

Cleveland City Schools
Board of Education Regular Meeting
December 6, 2021 5:30 PM
Administrative Office Building, Board Room



1. **Welcome/Moment of Silence**
2. **Pledge of Allegiance**
3. ***Consent Agenda**
 - A. ***Approval of Regular Agenda**
 - B. ***Approval of Minutes from October 26, 2021 Special Called Facilities Board Meeting**
 - C. ***Approval of Minutes from October 26, 2021 Special Called Board Meeting on Internet Safety and Technology.**
 - D. ***Approval of Minutes from November 1, 2021 Board Meeting.**
 - E. ***Approval of Overnight Field Trips #557, #580, #587, #595, #596, #597, #601, #621, #623**
 - F. ***Approval of Second Reading of Policies 2.702, 5.302, 5.701, and 5.801.**
 - G. ***Approval of Part Time Interventionists positions at Mayfield**
4. **Regular Agenda**
 - A. **Director's Update - Speaker: Russell Dyer**
 - B. **Spotlight**
 1. **Recognize Cleveland High School Cadets Jeff Bise**
 2. **Junior Achievement Jennifer Pennell-Aslinger**
 3. **BCPEF Lynn Voelz**
 - C. **Site Committee - Speaker: Charlie Cogdill & Hal Taylor**
 - D. **Strategic Plan Focus**
 - E. **COVID Plan Update Jeff Elliott**
 - F. ***Calendar Options Jeff Elliott**

- G. **Directors Evaluation Instrument/Board Self Evaluation Instrument**
Dawn Robinson
- H. **Report from TSBA Annual Conference** Dawn Robinson
- 5. **"B" Agenda**
 - A. **Financial Report**
 - B. **Personnel Report**
 - C. **School Highlights**
 - D. **Dates to Remember**

Board of Education Special Called Facilities Meeting

October 26, 2021 2:15 PM

F. I. Denning Center of Technology and Careers

Attendance Taken at 3:02 PM.

Mr. Tom Cloud: Absent
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

2. *Approval of Agenda

Motion to approve the regular agenda Passed with a motion by Ms. Carolyn Ingram and a second by Mr. Charlie Cogdill.

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: 6, No: 0

3. Regular Agenda

3.A. Facility Plan Update

Mr. Hal Taylor introduces Mr. Templeton to discuss the Long Range Facility Plan Update. The focus has been on the 5th/6th grade facility. We are planning a workshop to focus on this. We have also been talking about the high school. We have been gathering information on how to move forward. They will come back and report back on the plans once they have all of the workshop data compiled.

3.B. Projects Update

Mr. Hal Taylor gives a project update. 1. Mayfield Elementary has been painted with sales tax \$33,026.00. 2. The Football scoreboard has been replaced at CHS. County Bond Funds \$201,700.00. 3. The baseball scoreboard at CHAS has been replaced \$23,542.00. 4. Two school buses have been replaced. One is a Special Education bus. Sales tax, \$197,500.00. 5. CMS was pressure washed and the exterior post painted. Maintenance Budget, \$9,812.00. 6. Cafeteria tables and chairs for CHS were ordered but have been delayed. We have been told that the furniture will be delivered soon. Sales Tax \$24,484.00. 7. The athletic field equipment and mowers for CMS and CHS have been ordered but are on an indefinite delay and some have been canceled. Sales Tax \$57,964.00.

3.C. Summer Project Updates

Mr. Brian Templeton discusses the Summer Project Updates: 1. Water and sewer improvements at CHS. County Bond Funds, \$415,150.00. 2. Kitchen hood

replacement/improvement at CHS, Arnold, Stuart, Ross, and Yates. Dish table replacement at CMS. Dishwasher replacement at CHS, Arnold and Ross. ESSER 2.0 \$875,179.72. 3. Blythe-Bower floor replacement. ESSER 2.0 \$264,155.00. 4. Stuart flooring replacement. ESSER 2.0 \$151,700.00. 5. Canopies at Candy's Creek, Stuart, Mayfield and CHS. CCCE Construction Bond and County Bonds \$424,028.00.

3.D. Epidemiology and Laboratory Capacity (ELC) COVID-19 Testing Grant Funds

1. COVID Testing Vehicle Purchase
2. Bottle Filler Stations for District

Epidemiology and Laboratory Capacity (ELC) COVID-19 Testing Grant Funds (Grant total was 1.5 Million). Laura Hudson was able to acquire a grant that is providing the following: 1. Mobile Clinic, vehicle and accessories to stock it: \$188,000. 2. Water fountain upgrades and bottle fillers, TBD. \$234,000.00. 3. Outdoor break and classroom areas, TBD. \$120,000.00. 4. Minor construction as related to distancing for COVID-19, TBD. \$270,000.00.

3.E. Energy Program Update

Energy Management Program Update from Mr. Cliff Eason. We have saved \$8,537,310 since the inception of this program. He wants to thank the Board, Maintenance Department, Custodial Staff, and Teachers/Other Staff for the success of this program. We have made money with some of our partnerships. Some examples of partnerships are 1. TVA/ENEL X - They will demand a reduction of power (and for example, one check was: June \$687.00, total check from this example for 20-21: \$1,760.34) AND 2. TVA/CLEVELAND UTILITIES - Solar Energy at CHS (one credit was June \$535.33 - total credit from this example for 20-21 was \$5,423.62).

3.F. *ESG Performance Contract-Cancellation

ESG Performance Contract - Cancellation. Presently the ESG contract performance guarantee cost CCS \$25,000.00 annually. Since the completion of the ESG energy update project in 2018, we have consistently saved more than was guaranteed under the performance contract. Since we are able to do our own monitoring, have an erg manager and are not benefiting from the guarantee, it might be more beneficial for us to cancel the contract with ESG at this time and utilize the funds elsewhere.

Dr. Dyer recommends following Hal Taylor's recommendation to cancel the ESG Performance Contract.

Motion to cancel the ESG Performance Contract Passed with a motion by Ms. Carolyn Ingram and a second by Ms. Krista McKay.

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: 6, No: 0

3.G. *CMS Softball Scoreboard

Mr. Scott Carroll is here to talk about the CMS Softball Scoreboard Donation. Mr. Tarver has agreed to fund \$11,542 to buy the sign if they put their advertising on the back of the sign. CCS will cover the installation cost of \$4,000.00. We know that Tarver is a Budweiser distributor but they also supply us with a lot of our concession stand products (water and other drinks). The sign will not have any beer advertisements on it.

Dr. Dyer recommends we move forward with Mr. Carroll's suggestion.

Motion to approve the new CMS Softball Scoreboard donation Passed with a motion by Mr. Charlie Cogdill and a second by Mr. Nate Tucker.

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: 6, No: 0

3.H. *CCCE Playground

When the Candy's Creek playground was planned, the initial phase had two main structures (swings and a slide structure). A Pavilion has been added using funds raised by the PTO. The next phase will include two more major freestanding structures as well as four smaller structures. These will be funded by the PTO using the proceeds from a fun run, silent auction, and other events. A small portion will be funded through donations to the PE department. The total cost of Phase II will be \$42,829.50. We do plan to continue to add to the playground, but this completes the phases that we originally planned with the planner from Gametime/Cunningham Recreation. We will continue to work with the planner to develop a plan for the next phases.

Dr. Dyer recommends moving forward with the Candy's Creek Cherokee Playground.

Motion to approve moving forward with the Candy's Creek Cherokee Elementary School playground Passed with a motion by Mr. Nate Tucker and a second by Ms. Peggy Pesterfield.

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: 6, No: 0

3.I. *Stuart Teacher Restrooms

Mrs. Shelton sent a letter stating: "In efforts to improve our physical spaces at Stuart, we want to update the staff bathrooms. These facilities were built in the 80's and have served us well. However, they are broken and dated. We will only be changing vanities. The toilets, tiles and walls will not be altered. I am coming to you today to ask for permission to complete this project. Our BEST partners, community members and PTO are supporting us in this improvement project. Local contractors are supplying the cabinets and countertops. Wholesale Supply will provide the sinks and faucets, and the PTO will help us with paint and decor. I have arranged with Hal Taylor to have the CCS plumbers install the sinks and faucets. Then, Chad Haun, spouse to Lauren Haun, our PTO vice-president, will serve as our contractor to oversee the changes. We are blessed that all the supplies and installation will not be of any cost to the school or district. We simply need your approval to proceed. Thank you for taking the time to consider this request."

Dr. Dyer recommends moving forward with updating the Stuart Elementary teacher's restrooms.

Motion to move forward in updating Stuart Elementary Schools teacher restrooms Passed with a motion by Mr. Nate Tucker and a second by Ms. Carolyn Ingram.

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: 6, No: 0

3.J. *CMS Hwy. 60 improvements & driveway expansion-Property Sales Funding

Mr. Taylor discusses the CMS Hwy. 60 project. There are funds available from the sale of the easement at CMS to make the driveway and parking lot improvements this summer. These improvements will help with traffic during construction. The estimated cost is \$80,000.00 to \$100,000.00. Mr. Taylor shows the image/example on the screen. He shows how they will add additional lanes to help with traffic issues.

The Board asks if we update this area will we have to fix it if the state messes it up? Mr. Taylor states the state will have to fix any problems they cause with our property, including these updates.

Mr. Taylor states there is a line of trees where this extra traffic lane will be. We will have to determine if we should go around the trees or if we need to relocate them. We will talk with professionals and determine what is the best option.

Dr. Dyer recommends moving forward with this project this summer.

Motion to approve the CMS Hwy. 60 Improvements and Driveway Expansion Passed with a motion by Ms. Carolyn Ingram and a second by Ms. Peggy Pesterfield.

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: 6, No: 0

3.K. ESSER 3.0 Project Funding

1. High School Entrance
2. Awning Between Science Wing & Arena
3. Windows at CHS & Stuart
4. HVAC at CMS & BB
5. 4 School Buses

These projects are watched closely by the ESSER 3.0 funding committee.

1. High School Entrance, \$500,000.00. 2. Awning between Science Wing and Arena, \$80,000.00. 3. Windows at CHS and Stuart, \$130,000.00. 4. HVAC at CMS and Blythe-Bower, \$4,000,000.00. 5. Four School Buses, \$380,000.00. 6. CTE Building Renovation, \$300,000.00.

3.L. Bond Funds

1. Wrestling Expansion - Girls Locker Room & Refresh Building
2. Denning Roof

Mr. Hal Taylor explains the County Bond Funds. 1. Wrestling Building expansion to meet Title IX requirements - girl's locker room, weight room roof and painting of the interior and exterior of the building. It would also make financial sense to replace the baseball building and visitors' concession stand roof in this project \$280,000.00. 2. Denning Center Roof \$200,000.00.

