

Hamilton County Department of Education
Hamilton County Board of Education Board Meeting - Regular Session
November 11, 2021 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

II. **Approval of the Agenda

III. Executive Session - No

IV. Pledge to the Flag and Meditation - Jasmine Farrow, Principal of East Lake Elementary

V. Exemplars of Excellence

A. Recognition of Blue Ribbon School - Dr. Robert Sharpe and Dr. Neelie Parker

B. Recognition of TSSAA A. F. Bridges Award Winners - Dr. Justin Robertson and Bradley Jackson

VI. Presentation(s)

A. Interim Superintendent - Dr. Nakia Towns

1. Future Ready 2023 - ISSPs (Individual Student Success Plans) - Patricia Russell

VII. Delegations

A. Jeannette Omarkhail, HCEA, speaking regarding educator concerns

B. Jeannette Tulis, speaking regarding books chosen for students matter (District 1)

C. Jamie Hall, Moms for Liberty speaking regarding a possible solution to book concerns

D. Audrey Ramsey, The Equity Alliance speaking regarding racial equity in schools

E. Reed Uberman, parent speaking regarding books being endorsed by the district

VIII. Board Member Disclaimer Statement - I declare that I have a [spouse, parent, grandparent, child, sibling, aunt, uncle, nephew, niece, relation-in-law or member of my household] who works for the school system and that the Board's vote on [budget, policies, etc.] may have an effect on my relative's employment. Even so, I hereby certify that I will cast my vote in the best interest of the school system.

IX. **Approval of the Consent Agenda

A. Approval of the Minutes of the October 21, 2021 Regular Session and the Minutes of the October 28, 2021 Special Called Session

B. Executive Committee Report

C. Chief Schools Officer - Dr. Neelie Parker

1. Field Trips

a. Dr. Larrie Reynolds and Dr. Robert Sharpe - Community Superintendents

b. Elaine Harper and Dr. Jason Vance - Community Superintendents

D. Chief Financial Officer - Mary Ellen Heuton

1. Financial Reports

2. Budget Amendments

a. Federal Grants, State Grants, and Self-Funded Programs

b. General Operating Amendments

X. Chief Talent Officer - Penny Murray

A. Board Policy Second and Final Read

1. Board Policy 3.302 - Service Animals in District Facilities

XI. Chief of Staff - Jennifer Bronson

A. Board Policies - Second and Final Read

1. Board Policy 1.102 - Board Members Legal Status

2. Board Policy 1.104 - Membership

3. Board Policy 1.105 School Board Legislative Involvement

4. Board Policy 1.108 Nepotism
5. Board Policy 1.200 - Method and Election of Officers
6. Board Policy 1.201 - Duties of Officers
7. Board Policy 1.205 - Board-Director Relations
8. Board Policy 1.8011 - Emergency Closings
9. Board Policy 3.201 - Safety
10. Board Policy 3.202 Emergency Preparedness Plan
11. Board Policy 3.203 - Crisis Management
12. Board Policy 3.205 - Security
13. Board Policy 3.209 - Estimating Facility Cost
14. Board Policy 3.300 - Equipment and Supplies Management
15. Board Policy 3.3001 - Use of Cellular Phones
16. Board Policy 3.402 - Special Use of School Buses
17. Board Policy 3.403 - Traffic and Parking Controls
18. Board Policy 3.405 - Owner Operator Bus Service
19. Board Policy 3.600 - Insurance Management
20. Board Policy 3.601 - Student Insurance Program
21. Board Policy 4.212 - Charter School Application Process
22. Board Policy 4.213 - Open Enrollment

XII. Board Matters

A. Chief of Staff - Jen Bronson

1. **Application for Amendment to Charter Agreement for Chattanooga Prep, Inc. - Kelly Coffelt, Charter Schools Coordinator

B. Chief Talent Officer - Penny Murray

1. **PECCA Special Question Committee

XIII. Information Only

A. Legal Services Report

XIV. Events/Announcements

XV. Adjourn

Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, TN 37421

MEMORANDUM:

To: Hamilton County Board of Education
Dr. Nakia Towns, Interim Superintendent

From: Dr. Robert Sharpe, Community Superintendent
Dr. Neelie Parker, Chief Schools Officer

Date: November 11, 2021

RE: **Recognition of Blue Ribbon School**

At this time, we would like to recognize Thrasher Elementary for being a Blue Ribbon School.

