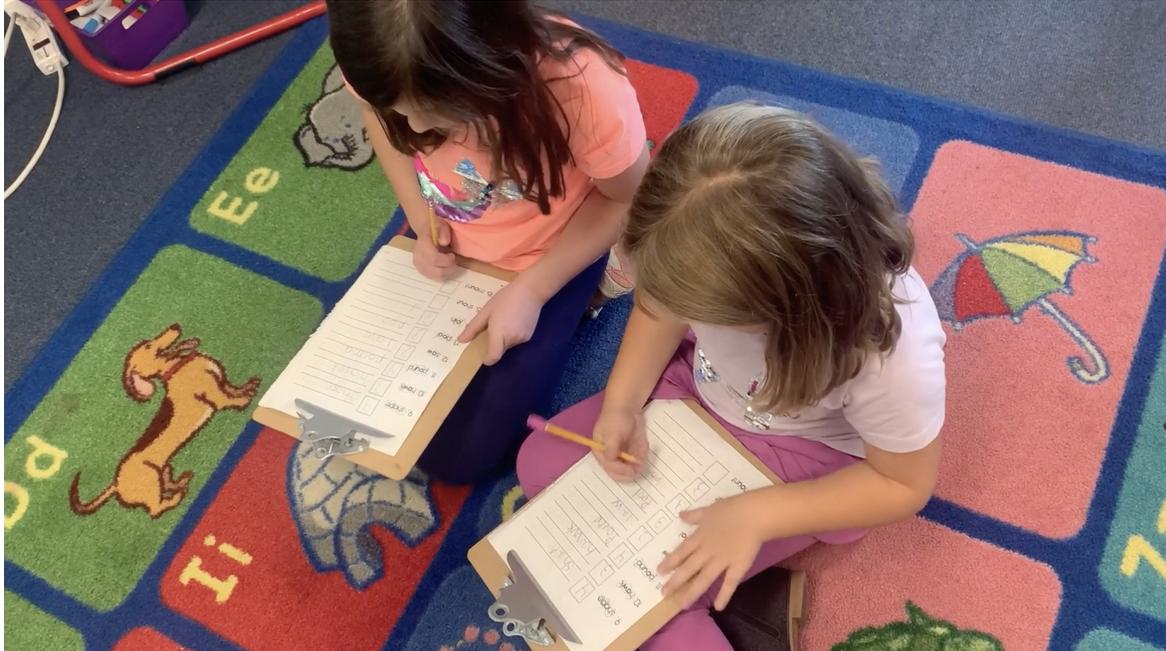
<https://vimeo.com/663173855>



Once inside, another  
special **community building**  
activity begins!

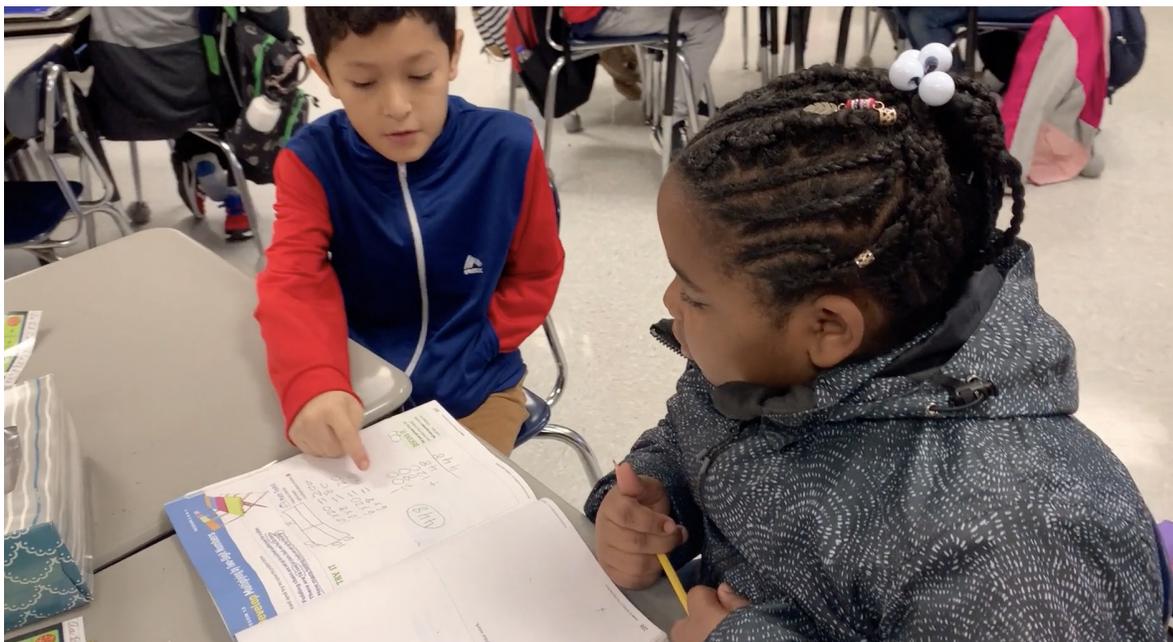
The second Educational Rockstar video highlights a first grade rockstar, **Margie Ginn**. Ms. Ginn does an amazing job of scaffolding students' learning experiences from basic to complex. This gives students the opportunity to experience success at each level as they learn new skills. In addition, Ms. Ginn provides students many opportunities to learn from each other, which is a powerful teaching strategy!