The Board wants to recommend looking at the parking lot at the entrance to the swim facility at The Denning Center. Mr. Taylor will take a look at that and report back.

Dr. Dyer recommends we accept the County bond funds.

Motion to accept the county bond funds Passed with a motion by Ms. Carolyn Ingram and a second by Mr. Nate Tucker.

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: 6, No: 0

3.M. Sales Tax Projects

1. CHS Track
2. 4 School Buses
3. Arnold Theater Roof
4. Baseball Score Board at CMS

Mr. Taylor discusses the Sales Tax Projects. 1. CHS track \$300,000.00. 2. Four School Buses for 21/22, delivered in July \$400,000.00. 3. Baseball Scoreboard at CMS \$15,000.00.

The Board asks why Mr. Taylor did not discuss the Arnold Theater roof? Mr. Taylor said he spoke with Cindy Geren and they believe the roof will be ok to hold this improvement for another year.

The board asks how the new custodial company is going? Mr. Taylor states not as good as he had hoped, largely in part because a local warehouse is paying more hourly with full benefits and it's hard to compete with that. We do have some of our teachers doing some disinfectant spraying and we are compensating them for it.

Motion to approve the CHS Track and the baseball scoreboard at CMS Passed with a motion by Mr. Charlie Cogdill and a second by Ms. Carolyn Ingram.

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: 6, No: 0

Mrs. Robinson adjourns by general consent.

Chairperson

DATE

Superintendent

DATE

Board of Education Special Called Meeting on Internet Safety and Technology

October 26, 2021 1:00 PM

F. I. Denning Center of Technology and Careers

Attendance Taken at 1:03 PM.

Mr. Tom Cloud:	Absent
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 led us in a moment of silence and pledge of allegiance. She welcomed our two guests who will be speaking later in the meeting: Kelly Thompson and Angi Pasqualis.

2. Pledge of Allegiance

3. *Approval of Agenda

Motion to approve the regular agenda Passed with a motion by Ms. Carolyn Ingram and a second by Ms. Krista McKay.

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: 6, No: 0

4. Regular Agenda

Before the meeting started, Dr. Dyer reads a joint letter from CHS and the Cleveland Police Department. The statement reads:

JOINT STATEMENT FROM CPD AND CCS

On Monday, October 25, 2021, we were made aware of a social media post that included a threat to Cleveland High School. Cleveland High School administration, district officials, and the Cleveland Police Department worked together to investigate the threat. At this time, the threat has been labeled unfounded. Law enforcement officials were on campus to assist with any needs. The safety of our students and staff is our top priority. We will continue to monitor this situation. Any information regarding this or other threats should be reported to the Cleveland Police Department at 423.476.1121.

4.A. BLADE Project History

Dr. Dyer presents a brief summary of the BLADE project's history. Technology and CCS, BLADE project committees started in 2017 to discuss finance and funding, professional development, content and

instructional practices, measuring success, engaging the community, and deployment planning. We had community members, board members, staff, etc. on these committees. We created the BLADE project: Mission, Vision, and Goals. These are stated on our website currently. As a reminder, the goals we are currently working under: create a staff development program to allow teachers ample opportunities to learn and practice blended learning principles. Encourage the practice of blended learning and PBL to facilitate collaboration, communication, critical thinking, creativity and personalized learning. Ensure the community and business sector of Cleveland are informed about the benefits of shifting toward a blended learning environment. Assess the technology infrastructure of our schools to ensure it can accommodate the growth of our program. Ensure the technology department has the staffing necessary to maintain the network and devices. Provide each student with equitable access to technological tools, resources, online assessments, and instruction. Ensure the principles of digital citizenship are shared and enforced by our employees, our students, and our families.

4.B. GO Guardian Presentation and Discussion

1. Internet Safety and CIPPA
2. BLADE district Internet Safety Week (February 7-11 coinciding with Safer Internet Day 2022)

Dr. Cody Raper states we have laws that we operate under. The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children access to obscene or harmful content over the internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. CCS is required to adopt and implement an Internet safety policy addressing: Access by minors to inappropriate matter on the Internet; the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; Unauthorized access, including so-called "hacking" and other unlawful activities by minors online; Unauthorized disclosure, use and dissemination of personal information regarding minors. We have to have measures restricting minors' access to materials harmful to them, which is called the CIPA compliant filter. The Big Picture overview: Network-Based Filtering and Blocking: GoGuardian DNS and Google Safe Search. Device-Based Filtering: GoGuardian Admin, GoGuardian Teacher, GoGuardian Beacon, and GoGuardian Parent. We keep our students safe first by web filtering: GoGuardian DNS, then On-Demand Teacher Filtering: GoGuardian Teacher, Smart Alerts and Blocking: GoGuardian Admin, and Suicide and Violence Alerts: GoGuardian Beacon. GoGuardian DNA: Filters any device connected to our network. It uses traditional DNS-based filtering with auto-populated category-based lists maintained by GoGuardian with custom blocking allowed by the institution by domain. Maintains CIPA compliance, which is required by federal regulations for receiving federal funding for internet services. It works in tandem with advanced features we deploy for on-device filtering using other GoGuardian products. Forces Google SafeSearch on all Google searches and image searches.

GoGuardian Admin: Filters student devices on or off campus based on our filtering policies established for on-campus students. It allows for strict filtering based on individual needs. It allows for dynamic filtering based on the content of the page. This sends alerts to the student and automatically blocks pages.

GoGuardian Teacher: Allows the teacher to control websites the students visit within his or her class. It enables the teacher to view reports and a

timeline of activity of browsing within the class. Provides functionality to close tabs and control how many tabs can be open to help limit distractions. Allows teachers to view computer screens-works in tandem with Apple Classroom in grades 6-12 to allow teachers to see the student computer screens.

GoGuardian Beacon: Uses similar technology as the "Smart Alerts" to analyze pages and see when students may be planning to commit violence or hurt themselves. An alert is sent to the parent and the student receives a message on-screen with support information to reach out for help. Human agent phones a designated call list of the school to get support for the student. The administrator has access to a dashboard to see the alert within context and can take action from there as needed. CMS and CHS principals gave quotes praising GoGuardian and their alerts to keep our students safe.

GoGuardian Parent App: Allows parents to see what websites the student has visited during school or after school. Give parents control over what websites students can visit after school is out. Provides a way to pause/disable web browsing from within the app. Available on the App store and Google Play Store.

Parent Blocking: If a parent blocks a site in GoGuardian, does it remain blocked during school hours? No, parent blocks only apply during after-school hours or when away from campus. Having 35 different blocking plans in the classroom would significantly limit the teacher's ability to leverage any digital resource. Blocking is very complex, and parents who request the "Curated Experiences Group" often express frustration. Teachers have tools to monitor student website usage, block student website usage, and see screens during any class session.

Dr. Raper shows a blocking example: To completely block Facebook requires 810 subdomains on 13 different domains. Blocking Google.com breaks almost everything. Blocking docs.google.com breaks Canvas and Google Classroom. Blocking amazonaws.com breaks many applications.

Blocking Categories: Academic Dishonesty, Archives, Controlled, Substances, Games-Gambling, Malicious Sites, Pornography, Sexual, and Social-Chat Rooms. CCS customizes these blocking lists with 125 manual modifications.

Is there a website available for all technology information and support for parents? This was available in multiple places across our website. Information has been consolidated to clv.city/technology. This website will be expanded with time to include information regarding technology within Cleveland City Schools and helpful videos/tutorials for parents, students, and staff.

The Board asks if we are blocking the ability to download apps? Chromebooks do allow blanket blocking, but Apple does not. You can not download anything on a device that the gatekeeper does not approve. We periodically do a sweep of all apps on the devices to see if we need to block any apps that should not be on the students' devices.

District Internet Safety Week: February 7-11, 2022: Coincides With Safer Internet Day (February 8, 2022) - saferinternetday.org. In-person informational meetings for parents, activities at school for students, and resources/materials sent to parents.

4.C. General Technology Discussion

1. Technology and the Budget
2. BLADE support for CCS Families
3. Technology vs. Manual Processes

Summary Information: CCS Devices Given to Staff: 1,050 and CCS Devices Given to Students: 6,200 = Total Devices: 7,250. Devices Connected to the CCS Network on any given day: Wired- 6,500 (unique) + Wireless- 6,000 (unique) = 12,500. Number of Devices that attempt to connect to the wireless: 12,000 (Monthly, Unique) and 58,850 (Total Profiled).

Data from September 1-September 30: Total website requests: 31,499,848, Total Website Blocked: 1,964,499, Total Websites Allowed: 29,535,349. 807 Smart Alerts sent to administrators for review. 480 beacon alerts sent to counselors for review. 7 emergency alerts with administrators called. 3,820 class sessions utilized GoGuardian Teacher to apply teacher blocking plan. 186 students in the "curated experiences" Group (~3%).

Budget information: Recurring- General fund budget (FY 2021-22)-Personnel \$419,662, Operations \$298,794. BLADE Project: FY2020-2021 through FY 2023-24 Apple Lease Teacher MacBooks - \$99,030/Year. FY 2020-21 through FY 2023-23 Apple Lease CMS students' MacBook \$349,638/year. Sales Tax Capital Projects: 10% of estimated revenue; shared with CTE: FY2021-2022 - \$119,134. FY2022-2021 - \$122,605.

One-Time Funds- State Funds (FY 2020-21), Remote Technology Grant \$310,740- CMS MacBooks and Chromebooks Grades 3-5. Internet Connectivity Grant to purchase Kajeets \$7,500. Federal Funds (FY 2020-21), CARES Act ESSER 1.0 - chromebooks grades 3-5 \$371,346. ESSER 2.0: Go Guardian Beacon - \$56,637. Chromebooks Grades K-2 - \$520,550. CHS Student MacBooks Grades 9-12 \$1,964,929. iPads for ESL Department \$68,723. Local Grants (FY 2021-22), Community Foundation - for Wi-Fi in school parking lots \$8,575. BCPEF to purchase Kajeets \$10,715.

Frequently Asked Questions:

1. In what ways are we using technology to reduce manual processes? First focus is on classroom teaching and learning. Learning Management System (LMS), LMS Grade Sync, Digital Benchmarking, Digital Gradebooks, Delivery of information to parents. Technology processes within schools are largely driven by the building principal and levels of technology utilization varies. Examples of recent district initiatives: digitizing and streamlining absence forms, travel absence forms, etc. New phone system with modern features (e.g., softphone, voicemail to mail, etc.) Increased utilization of virtual meetings when feasible to reduce leadership/instructional personnel absence from buildings.

2. Have we done any user acceptance testing to ensure our systems are meeting expectations? Regular meetings with principals, BLADE Facilitators have regular meetings with instructional staff and talk about experiences and needs. BrightBytes Survey in 2019. Still, updated information should be sought.