Thank you.

**Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, Tennessee 37421**

MEMORANDUM

To: Hamilton County Board of Education
Dr. Nakia Towns, Interim Superintendent

From: Dr. Justin Robertson, Chief of School Operations
Bradley Jackson, Campus Support Specialist

Date: November 11, 2021

RE: **RECOGNITION OF TSSAA A.F. BRIDGES AWARD WINNERS**

It is with great pride that we request to recognize the recent TSSAA A.F. Bridges Award Winners for 2021 Athletic District 3. These Divisional Awards are given to schools that have had no reported unsportsmanlike conduct incidents during the previous school year. Additionally, they must have displayed an overall positive effort to teach, expect and demand a positive atmosphere of sportsmanship at their particular contests.

Hamilton County School recipients for the TSSAA Athletic District 3:

Principal of the Year
Steve Henry, Soddy Daisy High School

Athletic Director of the Year
Michael "Bumper" Reece, Signal Mountain Middle/High School

Female Coach of the Year
Miriam Arnold, Chattanooga School of the Arts and Sciences

Contributor of the Year
David Kelman, formerly at East Hamilton High School

**Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, Tennessee 37421**

MEMORANDUM

To: Hamilton County Board of Education
Dr. Nakia Towns, Interim Superintendent

From: Jennifer Bronson, Chief of Staff
Karen Glenn, Director of STARS and Social Workers
Patricia Russell, SEL Director
Kate Skonberg, Coordinator of Community Service
Dr. Caitlyne Steward, Coordinator of Community Schools

Date: November 11, 2021

RE: FUTURE READY 2023! Presentation

We would like to update the Board on ISSPs (Individual Student Success Plans) and the strategic focus we are using to close the opportunity gap and engage communities.

Hamilton County Board of Education – Draft Minutes – Not Yet Approved by the Board
Board Meeting - Regular Session
October 21, 2021 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

II. **Approval of the Agenda

III. Executive Session - No

IV. Pledge to the Flag and Meditation - David Cory, Principal of East Ridge Elementary School

V. Exemplars of Excellence

A. Recognition of National Merit Finalists - Dr. Neelie Parker and Community Superintendents

B. Recognition of Girls Nation President - Dr. Neelie Parker

VI. Presentation(s)

A. Future Ready 2023 - Dr. Neelie Parker

VII. Board Matters

A. Curriculum/Classroom Texts/Books Clarification Request - Chairman McClendon and Mrs. Thurman

VIII. Delegations

A. Larry Lewis, HCEA

B. Lauren Sloan speaking regarding literacy advocacy (District 2)

C. Rebecca Day speaking regarding Curriculum/Classroom Texts/Books Clarification Request (District 1)

D. Jamie Hall, speaking regarding Curriculum/Classroom Text/Books (District 9)

E. Taylor Lyons, Community Outreach, Moms for Social Justice speaking regarding the Classroom Library Project/Book Content (District 7)

F. Angela Favaloro speaking regarding redistricting (District 5)

G. Dr. Edna Varner speaking regarding book advocacy

H. Mari Smith speaking regarding books

IX. Board Member Disclaimer Statement - I declare that I have a [spouse, parent, grandparent, child, sibling, aunt, uncle, nephew, niece, relation-in-law or member of my household] who works for the school system and that the Board's vote on [budget, policies, etc.] may have an effect on my relative's employment. Even so, I hereby certify that I will cast my vote in the best interest of the school system.

X. **Approval of the Consent Agenda

A. Approval of the Minutes of the September 9, 2021, Special Called Session

B. Approval of the Minutes of the September 13, 2021, Special Called Session

C. Approval of the Minutes of the September 16, 2021, Quarterly Session

D. Approval of the minutes of the October 4, 2021, Special Called Session

E. Executive Committee Report

F. Chief Schools Officer - Dr. Neelie Parker

1. Field Trips

a. Dr. Larrie Reynolds and Dr. Robert Sharpe - Community Superintendents

G. Chief Financial Officer - Mary Ellen Heuton

1. Bids/Contracts

2. Financial Reports

3. Budget Amendments

a. Federal Grants, State Grants, and Self-Funded Programs

- b. General Operating Amendments
- H. K-12 Academics Officer - Blake Freeman
 - 1. Southern Regional Education Board/Dr. Aimee Wyatt Contract