<https://vimeo.com/666588915>



The third Educational Rockstar video highlights a fourth grade rockstar, **Donna Ratcliff**. Ms. Ratcliff works to build a close knit community within her classroom. She uses accountable talk stems to promote communication between her learners to further their understanding. In addition, Ms. Ratcliff's heart for her students shines through all she does!

<https://vimeo.com/671503118>



# CLEVELAND MIDDLE SCHOOL

January  
2022

## CMS Basketball Finishes Strong

The CMS boy's and girl's basketball teams both wrapped up an exciting season at the end of January. Both the boy's and girl's teams were able to complete in the region tournament at Powell Middle School in Knoxville at the end of January. While they fell short of a trip to the state championship, both teams had a great time competing this year.

Boy's basketball head coach, Derek Morris said, "It was a privilege to be a part of these young mens' growth over the past 3 years. This group of 8th graders really matured and

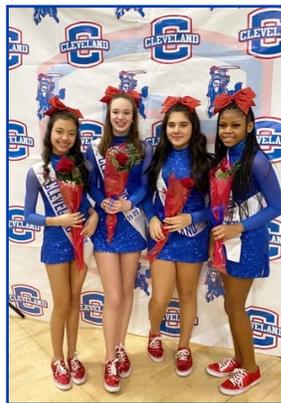
learned accountability as student athletes. We can't wait to see what future holds for

these young men!" When asked about the girl's basketball team, head coach Amy McGowan was excited to talk about her team.

She said, "This team is so enjoyable to coach. They have such great chemistry on and off the court, and I love the hard work they are always willing to put in. I'm so proud of the young ladies they are becoming." Both coaches have spent countless hours preparing, practicing, and working with their teams this season.

Of course, we must also celebrate our cheer and dance teams who spend the entire basketball season on the sidelines cheering on our blue raiders! Cheer Coach Ashley Keith and dance coach, Haleigh May, both attended CMS as students, and are now able to pass their passion for cheer and dance on to their teams! This is Coach Haleigh's fourth year as dance team coach. "I love coaching the dance team to instill not only the passion of dance, but positive life skills developed through relationships with each of my dancers, said Coach Haleigh. Coach Keith adds, "I am

just so proud of my cheerleaders this year. They always amaze me how quickly they can learn a new routine and perform it for the crowds." CMS is thankful that our coaches invest so much time and energy into both the sport and into the lives of their student-athletes.



### Student Spotlight Madalyn Dauphinais

Madalyn is an 8th grader at CMS, and her favorite thing about our school is the welcoming environment of the teachers and staff. She is involved in football/wrestling cheer, winterguard, swim team, and BETA club. She writes for the CMS newspaper, Raider Times, and she is a part of the RaiderTV program. She also participates in the CMS linguistics club. Last year, Madalyn won first in the nation for BETA's science competition, and she will be traveling to compete in BETA club nationals for science this summer. She is excited for the opportunity to represent CMS at the competition. Her favorite teacher is Mr. Schroll. She said, "he is always willing to answer my questions, and he makes his class enjoyable."