4.D. Public Appearance before the Board

Kelly Thompson lives on Quail Hollow road which is in the CCCE school district. She is here today to address internet safety, specifically dealing with social media. She is a wife, has 6 kids, went to Lee University, spent time as a teacher, and 3 other kids have been in the Cleveland school system. She is here to offer insight and find solutions to help our students get a great education. Some of my problems with the BLADE project is the social media access that students get. She did sign and read the paper work when her student received their paperwork at the beginning of the year, but she did not see any communication where her student would receive social media access. Her student opened social media accounts without her knowing. The daughter is adopted so they have to keep her student safe from potentially harmful relatives contacting her. She does not take this issue lightly and implores that the school does not either. She feels it is the parents' choice whether or not their student can open a social media account. She has spoken with many people within the

district and, per her research, most people agree that parents do not want their students to have social media available on their school-issued devices.

Mrs. Robinson states we do take this seriously and she thanks Mrs. Thompson for her time and efforts today.

Angie Pasqualis, lives on Overbrook Circle, zoned for CCCE. She has 3 school aged students. She states there are parents who will be involved and will check on what their students are doing on their school-issued devices. But, not all parents are as involved in their students' lives, so as a school system, she thinks we need to be vigilant about protecting our students. She feels we need to take it seriously that our students can access things that their brains are not ready to process. She wants to encourage CCS to block as many websites as possible to protect our students.

Mrs. Robinson thanks Ms. Pasqualis for her time and effort today.

4.E. Building a BLADE Project and Technology Strategic Plan

1. Technology Audit
2. Acceptable Use Policy
3. FERPA - <https://studentprivacy.ed.gov/Apps>
4. System Security (general discussion - in depth discussion would be in a closed executive meeting only per state law)
5. Technology Focus Group

Acceptable Use Policy was updated in April 2021. It is governed by Board Policy 4.406 Use of the Internet. A copy of the Board policies and all relevant administrative procedures are being provided and are available at clv.city/technology. The acceptable use policy was fully revised in April 2021 and became an "Acceptable and Responsible Use Policy" in line with trends in education.

The Board asks if a parent sees something inappropriate, how can they alert the school system? Dr. Raper states that in the past, you would contact the teacher. Dr. Dyer states we could create a Google doc to create a new alert for these alerts.

The Board asks about social media and our devices. What is blocked and is YouTube considered a social media site? CCS blocks Instagram, Facebook, and TikTok currently. YouTube is not blocked currently. Dr. Dyer states he does not see educational value in the social media sites on our students' computers during the school day. Dr. Dyer does see value in our teachers having access to social media sites on their devices.

The Board asks if you can make a blocking plan for students vs. teachers? Dr. Raper states it is possible, but there will be some challenges. Dr. Raper states that one consideration is, if you cancel social media, it is where we catch a lot of GoGuardian Beacon alerts.

Dr. Dyer recommends to block social media for the students' school issued laptops, but not block social media on the employees' devices.

Motion to block social media sites for all students but leaving it available for employees, excluding Youtube, and revisit it at our December meeting after a focus group visits the ramifications of this motion Passed with a motion by Mr. Nate Tucker and a second by Ms. Peggy Pesterfield.

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: 6, No: 0

At the beginning of the school year parents sign the BLADE laptop agreements. These agreements can be found at clv.city/technology.

Are there social media guidelines for staff or the community? CCS has guidelines for both staff and the community when engaging in social media usage: Staff: Guidelines for establishing social media accounts for schools and clubs and rules for their usage. Community: Guidelines and expectations for engaging with CCS on its social media account.

FERPA: FERPA laws protect personally identifying information from students' education records from unauthorized disclosure, and this requirement extends to the digital realm.

FIREWALL: Intrusion Detection- Firewalls for our multiple egresses provide layer 7 threat prevention, and threats isolated and discarded. Ransomware - Layer 7 firewall threat protection, robust backups in critical infrastructure, cloud storage with versioning for all employees and students and training through KnowBe4 for all employees.

FAQ: Password change policies in place for CCS? We follow the best practices. Are we blocking cell phone signals? No, CCS does not block cell phone signals in any active way. Building construction may interfere with cell phone signals, but it is not intentional and are inherent problems that exist in building materials. Focus Group Formation: 360 Technology Focus Group that will involve the Board, Administration, Faculty, Students, and Parents. This will lead to updating the technology integration plan.

4.F. Other
Mrs. Robinson adjourned by general consent.

Chairperson

DATE

Superintendent

DATE

Board of Education Regular Meeting

November 1, 2021 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

Student Representative, Leah Hargis, led us in a moment of silence and Pledge of Allegiance.

2. Pledge of Allegiance

3. *Consent Agenda

Motion to approve the consent agenda 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

3.A. *Approval of Regular Agenda

3.B. *Approval of Minutes from September 7, 2021 Board Meeting

3.C. *Approval of Minutes from September 2, 2021 Special Meeting

3.D. *Approval of Overnight Field Trips. #476, #492, #528, #531, #535

3.E. *Approval of Arnold Memorial Elementary Position Request for 2021-2022 School Year

3.F. *Approval of 2021 Local Education Agency Compliance Report

4. Regular Agenda

4.A. Director's Update

Dr. Dyer's updates: Rotary Club dictionary project-thank you to the Rotary of Cleveland! ESSER 3.0 reached final approval status today! Dr. Dyer attended the TDOT groundbreaking on Highway 60 event. Dr. Dyer attended the tobacco and vaping meetings with TDOH, ATS the Bridge, and local partners. Dr. Dyer has been in communication with Senator Blackburn's office regarding social media issues. Tomorrow CCS will hold the Director of Academics interviews. Hopefully, CCS will name the candidate before Thanksgiving. On Thursday, Dr. Dyer will be presenting at the TN Association of School Personnel Administrators conference on Thursday, November 4 - A Culture of Customer Service. The TN Education Funding Public Town Hall will be on Thursday,

November 4 at the Howard School in Chattanooga at 5:30 pm. I'll be serving on the School System Leadership Subcommittee.

4.B. Spotlight

-Recognize National Merit and AP Scholars

-Junior Achievement of the Ocoee Region

-Principal Autumn O'Bryan presents the National Merit and AP Scholars. To achieve these honors: AP Scholars- scores 3 or higher on 3 or more of the AP exams. AP Scholar with honor: average of 3.25 or higher on all AP exams or 3 or higher on 4 or more AP Exams. AP Scholars with distinction: average of 3.5 or higher on all AP exams or 3 or higher on 5 or more AP Exams.

AP Scholars: Ben Buttrey, 12th grade. Gavin Davis, 12th grade. David Giraldo, 12th grade. Blake Godfrey, 12th grade. Ben Gilliland, 12th grade. David Giraldo, 12th grade. Will Harden, 12th grade. Reed Malone, 12th grade. Kaylee Miller, 12th grade.

AP Scholar with honor: Ethan Gallaher, 12th grade. Blake Godfrey, 12th grade. Ryan Lovelace, 12th grade. Tate O'Bryan, 12th grade. Rachel Turner, 12th grade.

AP Scholar with Distinction: Aliya Harris, 12th grade. Grace Longley, 12th grade. Rishi Soni, 12th grade.

National Merit Semi-Finalist: Rishi Soni, 12th grade. Paige Wenger, 12th grade.

4.C. First reading of Policies 2.702, 5.302, 5.701, and 5.801

2.702: We are adopting the same changes as the City Council. We are asking this to go retro back to July 1, 2021.

5.302: Delete some lines that are no longer valid.

5.701: Change to Human Resources and to Division of Retirement.

5.801: Part 4 currently says two thirds vote of the board, but TSBA recommends a majority vote for appointment of Director of Schools.

Motion to approve the first reading of Policy 2.702 taking effect July 1, 2021 Passed with a motion by Ms. Peggy Pesterfield 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 the first readings of Policies 5.302, 5.701 and 5.801 Passed with a motion by Mr. Charlie Cogdill 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. *Resolution Opposing Partisan Elections of School Board Members
TSBA put out this resolution opposing partisan elections of school board members to consider.

The board states we will get more information as more information comes out. It would be a good idea to have our vote down as to how our Board stands.

Charlie asks what do we gain by voting this in? Mrs. Robinson states this will let people know where us as a whole board stands, not what each individual board member voted.

Motion to approve the resolution of opposing partisan elections of school board members. 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. *COVID-19 Plan Update

Dr. Jeff Elliott states that CCS, as of this morning, had 5 positive cases. As of last Wednesday, all of our schools are in Tier 1. Because of this information, we are only asking you to report to the TNDOE COVID Dashboard on Mondays. Dr. Elliott has been in contact with Preferred Cherokee Pharmacy and they will be offering the booster vaccine to any employees that would like to sign up for one on Saturday, November 13 from 9:00- 12:00. Dr. Dyer states with the news Dr. Elliott reported he is recommending changing the mask mandate to now be a "mask encouragement" starting tomorrow, Tuesday, November 2, 2021. We will continue with the same sanitation efforts as before.

The Board asks if there is a tier level that will bump up the requirements if the numbers go up? Dr. Dyer states we will have to see what the Governor signs, then revisit our tier system.

The board asks that we keep the COVID-19 plan update on the agenda each month.

Motion to change the mask mandate to now be a "mask encouragement" starting tomorrow, Tuesday, November 2, 2021 Passed with a motion by Ms. Carolyn Ingram and a second by Mr. Charlie Cogdill.

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. Strategic Plan Focus

1. NIET Principal Leadership Series

Dr. Dyer presents the Strategic Plan Focus. The NIET Principal Leadership Series that has taken place over the course of this year with a "coach". They focus on Building Shared Instructional Leadership: Knowing the elements of the instructional core and the connections between each component, Creating and utilizing a leadership team structure that builds leader capacity to recognize instructional rigor, support teacher effectiveness, and make decisions that lead to student success, and implementing leadership team structures that are driven by student and teacher data to inform action steps, and understanding their role as lead learner.

The board thinks this is a great idea and appreciates this program. The Board asks if Dr. Dyer will get input from the principals once this series is over? Dr. Dyer says yes and they will make sure it was worth their time.

4.G. Special Education Update

Mr. David Stone gives an overview of how our special education students are distributed throughout the system. There is 1 student difference in the population compared to last year, but the population is distributed differently. The CMS and CHS numbers have dropped and the Pre-K numbers have grown. The board asks what would determine a student to be part of the special education community? Mr. Stone states there are 16 categories from the State of TN that are shown on the slide on the screen. There is a difference in an educational disability and a medical disability. Mr. Stone shows how our disabilities are distributed throughout the district.

Budget: Sped GP \$4,816,558.00. IDEA part B \$1,444,589.36. IDEA PS \$87,421.13. TOTAL \$6,248,568.49.