- I. Chief of Operations - Dr. Justin Robertson

- 1. Grant Application Request
 - a. Ratification of TDOE Safe Schools Grant

- J. Chief of Staff - Jennifer Bronson

- 1. Board Policies - First Reading
 - a. Board Policy 1.102 - Board Members Legal Status
 - b. Board Policy 1.104 - Memberships
 - c. Board Policy 1.105 - School Board Legislative Involvement
 - d. Board Policy 1.108 - Nepotism
 - e. Board Policy 1.200 - Method and Election of Officers
 - f. Board Policy 1.201 - Duties of Officers
 - g. Board Policy 1.205 - Board-Director Relations
 - h. Board Policy 1.8011 - Emergency Closings
 - i. Board Policy 3.201 - Safety
 - j. Board Policy 3.202 - Emergency Preparedness Plan
 - k. Board Policy 3.203 - Crisis Management
 - l. Board Policy 3.205 - Security
 - m. Board Policy 3.209 - Estimating Facility Cost
 - n. Board Policy 3.300 - Equipment and Supplies Management
 - o. Board Policy 3.3001 - Use of Cellular Phones
 - p. Board Policy 3.402 - Special Use of School Buses
 - q. Board Policy 3.403 Traffic and Parking Controls
 - r. Board Policy 3.405 - Owner/Operator Bus Service
 - s. Board Policy 3.600 - Insurance Management
 - t. Board Policy 3.601. - Student Insurance Program
 - u. Board Policy 4.212 - Charter School Application Process
 - v. Board Policy 4.213 - Open Enrollment
 - 2. Board Policies - First and Final Read
 - a. Board Policy 6.600 - Student Records
 - b. Board Policy 6.601 - Student Records Annual Notice of Rights

- K. Chief Talent Officer - Penny Murray

- 1. Board Policy - First Read
 - a. Board Policy 3.302 - Service Animals in District Facilities

- XI. Administrative Business Matters

- A. Chief Talent Officer - Penny Murray

- 1. Insurance Proposal - Request for Approval
 - a. **Dental Insurance
 - b. **Life Insurance
 - c. **LTD (Long Term Disability) and STD (Short Term Disability) Insurance
 - d. **Worksite Accident Insurance and Worksite Level Term Life Insurance
 - e. **Worksite Critical Illness and Worksite Hospital Indemnity Insurance

- XII. Board Matters

- A. Chief Operations Officer - Dr. Justin Robertson

- 1. **Bus Depot Relocation
 - 2. **Pump Station Easement at Howard High School - Justin Witt

3. **Architect Selection for Tyner Middle High - Justin Witt

B. Chief of Staff - Jennifer Bronson

1. **Franklin Middle School Property - Deed Restrictions

Chattanooga Charter School of Excellence, Request for Modifications

C. **Masks Optional for Staff - Chairman McClendon and Mrs. Thurman

XIII. Information Only

A. Legal Services Report

XIV. Events/Announcements

A. Friday, October 22, 2021

Report Cards

B. October 25-November 19, 2021

Parent Teacher Conferences/Administrative
In-Service #6

C. Monday, November 8, 2021

Board Agenda Session 5:30 p.m.

D. Wednesday, November 10, 2021

Remote and Asynchronous Learning Day

E. Thursday, November 11, 2021

Board Meeting-Regular Session 5:30 p.m.

XV. Adjourn

Hamilton County Board of Education
Board Meeting - Regular Session
October 21, 2021 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

Attendance Taken at 5:30 PM.

Mrs. Jenny Hill: Present
Mrs. Karitsa Jones: Present
Mr. Tucker McClendon: Present
Mr. Marco Perez: Present
Mrs. Tiffanie Robinson: Present
Mr. Joe Smith: Present
Mrs. Rhonda Thurman: Present
Mr. James Walker: Present
Mr. Joe Wingate: Present

Also in Attendance: Dr. Nakia Towns, Interim Superintendent
JaMaal Macon, Student Representative

II. **Approval of the Agenda

passed: Approval of the agenda with the following amendments: Under the Consent Agenda, Item X.G.1. Bids/Contracts, under item 1E. Zendesk Suite Subscription, please substitute the updated service order form/contract; Add Item X.I. - Chief of Operations - Dr. Justin Robertson, 1. Grant Application Request, Item 1.a. Ratification of TDOE Safe Schools Grant; Under Board Matters, Item XII. add Item C. - Masks Optional for Staff - Chairman McClendon and Mrs. Thurman; Under Item VIII. Delegations, add Dr. Edna Varner, NAACP, speaking regarding book advocacy and Mari Smith speaking regarding books passed with a motion by Mrs. Tiffanie Robinson and a second by Mrs. Rhonda Thurman.

Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mr. Tucker McClendon: Yes
Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

III. Executive Session - No

IV. Pledge to the Flag and Meditation - David Cory, Principal of East Ridge Elementary School

V. Exemplars of Excellence

- A. Recognition of National Merit Finalists - Dr. Neelie Parker and Community Superintendents
- B. Recognition of Girls Nation President - Dr. Neelie Parker

VI. Presentation(s)

- A. Future Ready 2023 - Dr. Neelie Parker

VII. Board Matters

- A. Curriculum/Classroom Texts/Books Clarification Request - Chairman McClendon and Mrs. Thurman

VIII. Delegations

- A. Larry Lewis, HCEA
- B. Lauren Sloan speaking regarding literacy advocacy (District 2)
- C. Rebecca Day speaking regarding Curriculum/Classroom Texts/Books Clarification Request (District 1)
- D. Jamie Hall, speaking regarding Curriculum/Classroom Text/Books (District 9)
- E. Taylor Lyons, Community Outreach, Moms for Social Justice speaking regarding the Classroom Library Project/Book Content (District 7)
- F. Angela Favalaro speaking regarding redistricting (District 5)
- G. Dr. Edna Varner speaking regarding book advocacy
- H. Mari Smith speaking regarding books

IX. Board Member Disclaimer Statement - I declare that I have a [spouse, parent, grandparent, child, sibling, aunt, uncle, nephew, niece, relation-in-law or member of my household] who works for the school system and that the Board's vote on [budget, policies, etc.] may have an effect on my relative's employment. Even so, I hereby certify that I will cast my vote in the best interest of the school system.

Disclaimers were made by Mrs. Thurman, Mr. Walker, Mrs. Jones, Mr. Perez, Mr. McClendon, and Mrs. Robinson

X. **Approval of the Consent Agenda

passed: Approval of the Consent Agenda with the following items being pulled: Mrs. Thurman pulled Board Policies 3.300 Equipment and Supplies Management and 4.213 Open Enrollment; Mr. Perez pulled Board Policy 6.600 Student Records and 6.601 Student Records Annual Notice of Rights passed with a motion by Mrs. Tiffanie Robinson and a second by Mr. Marco Perez.

- Mrs. Jenny Hill: Yes
- Mrs. Karitsa Jones: Yes
- Mr. Tucker McClendon: Yes

Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

passed: After discussion by the Board, approval of the motion by Mrs. Thurman to add back to the agenda and approve Board Policy 3.300 - Equipment and Supplies passed with a motion by Mrs. Rhonda Thurman and a second by Mrs. Tiffanie Robinson.

Mr. Tucker McClendon: No
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 8, No: 1
Mr. Tucker McClendon: No

passed: After discussion by the Board, approval of the motion by Mrs. Thurman to add back to the agenda and approve Board Policy 4.213 - Open Enrollment passed with a motion by Mrs. Rhonda Thurman and a second by Mrs. Tiffanie Robinson.

Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mr. Tucker McClendon: Yes
Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

passed: After discussion by the Board, approval of the motion by Mr. Perez to add back to the agenda and approve Board Policy 6.600 Student Records and 6.602 Student Records Annual Notice of Rights passed with a motion by Mr. Marco Perez and a second by Mrs. Karitsa Jones.