## Here's What's Happening at CMS

**6 Students received Crumbl Cookies for passing the most iReady lessons in their grade level!**

**Jakai Buckhanon won 2nd in the state for "No Trash November" Anti-Littering Campaign.**

**CMS Welcomes Mrs. Lukina as our new ISS teacher. We are excited to have her join our team!**

**We celebrated school board appreciation week by dedicating new books to the CMS library.**

**17 CMS Teachers are piloting new technology in their classroom by using iPads to enhance student learning.**

## Coach Connolly Announces Retirement after 39 Years at CCS!



Cleveland City Schools has been blessed to have Coach Mike Connolly for 39 years as a teacher and coach and 12 years as a CCS student! Coach Connolly has served as a wellness teacher at Cleveland Jr. High/Middle School and, at one point, an assistant principal. He has coached at both CHS and CMS, impacting thousands of student athletes. Coach Connolly served as CHS asst & head coach for girls basketball, CHS asst football coach, and a CHS asst baseball coach. At the middle school level, he has been a boys basketball head coach, baseball head coach and football asst & head coach.

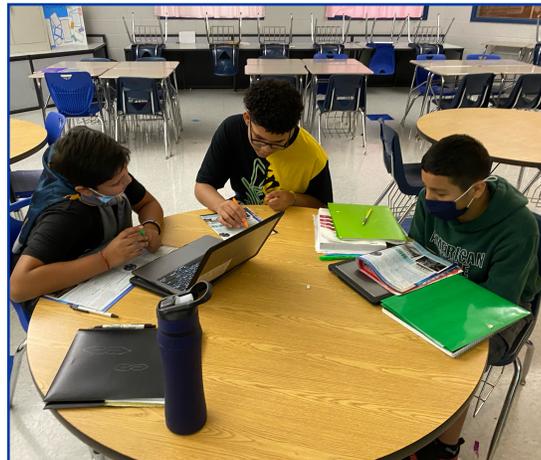
Now, many of the faculty members and coaches at CMS are former students of Coach Connolly's, and he gets the opportunity to work in a professional environment with those former students! When asked about his favorite things about Cleveland City Schools, he said that his favorite thing is the relationships that he has developed with students and athletes throughout the years. Coach Connolly said that CCS is full of great people, great teachers, and great facilities.

As he moves into retirement, Coach Connolly is looking forward to spending more time with his wife and grandkids. He is also excited about traveling and taking trips with his family. We are sad to see Coach Connolly go, but are thrilled for the new adventures ahead in his life. Coach Connolly is truly a Blue Raider for life, and we will miss seeing him in the halls and on the fields.

# CLEVELAND MIDDLE SCHOOL

## Collaboration

January  
2022



**7th grade students work in "houses" to solve Punnett squares during their Harry Potter themed heredity unit**

**Boy's & Girl's Basketball showed teamwork as they finished their seasons this month**

**BETA club students are using their laptops to plan for a School Beautification project for CMS**

**6th Grade teachers plan interactive lessons together using their new iPads & Apple Pencils**

**ESL Students collaborate to work on reading and speaking skills to prepare for the WIDA state test**

# Candy's Creek Cherokee Elementary School

**Board Highlights  
February 2022**



**666 Portrait of a Graduate 56 Spotlight:  
Collaboration**



- Work cooperatively with team members to achieve a goal.



There isn't a better example of collaboration than our para-professional staff. During the month of January alone, they served as substitute teachers every day in addition to their regular responsibilities. They work together with our certified staff and administration to deliver instruction, supervise students, give assessments, and provide individualized instruction to small groups. Each of them is an engaged team player with a great attitude. We are grateful for their hard work for our students.



- Value diverse viewpoints and demonstrate flexibility.



Our school counselor, Emily Elliott, utilizes the Capturing Kids' Hearts resources and other curriculum to facilitate social-emotional learning lessons with all grade levels. Students learn about cooperation, collaboration, friendship, citizenship, and social skills. They often collaborate on projects, which teaches them about being a productive team member.



- Share success through affirmation and accountability.



Our school has implemented a council system in which every student is a member of one of four councils: Water, Air, Earth, or Fire. Each Council establishes goals for success, and students have many opportunities to earn points as they work toward their goals. We recently had a celebration for reaching goals, and the activities were based on team-building and collaboration.



- Build positive relationships.



Our teacher of the year finalists were nominated by their peers to represent our school recently. One of the common themes of their nominations was their passion for building positive relationships with their students, families, and colleagues. They often collaborate with their grade level teams and other classes to develop meaningful and fun lessons and experiences for their students. Each of these teachers have a positive impact on our school culture.