Grants received for this year: IDEA partnership for Systemic Change (k-12) (Funds a behavior support specialist) \$107,557.86. IDEA Preschool discretionary (ages 3-5) (Funds Field pre-school teacher \$125,205.36. TDOE ARP IDA (funds used for 2 years) \$329,507.34. TOTAL funds received from grants: \$562,270.56.

The Board asks what percentage of the system budget do we use for the Special Education Population? Cindy Geren states it is around 5% of the systems budget.

The Board asks how the plan is going to have all the students to be in their home school? Mr. Stone states it is going well. We want all the students in

our special population to be with their peers.

The Board asks if you use the Peer tutors at CHS to help the students integrate into the classrooms? Mr. Stone states they are doing that again this year after the COVID-19 year last year stopped the program.

The board asks approximately how many special education teachers do we have in the system? 39 teachers, 43 assistants.

The Board appreciates everything Mr. Stone does for the Cleveland City Schools.

4.H. Student Representative's Update

Leah Hargis presents what has been going at Cleveland High School.

Wrestling: Some of our varsity wrestlers went to Pre-Season Nationals this past weekend. Bentley Ellison and Logan Fowler ended the weekend with All-American Honors. They both finished in 3rd place out of 64 and they only lost to the eventual champions. Their official practice season started today and their first match of the year is a tournament on November 13 in Tullahoma.

Football: Better record than last year 6-4. Second-year in a row going to the playoffs since the 17/18 seasons. Destun broke the all-time receiving record in just 2 seasons. Going to the playoffs playing West Ridge at 7:00.

Bowling: Officially started their first season. Current record and who they've played - 4-1: McMinn x2, Ooltewah, East Ridge. 18 people on the team. Tomorrow is Bradley match, and Thursday is versus Soddy. Bowling: Senior night 12-7-21-8 seniors. District starts 12-17-21.

Golf: Girls Team finished tied for second. Hannah Nall Individual 2nd and the season is officially over.

Volleyball: Finished 3rd in state. Final record 38-13 and the season is officially Over.

Girls Soccer: Won 8-lost 7-tied 1. Tied for second in the district during the regular season and their season is officially over.

JROTC: Ridgeland Finished 3rd at their most recent competition. Headquarters airforce JROTC inspection Monday, November 8. 7:50-8:50 in the volleyball gym and board members may attend if they would like.

Tennis: Tennis tryouts were today from 3:30-4:30 at Tinsley.

Swimming: Tryouts were on October 13. Strong boys and girls team. The first meet was last Thursday on October 28 against signal mountain, and they won. The next meet is on Thursday, November 4 against Calhoun at Calhoun. November 9 against Boyd Buchanan at raider pool.

Cross Country: Ryan Lovelace, Garrison Rogers, & Estella Clemons all qualified for the Cross Country State Meet which takes place on Thursday.

Basketball: Boys Basketball tryouts were today. Girls basketball tryouts are later this week and will be done on an individual basis, talk to coach Williams for more info.

Band: Soddy Invitational: Overall Grand champs, 1st in-class and overall percussion, 1st in class and overall color guard. Rhea marching invitational: 1st in class and overall percussion, 1st in class and overall guard, overall grand champs. Southern invitational: 1st place percussion, 1st place guard, and class champion.

Renaissance: Performing the national anthem for the Volley for a Cure at Lee on 11-5-21. Performing for Veterans Day at Life Care on 11-11-21. Performing for the TSBA in Nashville 11-20-21.

Theater: Had a very successful fall play. Class playoffs are coming up: Festival of Student-Directed One-Act plays. Freshman: Cheating death. Sophomore: The internet is the Distract- look a kitten! Juniors: The Actor Games. Seniors: 13 ways to screw up your college interview. Performances are on November 12 & 13 at 7:00 and November 14 at 2:00. General Admission is \$7.

Other news: Senior night was this past Friday and we celebrated all of our amazing seniors. October 23 was the last day to paint your reserved parking spot at CHS and it was very successful and students has a great time. Seniors took the ACT on October 19. Clubs started meeting during activity schedule time for the first time in almost a year and a half. CHS had a blood drive last Friday with 50 students donating. The TN Promise deadline was today.

5. "B" Agenda

Mrs. Robinson thanks Lynn Voelz for the Vision 100 celebration. Mrs. Robinson adjourns by general consent.

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

Chairperson

Date

Superintendent

Date

Travel Request Form

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

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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.

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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

557

* Category Travel With Students
* Type of Trip Athletic
* Athletic Event (you may check more than one)
Wrestling

Trip Leave

* Date 1/7/22 Friday
* Time 3:00 PM

Trip Return

* Date 1/8/22 Saturday
* Time 7:00 PM

Trip Year/Week 2022-02

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. Joey Knox, Jacob Murphy, Landon Reed, Willson Benefield, John Weiss
* Indicate cost per person and how the trip is being funded (parent or district?) 0- Wrestling team will be paying for food and hotel

Comments Johnny Drennan Memorial Wrestling Tournament host by Father Ryan High School

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

* Main Destination ⓘ Other (Type Below)
Father Ryan High School, Norwood Drive, Nashville, TN, USA

Destination Not Listed Father Ryan High School, Norwood Drive, Nashville, TN, USA * Destination Name Father Ryan High School

Stops on the way: Hotel: Hyatt House Nashville / Franklin - Cool Springs, Mallory Lane, Franklin, TN, USA

* Approximate Nbr of Miles Round Trip 342.12

* Funding Source #1 Other Budget Code Wrestling

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

Funding Approver

* Teacher / Advisor / Staff Name Joey Knox
* Teacher / Advisor / Staff Phone # 4235981118
Teacher / Advisor / Staff Email jknox@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 John Weiss

* Emergency Contact Phone # 4235051814

Number of Individuals Making Trip

* Male Adult/Chaperone	5	* Female Adult/Chaperone	0	Total Adult/Chaperone	5
* Male Students	14	* Female Students	0	Total Students	14

Additional Information

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

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

parent vehicle

Vehicles Needed

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

Person Submitting Request jweiss@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Oct 26, 2021, 1:38:51 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Nov 11, 2021, 4:24:24 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

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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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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

580

- * Category Travel With Students
- * Type of Trip Athletic
- * Athletic Event (you may check more than one)
Wrestling

Trip Leave

- * Date 12/17/21 Friday
- * Time 2:00 PM

Trip Return

- * Date 12/18/21 Saturday
- * Time 8:00 PM

Trip Year/Week 2021-51

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. Josh Bosken, LeeAnn Shurette, Christina Melton, John Weiss
- * Indicate cost per person and how the trip is being funded (parent or district?) \$0, Girls Wrestling team will be paying for everything

Comments Dual at Northwest high School on Friday night and Tournament at Rossvie High School on Saturday

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

* Main Destination ⓘ Other (Type Below)
Rossvie High School, Rossvie Road, Clarksville, TN, USA

Destination Not Listed Rossvie High School, Rossvie Road, Clarksville, TN, USA * Destination Name Rossvie High School

Stops on the way: Hotel: Comfort Suites, Bethlehem Drive, Clarksville, TN, USA

Stops on the return: Rossvie High School: Rossvie High School, Rossvie Road, Clarksville, TN, USA

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code

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

Funding Approver

* Teacher / Advisor / Staff Name John Weiss

* Teacher / Advisor / Staff Phone # 4235051814

Teacher / Advisor / Staff Email jweiss@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 Josh Bosken

* Emergency Contact Phone # 5136464435

Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	2	Total Adult/Chaperone	4
* Male Students	0	* Female Students	15	Total Students	15

Additional Information

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

Parent Vehicle

Vehicles Needed

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

Person Submitting Request jweiss@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Oct 26, 2021, 1:38:05 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Oct 29, 2021, 2:35:33 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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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

587

- * Category Travel With Students
- * Type of Trip Athletic
- * Athletic Event (you may check more than one)
Cross Country

Trip Leave

- * Date 11/3/21 Wednesday
- * Time 7:45 AM

Trip Return

- * Date 11/4/21 Thursday
- * Time 9:00 PM

Trip Year/Week 2021-45

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 Johnny Clemons, Derrick Marr, individual athletes will be traveling with their parents non-staff.
- * Indicate cost per person and how the trip is being funded Room rates to be determined, 2 rooms covered by district (parent or district?) Transportation costs covered by individuals (parents, coaches)

Comments No bus or district transportation needed. Individual coaches are providing their own transportation. Parents are providing transportation for their individual athletes.

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

* Main Destination ⓘ Other (Type Below)
Sanders Ferry Park, Sanders Ferry Road, Hendersonville, TN, USA

Destination Not Listed Sanders Ferry Park, Sanders Ferry Road, Hendersonville, TN, USA * Destination Name Sanders Ferry Park - State XC Meet

* Approximate Nbr of Miles Round Trip

* Funding Source #1 School Budget Code Cross Country

Funding Source Desc Budget Code Desc

Funding Approver

* Teacher / Advisor / Staff Name Derrick Marr
* Teacher / Advisor / Staff Phone # 4235842627
Teacher / Advisor / Staff Email dmarr@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 Derrick Marr
* Emergency Contact Phone # 4235842627

Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	1	Total Adult/Chaperone	3
* Male Students	3	* Female Students	1	Total Students	4

Additional Information

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

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

Coaches will be transporting themselves and their own children. Other athletes will be transported by their own parents.

On Wednesday afternoon individuals will arrive at Sanders Ferry Park at approximately 3:00PM CST in order to preview the course and pickup athlete materials.

Wednesday about 5:30 PM - hotel checkin - Hyatt Place Nashville/Hendersonville, East Main Street, Hendersonville, TN
Wednesday about 6:00 PM - team dinner at nearby restaurant such as Demos' Restaurant
Wednesday night - spend the night at Hyatt Place Nashville/Hendersonville, East Main Street, Hendersonville, TN
Thursday morning - about 8AM - breakfast at hotel or nearby restaurant such as Cracker Barrel
Thursday morning - about 10:30AM - arrive at Sanders Ferry Park for girls (12:00PM CST start) and boys (12:50PM CST start) state XC races
Thursday afternoon - about 3:00 coaches, parents and athletes leave Sanders Ferry Park for return trip with possible dinner stop

Vehicles Needed

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

Person Submitting Request dmarr@clevelandschools.org
Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Nov 1, 2021, 12:05:18 PM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Nov 2, 2021, 8:23:51 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 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.
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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

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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)

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

596

- * Category Travel With Students
- * Type of Trip Athletic
- * Athletic Event (you may check more than one)
Wrestling

Trip Leave

- * Date 2/3/22 Thursday
- * Time 9:00 AM

Trip Return

- * Date 2/5/22 Saturday
- * Time 9:00 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. John Weiss, Joey Knox, Landon Reed, Jacob Murphy
- * Indicate cost per person and how the trip is being funded (parent or district?) \$0, Wrestling team will be covering the cost

Comments TSSAA State Dual Wrestling Championship.
We will be staying at Tru by Hilton in Franklin Cool Springs.
1001 Knoll Top Lane
Franklin TN 37067

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

* Main Destination ⓘ Other (Type Below)
Williamson County AG Expo Park, Long Lane, Franklin, TN, USA

Destination Not Listed Williamson County AG Expo Park, Long Lane, Franklin, TN, USA * Destination Name AG Expo Park

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code Wrestling

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

Funding Approver

* Teacher / Advisor / Staff Name John Weiss
* Teacher / Advisor / Staff Phone # 4235051814
Teacher / Advisor / Staff Email jweiss@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 Joey Knox

* Emergency Contact Phone # 4235981118

Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	0	Total Adult/Chaperone	4
* Male Students	25	* Female Students	0	Total Students	25

Additional Information

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

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

Parent Vehicles. If we are able to reserve a charter bus, Travel Tracker will be updated

Vehicles Needed

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

Person Submitting Request jweiss@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Nov 3, 2021, 10:02:19 AM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Nov 4, 2021, 3:09:24 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

Travel Request Form

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 7

Transportation Guidelines for Field Trips

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.
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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

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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

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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

597

* Category Travel With Students

* Type of Trip Athletic

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

Trip Leave

* Date 2/23/22 Wednesday

* Time 9:00 AM

Trip Return

* Date 2/26/22 Saturday

* Time 7:00 PM

Trip Year/Week 2022-09

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 John Weiss, Joey Knox, Landon Reed, Jacob Murphy non-staff.

* Indicate cost per person and how the trip is being funded \$0, Wrestling team will be covering cost (parent or district?)

Comments TSSAA State Individual Wrestling Tournament

We will be staying at the Tru by Hilton
1001 Knoll Top Lane
Franklin, TN 37067

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

* Main Destination ⓘ Other (Type Below)
Williamson County AG Expo Park, Long Lane, Franklin, TN, USA

Destination Not Listed Williamson County AG Expo Park, Long Lane, Franklin, TN, USA * Destination Name AG Expo Park

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code Wrestling

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

Funding Approver

* Teacher / Advisor / Staff Name John Weiss

* Teacher / Advisor / Staff Phone # 4235051814

Teacher / Advisor / Staff Email jweiss@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 Joey Knox
* Emergency Contact Phone # 4235981118

Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	0	Total Adult/Chaperone	4
* Male Students	14	* Female Students	0	Total Students	14

Additional Information

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

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

Parent Vehicles

Vehicles Needed

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

Person Submitting Request jweiss@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Nov 3, 2021, 10:02:38 AM

Level 07 Approval - Overnight Trip Approval

Comment

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Nov 4, 2021, 3:10:15 PM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

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.

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Field Trips & Off-Campus Excursions Administrative Procedure 4.302.1

May 2019 9

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

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Field Trip Hours

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Field Trip Rates

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

Trip Number

601

- * Category Travel With Students
- * Type of Trip Athletic
- * Athletic Event (you may check more than one)
Swimming

Trip Leave

- * Date 2/10/22 Thursday
- * Time 3:00 PM

Trip Return

- * Date 2/12/22 Saturday
- * Time 7:00 PM

Trip Year/Week 2022-07

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 Casey O'Connor; Crystal Dauphinais non-staff.
- * Indicate cost per person and how the trip is being funded Parent is funding travel and lodging costs. (parent or district?)

Comments This is the swimming state meet in Nashville, TN. Swimmers are to provide their own transportation to and from Nashville via parent.

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

* Main Destination ⓘ Other (Type Below)
222 25th Ave N, Nashville, TN 37203, USA

Destination Not Listed 222 25th Ave N, Nashville, TN 37203, USA * Destination Name Centennial Sportsplex Nashville

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code Swim

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 Casey O'Connor
* Teacher / Advisor / Staff Phone # 4076199342
Teacher / Advisor / Staff Email coconnor@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 Casey O'Connor
* Emergency Contact Phone # 4076199342

Number of Individuals Making Trip

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

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.

This is the swimming state meet in Nashville, TN. Swimmers are to provide their own transportation to and from Nashville via parent. Tentatively, our hotel is Element Nashville Vanderbilt West End located at 4 City Blvd, Nashville, TN 37209. Swimming competition will take place on Friday, February 11 and Saturday, February 12 at the Centennial Sportsplex Nashville.

Vehicles Needed

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

Person Submitting Request coconnor@clevelandschools.org
Date Submitted

Level 01 Approval - Location Approval

Comment
Decision Approved
Name aobryan@clevelandschools.org
Decision Date Nov 4, 2021, 10:01:03 AM

Level 07 Approval - Overnight Trip Approval

Comment
Decision Approved
Name jelliott@clevelandschools.org
Decision Date Nov 4, 2021, 3:08:13 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 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

623

- * Category Travel With Students
- * Type of Trip Field Trip
- * Field Trip Event Standard Field Trip

Trip Leave

- * Date 3/4/22 Friday
- * Time 11:00 AM

Trip Return

- * Date 3/6/22 Sunday
- * Time 4:00 PM

Trip Year/Week 2022-10

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. Jamie Withrow

* Indicate cost per person and how the trip is being funded (parent or district?) Funding is provided by the NoonDay Rotary Club of Cleveland every year. Total cost will be around 950.00, Which is motel, convention shirts, meals, and fuel expenses.

Comments No bus will be needed. The 3 students that are going with me to the yearly convention in Pigeon Forge will be riding with me in my personal car.

* 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) Pigeon Forge, Pigeon Forge, TN, USA

Destination Not Listed Pigeon Forge, Pigeon Forge, TN, USA * Destination Name Ramsey Resort and Convention Center

* Approximate Nbr of Miles Round Trip 234.00

* Funding Source #1 Donation Budget Code Rotary

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

I will be needing a check for registration to the convention, a reservation made with the school credit card and then I will be taking cash to pay for fuel and lunches (they are not provided each day). I will be glad to reserve PO's for this after the start of 2022. I have been given estimates on motels but I am not sure until I get the reservation completed.

* Teacher / Advisor / Staff Name Jamie Withrow

* Teacher / Advisor / Staff Phone # 423-802-9442

Teacher / Advisor / Staff Email jwithrow@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 Jamie Withrow

* Emergency Contact Phone # 423-802-9442

* Grade Level(s) Making Trip 10

* Educational Objective for Field Trip The students will be learning about the interactions and projects from various Interact Clubs from around the state. They will also be making presentations and speeches to help strengthen communication skills.

Number of Individuals Making Trip

* Male Adult/Chaperone	0	* Female Adult/Chaperone	1	Total Adult/Chaperone	1
* Male Students	0	* Female Students	3	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** Jamie Withrow

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.

I will be using my own personal vehicle to travel from Cleveland High School to the Convention center. Then I we will be getting lunch everyday in Pigeon Forge. Then we will travel from Pigeon Forge back to Cleveland High School.

Vehicles Needed

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

Person Submitting Request jwithrow@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	Hotel Info pending registration
Decision	Approved
Name	aobryan@clevelandschools.org
Decision Date	Nov 30, 2021, 3:29:37 PM

Level 02 Approval - Curriculum Admin Approval

Comment	Please make sure you have provided the proper forms for student riders along with the chaperone's current driver license and updated auto insurance.
Decision	Approved
Name	jelliott@clevelandschools.org
Decision Date	Dec 1, 2021, 7:22:44 AM

Level 07 Approval - Overnight Trip Approval

Comment	
Decision	Approved
Name	jelliott@clevelandschools.org
Decision Date	Dec 1, 2021, 9:31:44 AM

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 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.

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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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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

595

- * Category Travel With Students
- * Type of Trip Athletic
- * Athletic Event (you may check more than one)
Wrestling

Trip Leave

- * Date 12/18/21 Saturday
- * Time 6:00 AM

Trip Return

- * Date 12/19/21 Sunday
- * Time 7:00 PM

Trip Year/Week 2021-51

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. Landon Reed, Jacob Murphy
- * Indicate cost per person and how the trip is being funded (parent or district?) \$0, wrestling team will be covering all costs

Comments National Wrestling Tournament in Delaware. Beast of the the East. Information about hotels will be emailed once price is agreed upon.

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

* Main Destination ⓘ Other (Type Below)
University of Delaware Stadium, South College Avenue, Newark, DE, USA

Destination Not Listed University of Delaware Stadium, South College Avenue, Newark, DE, USA * Destination Name University of Delaware

Stops on the way: Baymont by Wyndham: Baymont by Wyndham Newark I-95 at University of Delaware, South College Avenue, Newark, DE, USA

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code Wrestling

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

Funding Approver

* Teacher / Advisor / Staff Name Joey Knox
* Teacher / Advisor / Staff Phone # 4235981118
Teacher / Advisor / Staff Email jknox@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 John Weiss

* Emergency Contact Phone # 4235051814

Number of Individuals Making Trip

* Male Adult/Chaperone	2	* Female Adult/Chaperone	0	Total Adult/Chaperone	2
* Male Students	6	* Female Students	0	Total Students	6

Additional Information

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

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

Parent vehicles

Vehicles Needed

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

Person Submitting Request jweiss@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment

Decision Approved

Name aobryan@clevelandschools.org

Decision Date Nov 3, 2021, 10:02:02 AM

Level 07 Approval - Overnight Trip Approval

Comment Please let us know the hotel location in the next two weeks, prior to the Thanksgiving holiday. We will can add the hotel location for final approval.