# School Highlights

For

## Mayfield Elementary – February 2022

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### Creativity

You would have thought we had converted to a home for the aged as our primary grades students recently celebrated the 100th day of school. The students had a great time and were so **creative** as they sought to embody



what it means to be 'old' and their perception of what 'old' looks and feels like is hilarious. They are truly observant.



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## Teacher of the Year



Congratulations to Mrs. Morgan Burke on being selected as Mayfield Elementary's Teacher of the Year - 2022! It is an honor to be selected from among one's peers and Mrs. Burke is very deserving of this honor. In her 11th year teaching at Mayfield, Mrs. Burke prepares engaging lessons for her students and works diligently with her first grade colleagues to ensure students are making progress toward benchmarks. We are very proud of Mrs. Burke and appreciate the effort and energy that she brings to Mayfield.

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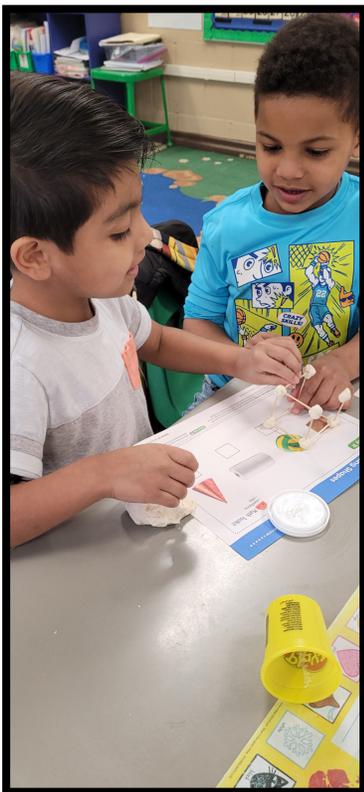
## NAEP Assessment

A sampling of 4th grade students at Mayfield Elementary have been selected to participate in the 2022 National Assessment of Educational Progress, also known as NAEP. It is the largest continuing and nationally representative assessment of what students across the country know and can do in a variety of subjects. We have NO doubt that our students will represent us well! This assessment will take place on Feb. 10. Representatives from NAEP will conduct the assessment in two sessions (a.m. and p.m.).



## Communication

Kindergarten students are hard at work learning to communicate with peers and adults. Students have been encouraged to share their experiences and “good things” during morning meetings and are learning to listen when others are speaking. During lessons, we are actively learning to answer in complete sentences and are asking questions to further our understanding of material taught. To develop our understanding of material, students frequently participate in “turn and talk” partnerships and collaborating during partner activities. Kindergarten teachers send home a weekly Kid Mail sheet detailing skills that are taught each week, so the parents are aware of skills being taught in the classroom.



Arnold would like to welcome Kim Hartwig to our family. Mrs. Hartwig has worked in education for 24 years, mainly at the elementary level. She joined the Arnold family teaching Kindergarten in October. Kim and her family moved here from Wisconsin three years ago and really enjoy living in Cleveland. We are excited to have her at Arnold! Due to this new addition, Arnold Kindergarten has been blessed with small class sizes this year and this has been very beneficial to our students.





# STUART ELEMENTARY

*Love • Learn • Lead*



## Creativity

Kindergarten students got creative with play doh to enhance our learning on 3 dimensional shapes.



Kindergarten and 5<sup>th</sup> grade students worked together creating crafts!



During PE listening booths were created for students to record video responses in Flipgrid to Basketball Book reviews by basketball legends. These books were extensions of our CKH launch this week during our basketball unit.



3<sup>rd</sup> graders explored steady beats and music composing with Sphero Spectrums. What a great way to combine STEM and Music.



# April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Board Meeting 5:30 @ AOB	5	6	7	8	9
10	11	12	13 Lunch and Learn Blythe-Bower @ 11:30	14	15 Easter Break (Schools Closed)	16
17	18 Parent Conferences (No Classes)	19	20	21	22	23
24	25	26	27	28	29	30



# February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Board Meeting 5:30	8 Safer Internet Day	9	10	11 Lunch & Learn 11:30 Stuart	12
13	14	15	16	17	18	19
20	21 President's Day Schools Closed	22 Staff Develop. No Classes	23	24	25	26
27	28					

# March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Spring Break	8 Spring Break	9 Spring Break	10 Spring Break	11 Spring Break	12
13	14 Board Meeting @ 5:30 AOB	15	16 Lunch & Learn 11:30 – 1:00 @ROSS	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