Decision Approved

Name jelliott@clevelandschools.org

Decision Date Nov 3, 2021, 11:07:19 AM

Level 10 Approval - School Board Approval

Comment

Decision

Designated Approver jusmith@clevelandschools.org

Name

Decision Date

Travel Request Form

Trip Number **621**

* Category Travel With Students

* Type of Trip Athletic

* Athletic Event (you may check more than one)

Wrestling

Trip Leave

* Date 12/3/21 **Friday**

* Time 3:00 PM

Trip Return

* Date 12/4/21 **Saturday**

* Time 7:00 PM

Trip Year/Week 2021-49

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

* Is this an overnight trip? Yes

Is this an overnight trip? Additional Information

* Please list all chaperones for this overnight trip including non-staff. Joey Knox, Jacob Murphy, Landon Reed, Wilson Benefield

* Indicate cost per person and how the trip is being funded (parent or district?) \$0, wrestling team is paying

Comments High School wrestling tournament at Lake Norman High School in North Carolina

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

* Main Destination ⓘ Other (Type Below)
Lake Norman High School, Doolie Road, Mooresville, NC, USA

Destination Not Listed Lake Norman High School, Doolie Road, Mooresville, NC, USA * Destination Name Lake Norman High School

* Approximate Nbr of Miles Round Trip

* Funding Source #1 Other Budget Code Wrestling

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

Funding Approver

* Teacher / Advisor / Staff Name John Weiss

* Teacher / Advisor / Staff Phone # 4235051814

Teacher / Advisor / Staff Email jweiss@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 Joey Knox

* Emergency Contact Phone # 4235981118

Number of Individuals Making Trip

* Male Adult/Chaperone	4	* Female Adult/Chaperone	0	Total Adult/Chaperone	4
* Male Students	20	* Female Students	0	Total Students	20

Additional Information

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

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

Parent Vehicles

*****HOTEL INFORMATION*****

-Quality Inn and Suites. 138 Norman Station Blvd. Exit 36, Interstate 77, Mooresville, NC 28115

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	12/3/21
* Time	3:00 PM

Vehicle Return

* Date	12/4/21
* Time	7:00 PM

Total Trip Hours 28.00

* Type of vehicles needed to reserve Staff Van



* How many vehicles do you need? 1

Vehicle Guidelines:

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

* Do you need a wheelchair lift? No

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

Special Needs

Comments or Details Concerning Needs

General Information

Owner vmack@clevelandschools.org

Bid Id/Closing Date

Person Submitting Request jweiss@clevelandschools.org

Date Submitted

Level 01 Approval - Location Approval

Comment	He will send hotel information soon.
Decision	Approved
Name	aobryan@clevelandschools.org
Decision Date	Nov 19, 2021, 12:29:38 PM

Level 07 Approval - Overnight Trip Approval

Comment	Thank you. Approve and will update with hotel information when received.
Decision	Approved
Name	jelliott@clevelandschools.org
Decision Date	Nov 19, 2021, 1:32:17 PM

Level 09 Approval - Transportation Approval

Comment	
Decision	
Name	
Decision Date	

Level 10 Approval - School Board Approval

Comment	Approved on 11-22-21.
Decision	Approved
Name	jusmith@clevelandschools.org
Decision Date	Dec 1, 2021, 3:02:15 PM

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Inventories</h2>	Descriptor Code: 2.702	Issued Date: 04/10/07
		Rescinds: 2.702	Issued: 07/09/01

Equipment is defined as all items (machinery, implements, tools, furniture, livestock, vehicles, and other apparatus) with a unit cost of \$5,000 or more and a minimum useful life expectancy of three years. Freight charges and installation costs shall be included in the cost.*

Sensitive minor equipment is defined as items purchased with a cost between \$100 and \$5,000 and includes such sensitive items as computers, external computer peripherals, cameras and parts, fax machines, televisions, cellular phones, video cameras, video recorders and players and the like.

Cleveland City Schools maintains an inventory control system for all sensitive minor equipment and for all other equipment valued at ~~\$500~~ **\$2,500** or more.

GENERAL

The Director of Schools shall establish an accurate inventory procedure for all school real and personal (e.g., material and equipment) property, and this system shall be implemented at each school facility. Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting purposes.

Each school in the Cleveland City School system shall send to the AOB at the end of each school year a complete inventory listing all furniture and equipment. This inventory shall be in accord with the procedures established by the Board of Education.

EQUIPMENT PROCURED WITH FEDERAL DOLLARS

The Director shall establish procedures for administrators to follow which meet all federal accountability guidelines, including guidelines for the purchasing, inventorying, security and disposition of all equipment purchased with federal funds.²

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-13

Cross References

- Personal Property Sales 2.403
- Security 3.205
Equipment & Supplies Management 3.300

2. EDGAR 43 Subtitle A Part 80.32
34 CFR 80.3-52

* As defined by Tennessee Department of General Services

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 07/11/05
		Rescinds: 5.302	Issued: 04/14/03

PROFESSIONAL PERSONNEL

The time allowed for sick leave for professional personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.¹

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the Director of Schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.¹

When an employee is sick beyond the limit of his/her sick leave accumulation, the substitute teacher must have a certificate or permit and must be paid according to the state salary scale.

Permanent, cumulative sick leave records for each active professional employee shall be kept in the Director of Schools' office.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided that the Director of Schools of the system in which the accumulated leave was held provides notarized verification.¹

~~Sick leave for maternity purposes may be taken during the period of physical disability only. A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child. If both adoptive parents are teachers only one parent may request leave. Written verification from the adoption agency or other entity handling the adoption shall be required before the leave is granted.⁴~~

SUPPORT PERSONNEL

Sick leave shall be the same for support personnel as for certified employees.

The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is employed.

Sick leave shall be unlimited.

At the termination of the employment of any employee, all unused sick leave accumulated by the employee that is not being transferred to another Tennessee system shall be terminated.

The immediate supervisor may require a physician's certificate for any absence within the sick leave regulation. Frequent and misuse of sick leave by an individual are sufficient grounds for requiring a physician's certificate stating the reason for absence.

SICK LEAVE BANK

Professional Personnel

A sick leave bank is available for all professional personnel who are eligible for accumulated sick leave. Guidelines and procedures for operation are available at the Administrative Office Building.

Support Personnel

A sick leave bank is available for all support personnel who are eligible for accumulated sick leave. Guidelines and procedures for operation are available at the Administrative Office Building.

Legal References

1. TCA 49-5-710
2. TRR/MS 0520-1-2-.04(2)

Cross References

- Family and Medical Leave 5.305
- Physical Assault Leave 5.307

Cleveland City Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 09/05/17
		Rescinds: 5.701	Issued: 10/14/02

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2} Substitute teachers may be employed and paid directly by the board of education or by a third party public or private employer through an agreement between such third party employer and the board of education.

Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the board of education.²

APPLICATION/QUALIFICATIONS

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

Applicants with revoked licenses or certificates according to the Department of Education shall not be hired.⁴

Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with state laws and regulations.

A list of substitute teacher(s) will be prepared by the Office of ~~Personnel~~ **Human Resources** who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

COMPENSATION

If employed directly by the board of education, the compensation of substitute teachers shall be determined annually by the board.

Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.⁵

CERTIFICATION

When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁶ When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits¹ and may substitute for additional days if the Director of Schools certifies in writing to the ~~State Board of Education~~ **Division of Retirement** that no other qualified personnel are available to substitute teach.⁷

EMERGENCY NEEDS

All teacher assistants, administrative assistants, and clerical personnel are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

TRAINING AND ORIENTATION

The Director of Schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers.

RESPONSIBILITIES

Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not limited to, bus duty and playground supervision.

RE-EMPLOYMENT/TERMINATION

On an annual basis, the Director of Schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal and/or third party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 06/02/08
		Rescinds: 5.801	Issued: 03/04/02

When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.¹ The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim Director of Schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection procedures. A board member may not apply for or in any other way be considered for the position of Director of Schools.²

Prior to conducting a search to fill the position, the Board shall initially develop the following:³

- a job description
- a timeline
- a process for accepting and reviewing applications
- selection procedures which shall include, but not be limited to, the following:

1. The Board may invite the community, including board employees, to participate in the process of selecting a Director of Schools. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.
2. The interview process for each finalist shall include meetings with various staff and community groups and an interview with the entire board.
3. Candidates shall be interviewed by the Board in an open session. Only board members will be allowed to ask questions during the interview.
4. The Board will attempt to select a director by unanimous vote, but **only a majority** ~~two-thirds~~ vote of the membership of the board shall be required for the appointment of a Director of Schools. The Director of Schools shall be under a written contract for a maximum of four (4) years.

Legal References

1. TCA 49-2-203 (a)(15)(A)
2. TCA 49-2-203 (a)(1)(D)
3. TCA 49-2-203 (a)(15)(F)



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

MEMO

Date: December 1, 2021

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

From: Kelly Kiser-Director of Human Resources *KK*

Mayfield Elementary School would like to request two additional part time interventionist positions be added at their school. The positions will be funded through the Mayfield Title 1 budget.



**2023-2024
School Calendar**

- Regular School Day
- Abbreviated Day
August 8, December 20, May 23
- Reconnection Days
August 4,7
- School-Level Sessions (AM) and District Convocation (PM) (All Staff attend sessions/No Classes)
July 31
- Teacher In-Service (No Classes)
August 1,2 and Jan 4, 5
May 24 (Certified Staff - 6 FLEX hours)
- Teacher Workday (No Classes)
August 3
(Two Additional Workdays at Teacher's Discretion and documented with building administrator.)
- Parent Conferences (No Classes; may be flexed)
November 20
- Staff Development (No Classes)
October 16
December 21 (Safe Schools Online Exchange Day)
April 1
May 17
- Holiday (Schools and AOB Closed)
July 4 (Independence Day Holiday)
September 4 (Labor Day)
October 9-13 (Fall Break)
November 21-24 (Thanksgiving)
December 22-January 3 (Christmas/New Year)
January 15 (Martin Luther King Day)
February 19 (President's Day)
March 11-15 (Spring Break)
March 29 (Easter Break)
May 27 (Memorial Day)

**Report of Progress Information Periods
(Includes Staff Development Days)**

- Grading period 1:* Aug 4 – Oct 6 (45 days)
Paper Reports issued: October 20
- Grading period 2:* Oct 16 - Dec 21 (44 days)
Paper Reports issued: January 12
- Grading period 3:* Jan 8 - Mar 8 (43 days)
Paper Reports issued: March 22
- Grading Period 4:* Mar 18 - May 23 (48 days)
Paper Reports issued: May 23

JULY 2023						
Su	M	Tu	W	Th	F	Sa
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30	31					

AUGUST 2023						
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						20

SEPTEMBER 2023						
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OCTOBER 2023						
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NOVEMBER 2023						
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DECEMBER 2023						
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JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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						22

MAY 2024						
Su	M	Tu	W	Th	F	Sa
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JUNE 2024						
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Cleveland City Schools – Director of Schools Evaluation 2022

PART 1

A. Director and Board Relations

	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating
Information	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps only some members informed (or provides only limited information), making it difficult for the board to perform its responsibilities.	Does not provide the information the board needs to perform its responsibilities.	
Materials and Background	Meeting materials are provided with supporting information in order for the board to make informed decisions. Materials are provided in a timely fashion and an accessible format.	Materials are provided. Some supporting information is included.	Meeting materials are incomplete and don't include adequate supporting information.	Meeting materials aren't available. Members arrive at meetings without adequate/any prior information regarding agenda.	
Policy involvement	Is proactive in the determination of district needs and policy priorities.	Is actively involved in the development, recommendation, and administration of district policies.	Is minimally involved in the development, recommendation, and administration of district policies.	Making decisions without regard to adopted policy.	

Goals/ Strategic Plan status updates	Provides targeted and specific updates on goals/strategic plan as part of regular board meetings, making progress and alignment of projects and initiatives clear.	Provides regular updates on goals/strategic plan.	Provides irregular updates on goals/strategic plan.	Does not provide updates on goals or strategic plan.	
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B. Community Relations

	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating
District Image	Projects and promotes a positive image of the district.	Projects a positive image of the district <i>as expected</i> .	Doesn't actively promote the district.	Is negative about the district.	
Communication with the community	Actively seeks two-way communication, as appropriate, and works to provide alternative means of contact with the community.	Actively seeks two-way communication with the community as appropriate.	Provides appropriate information only when asked.	Isn't readily available.	
Media relations	Initiates and actively engages the media.	Promotes the district in the media.	Isn't proactive, but is cooperative with the media.	Communicates with the media only when requested, or does not represent district well in the media.	
Approachability	Is visible and approachable by members of the community. Attends a variety of events.	Is visible and approachable by members of the community.	Is visible, at a distance.	Is neither visible nor approachable by members of the community.	

C. Staff Relations

	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating
Delegation of duties	Delegates appropriate responsibility to staff that will foster professional growth, leadership, and decision-making skills.	Delegates responsibilities to staff within their abilities and then provides support to ensure their success.	Delegates duties to staff, but retains final decision-making authority.	Doesn't delegate duties (maintains personal control over all district operations), or delegates inappropriate duties, or does not provide necessary support.	
Recruitment	Follows a formal recruitment process for each hiring opportunity. Actively recruits the best staff from the most diverse pool available and encourages their application to the district.	Follows a formal recruitment process for each hiring opportunity.	A formal recruitment process is in place, but is not used consistently.	There is no formal recruitment process and/or hires are considered in an arbitrary manner.	
Visibility within schools/ among staff	Regular visits to buildings and classrooms are a priority.	Visits buildings/classrooms as time permits.	Is present at building programs and special activities.	Seldom visits buildings.	

D. Finance and Operations

	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating
Budget development and maintenance	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Director works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district.	Director's budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	
Budget reports	Constant flow of budgetary/financial information provided to the board with discussion of the ramifications of any changes.	Regularly reports to the board concerning the budget and financial status.	Reports the status of financial accounts as requested by the board.	Doesn't report financial information to the board except with the annual audit.	
Facility management	Facilities management plan in place, includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis.	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	
Resource allocation	Resources are distributed based upon district goals/strategic plan and seek to meet immediate and long-range objectives.	Resources are distributed based upon district goals and seek to meet immediate objectives.	Resources are allocated to meet immediate needs.	Resources are allocated without consideration of district needs.	

E. Instructional Leadership

	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating
Professional knowledge	Demonstrates knowledge and comfort with current instructional programs. Seeks to communicate with others how the district is implementing best practices.	Demonstrates knowledge of current instructional programs, and is able to discuss them.	Is somewhat knowledgeable of current instructional programs. Relies on others for info./data.	Is unaware of current instructional programs.	
Self-improvement	Eagerly seeks to learn and improve upon personal and professional abilities. Is able to apply this new learning for the benefit of the district. Participates actively in professional groups and organizations while maintaining an appropriate balance between these commitments and the demands of the district.	Seeks to learn and improve upon personal and professional abilities. Attends professional conferences when appropriate.	Passively participates in some professional development opportunities.	Does not participate in professional development opportunities, or devotes inappropriate amount of time to professional development to the detriment of the district.	
Focus on students	Places student achievement as the top priority and consistently communicates this to others. Bases decisions on improving student achievement. This priority is also reflected in the budget.	Student achievement is important and guides decisions made within the district.	Student achievement is a concern, but does not always guide decisions made within the district.	Focus is on the management of the district and maintaining day-to-day operations. Student achievement isn't the priority.	

Goal development	Believes in and facilitates the development of short/long-term goals for the district. Aligns the available resources within the budget to accomplish these goals.	Facilitates the development of short-term goals for the district. Provides the necessary financial resources to meet those goals.	Goals are defined by implementing state curriculum and seeking to maximize student scores.	Goals are not developed.	
Staff development	Staff development programs are targeted toward district-specific goals and are sustained to increase student achievement.	Staff development programs are offered based upon available opportunities that are targeted toward increasing student achievement.	Staff development programs are offered based upon available opportunities.	Staff development isn't provided. Staff members are responsible for their own improvement.	
Curriculum	There is an on-going review process to be sure the curriculum is aligned to the state standards and meets the needs of our students.	A curriculum is in place that seeks to meet the state standards.	Allows teachers to define their own curriculum. There is little to no coordination.	Curriculum isn't a priority in the district.	
School improvement and student achievement	Proactively assesses and addresses needs to support and encourage improvement to close achievement gaps among or between schools within the district, especially for under-performing schools.	Provides support to narrow the achievement gap and improve under-performing schools.	Attempts to address achievement gaps and/or under performing schools.	Does not address achievement gaps or under performing schools.	

PART 2

The following specific goals have been developed and agreed upon indicators of results:

Goal #1: The annual report for Cleveland City Schools will be developed showcasing and highlighting district goals and objectives for the 2020-2021 school year. This report will be available online and via print for all stakeholders to review.				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating
Exceeds the established goal	Meets the established goal	Shows progress but did not meet the goal	Shows no progress toward meeting the goal	

Goal #2: CCS will implement, monitor, and provide professional training on the ELA curriculum utilized by faculty in our classrooms each day				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating
Exceeds the established goal	Meets the established goal	Shows progress but did not meet the goal	Shows no progress toward meeting the goal	

Goal #3: CCS will plan, develop and implement the BLADE Project for all K-5 grade students and include professional development for all teachers in those grade spans. This will complete the BLADE Project goal for K-12 implementation.				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating
Exceeds the established goal	Meets the established goal	Shows progress but did not meet the goal	Shows no progress toward meeting the goal	

Goal #4: CCS will establish a Center for Advanced Professional Studies (CAPS) program for Juniors and Seniors at Cleveland High School.				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating

Exceeds the established goal	Meets the established goal	Shows progress but did not meet the goal	Shows no progress toward meeting the goal	
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Goal #5: CCS will develop and initiate programs to address student learning loss due to the COVID-19 pandemic.				
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)	Rating
Exceeds the established goal	Meets the established goal	Shows progress but did not meet the goal	Shows no progress toward meeting the goal	

Comments by the Board of Education:

Comments by the Director of Schools:

Director of Schools Signature:

Date:

Board Member Signature:

Date:

(The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.)

Cleveland
CITY SCHOOLS



BOARD SELF-EVALUATION

CLEVELAND CITY SCHOOLS BOARD STANDARDS FOR GOVERNANCE



Educate. Innovate. Elevate.



CLEVELAND CITY SCHOOLS BOARD OF EDUCATION
4300 Mouse Creek Road NW
Cleveland, TN 37312
423-472-9571

INTRODUCTION

SCHOOL BOARD SELF-EVALUATION

WHY EVALUATE?

The culture of an organization is set at the top, and it is no different for school and educational organizations. School boards must be strong, effective leaders to meet the challenges faced by public education today. School board members direct the affairs of the district by setting goals, developing policy, communicating and evaluating, all with a focus on the achievement and best interests of all students in the district. Self-assessment by the board provides valuable information, discussion and communication.

SELF-EVALUATION BY THE BOARD:

- Holds the board accountable to itself, the staff and the community.
- Allows for reflection by board members on their individual and collective behavior and performance.
- Fosters open communication.
- Improves decision-making by enhancing a common understanding of philosophies and goals.
- Resolves differences of opinion and challenges assumptions.
- Provides insight into how and why decisions are reached.
- Allows new board members an opportunity to understand board processes.
- Holds the board accountable in its role as representative of the public.
- Provides a starting point for effective goal setting and long-range planning.

Board self-evaluation provides more than just accountability and communication. It provides an opportunity for building the best possible leadership for the school system and community. Commitment to quality, excellence, continuous learning and local control of the educational system is demonstrated when boards lead by example.

BOARD SELF-EVALUATION FORMS

Instructions

1. Attached are the forms to be completed by each board member rating each of the three performance standards. A separate page is provided for each performance standard.
2. Indicators are listed below each standard. These indicators suggest objective measures to consider; do not rate each indicator separately. Only rate the overall performance standard.
3. Any comments in support of your rating will be helpful during the board discussion of the results of the evaluation.
4. Each board member's forms should be returned to the board chair or Julie Smith for compilation. Please turn completed form in with Directors Evaluation Form.
5. The board will discuss the results and future steps to improve or build upon the prior year's results.

STANDARD 1

POLICY

The board of education reviews the district's policies annually.

Indicators:

- The board has established, adopted and revised policies so that they are clear up to date and in compliance with federal laws and rules.
- The board requests superintendent's recommendations on all proposed policies.
- The board provides opportunities for public and staff review of proposed policies before they are given to the board for final action.
- The board follows its own policies regarding board operations.
- The board delegates all decisions regarding district operations, personnel management and procedures to the superintendent.

Board performance for this standard:

1 NEEDS IMPROVEMENT

Few indicators for this standard have been attempted but none/very few have been completed. The board needs heavy focus on this standard.

2 GOOD

At least half of the indicators for this standard have been attempted and several have been completed. The board needs moderate focus on this standard.

3 EXCELLENT

All of the indicators for this standard have been completed. This is an area of model performance for the board.

Comments:

STANDARD 2

Promotion/Advocacy

The Board projects and promotes a positive image of the district while seeking communication with local, state, and federal legislative bodies.

Indicators:

- The board models a culture of high expectations throughout the district.
- The board leads the district with clear goals, policies and expectations and does not expect others to interpret the board's intent.
- The board and individual board members demonstrate respect and cooperation in their relationships with the community and staff.
- Board outreach and community engagement activities accommodate cultural differences in values and communication.
- Board members approach decision-making from multiple perspectives, asking questions regarding the impact of each decision on diverse cultures.
- The board works with the superintendent to seek and receive input from citizens on matters relating to the school district using an agreed-upon process.
- The board communicates with the community using forums, groups, the media and/or other vehicles following agreed-upon procedures.
- The board appropriates resources based on student achievement priorities.
- The board and all stakeholders clearly understand, and are held accountable for, their roles and responsibilities in creating and supporting a culture of high expectations throughout the system.
- Each board member participates in training and professional development available through TSBA conferences, conventions, workshops or online.
- Board members do not avoid difficult decisions when requested or required to take a position.

Board performance for this standard:

1 NEEDS IMPROVEMENT

Few indicators for this standard have been attempted but none/very few have been completed. The board needs heavy focus on this standard.

2 GOOD

At least half of the indicators for this standard have been attempted and several have been completed. The board needs moderate focus on this standard.

3 EXCELLENT

All of the indicators for this standard have been completed. This is an area of model performance for the board.

Comments:

STANDARD 3

Planning

The Board of Education periodically reviews the districts vision and mission statement's, sets a strategic plan, and receives reports on the progress of the strategic plan at each meeting.

Indicators:

- The board and the superintendent have mutually agreed upon goals with expected performance indicators.
- The Board has delegated to the superintendent, the authority to administer and evaluate the strategic plan.
- The board's priority and focus are on curriculum, student achievement and student success.
- The board uses data to identify discrepancies between current and desired outcomes.
- The board identifies and addresses priority needs based on data analysis.
- The board annually reviews strengths in the district, and any compelling problems or emerging issues as they arise.
- The board sets annual goals and keeps those goals at the forefront of all board and district decisions throughout the year.
- A superintendent's evaluation based on goals set by the board is mutually developed and adopted annually by the board and superintendent.

Board performance for this standard:

1 NEEDS IMPROVEMENT

Few indicators for this standard have been attempted but none/very few have been completed. The board needs heavy focus on this standard.

2 GOOD

At least half of the indicators for this standard have been attempted and several have been completed. The board needs moderate focus on this standard.

3 EXCELLENT

All of the indicators for this standard have been completed. This is an area of model performance for the board.

Comments:

**Cleveland City Schools
Financial Report
October 2021**

Balance on hand October 1, 2021	7,135,696.18
RECEIPTS	
City Clerk's Monthly Report	4,062,546.85
Retiree Ins #44160	(274.69)
Misc. Refunds #44170	(309.19)
Contributions & Gifts #44570	0.00
Interest Earned Prior Year	0.00
Interest Earned	<u>738.30</u>
	<u>11,198,397.45</u>
DISBURSEMENTS	
Instruction	2,636,960.09
Special Education	341,070.27
Vocational Education	119,748.32
Attendance	10,201.33
Health Services	40,574.75
Other Student Support	139,586.26
Regular Instruction Support	152,973.40
Special Education Support	11,426.30
Vocational Education Support	13,092.74
Technology Support	46,649.43
Board of Education	7,009.91
Office of the Superintendent	53,510.53
Office of the Principal	276,678.16
Fiscal Services	29,926.97
Operation of Plant	263,004.18
Maintenance of Plant	125,089.65
Transportation	112,259.67
Food Service	6,501.13
Community Services	0.00
Early Childhood Education	89,094.38
Regular Capital Outlay	18,367.76
Education Debt Service	<u>2,828.00</u>
	4,496,553.23
Retirement withheld not paid	(364,928.47)
Retirement paid	364,673.47
Payroll deduction-catch up	76.50
Balance November 1, 2021	<u>6,702,022.72</u>
	<u>11,198,397.45</u>

Respectfully submitted,



Russell Dyer
Director of Schools

Personnel Items – November 2021

Assignments

Gremillion, Ericka, CCC (PT Interventionist), Effective November 1, 2021

Eledge, Bethany, ST (Pre-K SpEd Assistant), Effective November 8, 2021

Dale, Malinda, CHS (Assistant), Effective December 1, 2021

Morgan, Tiffany, ST (Cafeteria Monitor), Effective November 29, 2021

Tulloch, Morgan, CMS (SpEd Assistant), Effective December 6, 2021

Ray, Linda, BB (Cafeteria Monitor), Effective December 1, 2021

Transfers

Beaty, Jamie, MA (SpEd Assistant) to CMS/CHS (Speech Education Assistant) , Effective January 5, 2022

Carroll, Megan CMS (SpEd Assistant) to BB (Special Education Teacher), Effective November 29, 2021

Herrero, Maria AOB (Family Engagement Coordinator) to AOB (District Interpreter/Family Engagement Coordinator), Effective December 1, 2021

Garcia, Ben, CHS (Assistant) to TDC (Elementary Computer Technician), Effective December 1, 2021

Moss, Adam, RO (RTI Facilitator) to TDC (Learning Acceleration Specialist), Effective January 5, 2022

Barton, Crystal, BB (PT Interventionist) to BB (Special Education Assistant), Effective December 1, 2021

Resignations

Gremillion, Ericka, CCC (PT Interventionist), Effective November 5, 2021

McDermott, Jasmine, CHS (Assistant), Effective November 19, 2021

Poulakis, Kaitlyn, CHS (Teacher), Effective December 21, 2021

Dye, Abigale, CHS (Teacher), Effective December 21, 2021

Rogers, Alesia, YA (Assistant), Effective December 21, 2021

Stansberry, Dawn BB (Teacher), Effective December 21, 2021

Leaves of Absence

Morris, Michelle, YA (Teacher), Effective January 24, 2022

Roberts, Emma, YA (SpEd Assistant), Effective December 20, 2021

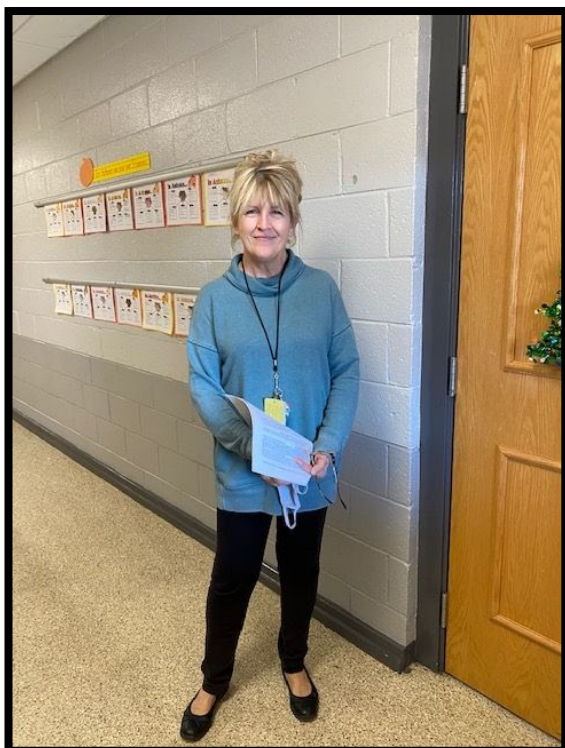
Nunnally, Leslie, BB (Teacher), Effective January 6, 2022



December Highlights

Celebrating our Veterans!

First grade celebrated Veteran's Day by taking a field trip to our campus flagpole where we said the pledge of allegiance and sang a special Veteran's Day song. We learned all about the importance of Veteran's Day the week leading up to the holiday. We discussed the branches of the military and wrote about why veterans are special to us. We are so grateful for their service!



Staff Highlight

Arnold would like to highlight Ms. Becky Bucklew this month. Ms. Becky has worked at Arnold for 22 years. She has worked tirelessly as a small reading group instructor and interventionist for most of her tenure. She is a blessing to us in so many ways always stepping up to the challenges of covering classrooms and duty for her coworkers. Ms. Becky is a gifted artist and has kindly shared her talents with us over the years. Also, if you listen closely in the mornings, you can even hear her singing beautifully in the stairwells and hallways. Ms. Becky, we love you and we're so grateful to have you at Arnold!

Raiders XD!

We would like to highlight our wonderful and devoted Raider XD students. These children have stayed after school Monday through Thursday to get extra practice in math and reading.

They have enjoyed their supper snacks and small group learning activities. We are very proud of their determination and effort!

We Are the One!



CHS Teachers of the Month



I love teaching at CHS because "Teaching and empowering students is not my job, but my passion and purpose. If I can impact the life of one child, then all that we go through as teachers, will not be in vain."

- Rhonda Ferguson / Fine Arts



I love teaching at CHS because "Teaching and interacting with the students is the best part of my day!"

- Susan Rodriguez / Foreign Lang.



"I love teaching at CHS due to the opportunity to mentor and encourage students and cadets. After a 25-year Air Force career, teaching allows me to continue to serve in a whole new capacity that is still a worthy calling."

- Jeff Bise /Jr. ROTC



"I have been teaching at CHS for 26 years. In the last 12 years, the theater has become my main focus. I love watching students bring shows to life. From the excitement of announcing a show to casting, too blocking, to staging, and then finally producing the show. I enjoy seeing the excitement from the students and the audience of a job well done."

- Don Markham / Fine Arts



"I am honored to receive the Launch award, and I love teaching at CHS because I believe that my job is to help create better humans. I want to be the person that I needed when I was high school age. I am most interested in being a compass for students, steadily pointing in a direction that they can count on day after day. If I can catch a student doing one right thing, pretty soon I will catch them doing lots

and lots of really good things." - Ann Kreeps / Health Science



STUART ELEMENTARY

Love • Learn • Lead

December Highlights

The students of Stuart participated in a schoolwide STEM Day challenge where they worked in small teams to compete in challenges that align with our CKLA curriculum. Our first graders were challenged to create a boat that would float down the Nile River while carrying goods.

The winner of our challenge carried 44 rocks! Other grades across the school were caught having so much fun communicating their ideas, collaborating with their team, creating things, testing their projects, and going back and critically thinking about how they could improve. Our students showed great teamwork and character!



This month we would like to recognize Ms. Hailey Gentry. Hailey is a new member of the Stuart Bulldog family. She works with Ms. Susan Glasheen as one of our Special Education assistants.

She also helps in first grade with morning meeting time in Mrs. Amora Guy's class. The students love her. Mrs. Gentry always has a smiling face and is such a team player jumping in wherever she is needed. Stuart is blessed to have her as part of our family.

Our Stuart Bulldogs are doing GREAT things!

Stuart Elementary participated in the annual “Cleveland Helping Cleveland” food drive to help The Caring Place meet year-end food demands. We collected 2,750 food items to help our community! It was a great time working together and a healthy class competition!



Be Nice



Caden Brazier



Reed Smith



Olivia Congdon



Olivia Billings

Get Smart



Austin Hart



Isabel Martin



Kelsey Davis



Maryjane Miller

Work Hard



Will Harden



Ava Dunn



Gracen Johnson



Boden Goodridge

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 BOE Meeting 5:30 @ AOB	7	8 Lunch and Learn 11:30 @ Arnold	9	10	11
12	13	14	15	16	17	18
19	20	21 Abbreviated Day	22 Schools Closed	23 Schools Closed	24 Schools Closed	25 Christmas
26	27 Schools Closed	28 Schools Closed	29 Schools Closed	30 Schools Closed	31 Schools Closed	

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Schools Closed	4 Schools Closed	5 Staff Develop. Schools Closed	6	7	8
9	10 BOE Meeting 5:30 @ AOB	11	12	13	14	15
16	17 MLK Day Schools Closed	18	19	20 Lunch & Learn 11:30 @ CCCE	21	22
23	24	25	26	27	28	29
30	31					

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					