Mrs. Rhonda Thurman: No
Mr. Joe Wingate: No
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mr. Tucker McClendon: Yes
Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mr. James Walker: Yes

Yes: 7, No: 2

Mrs. Rhonda Thurman: No, Mr. Joe Wingate: No

- A. Approval of the Minutes of the September 9, 2021, Special Called Session
- B. Approval of the Minutes of the September 13, 2021, Special Called Session
- C. Approval of the Minutes of the September 16, 2021, Quarterly Session
- D. Approval of the minutes of the October 4, 2021, Special Called Session
- E. Executive Committee Report
- F. Chief Schools Officer - Dr. Neelie Parker

1. Field Trips

- a. Dr. Larrie Reynolds and Dr. Robert Sharpe - Community Superintendents

This is to request Board approval of the following overnight field trips:

- # 1. **Signal Mountain Middle High School** – One hundred and five members of the band will travel to Indianapolis, Indiana November 10-14, 2021 to compete in the Bands of America Grand National Competition.
- # 2. * **Chattanooga Schools for the Arts and Sciences Upper** – Two members of the golf team traveled to Sevierville, Tennessee October 6-8, 2021 to compete in the TSSAA Golf State Championship.
- # 3. * **East Hamilton High School** – Seven members of the golf team traveled to Sevierville, Tennessee October 3-5, 2021 to compete in the TSSAA Golf State Championship.
- # 4. * **Ooltewah High School** – Two members of the golf team traveled to Sevierville, Tennessee October 3-5, 2021 to compete in the TSSAA Golf State Championship.
- # 5. * **Signal Mountain Middle High School** – Nine members of the golf team traveled to Sevierville, Tennessee October 6-8, 2021 to compete in the TSSAA Golf State Championship.

*This item was previously approved by Dr. Nakia Towns, Interim Superintendent and Mr. Tucker McClendon, Board Chairman.

G. Chief Financial Officer - Mary Ellen Heuton

1. Bids/Contracts

- A. Request Approval of Bid File 22-13 Contract to Furnish Doors and Door Hardware.
- B. Request Approval to purchase Equal Mathematics from AbleNet.
- C. Request Approval to purchase the PAES-Practical Assessment Exploration System from Talent Assessment, Inc.
- D. Request Approval to purchase a two-year subscription for the Unique Learning System from N2Y, Inc.
- E. Request Approval to purchase a 3-year Zendesk Suite with Talk Credits Subscription.
- F. Request Approval of School Based Health Alliance Agreement.

HAMILTON COUNTY SCHOOLS
REVENUE/EXPENSES VS BUDGET
PERIOD ENDED
August, 2021

	General Purpose			Federal Programs			Self-Funded Programs			School Nutrition			Grand Totals		
	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual
REVENUES	245,400,000	245,400,000	928,808										245,400,000	245,400,000	928,808
LOCAL TAXES	12,000	12,000	1,012										12,000	12,000	1,012
LICENSES AND PERMITS	522,500	522,500	105,972										522,500	522,500	105,972
CHARGES FOR CURRENT SERVICES	300,000	300,000	14,182										300,000	300,000	14,182
OTHER LOCAL REVENUES	182,717,956	182,859,977	18,607,481										182,717,956	182,859,977	18,607,481
STATE OF TENNESSEE	719,223	831,916	150,292										719,223	831,916	150,292
OTHER STATE REVENUES	680,000	680,000	120,555	28,496,349	44,592,846	1,223,817							680,000	680,000	120,555
FEDERAL GOVERNMENT	3,886,000	3,886,000	143,333										3,886,000	3,886,000	143,333
OTHER SOURCES	-	1,300,000	-										-	1,300,000	-
RESERVE/FUND BALANCE	-	-	-										-	-	-
TOTAL REVENUES	434,336,378	435,890,993	19,972,454	28,496,349	44,592,846	1,223,817	7,367,714	8,063,294	3,055,990	21,758,322	21,758,322	3,269,678	491,938,793	519,305,455	27,525,918
EXPENDITURES															
REGULAR INSTRUCTION PROGRAM	71100	216,688,988	216,774,846	14,381,839	6,328,367	6,290,314	2,006,799	2,648,541	2,891,500	172,594			225,068,699	226,392,659	18,850,223
SPECIAL EDUCATION INSTR PROG	71200	40,504,155	40,504,155	1,626,322	5,711,455	4,054,523	235,369	338,163	838,163	8,182			44,551,773	44,864,841	1,858,903
VOCATIONAL ED INSTR PROG	71300	5,241,261	5,241,261	659,569	539,399	1,739,762	84,934		97,997	-			9,780,667	11,066,380	644,203
ATTENDANCE	72100	2,748,257	2,748,257	144,859									2,748,257	2,748,257	144,859
HEALTH SERVICES	72120	5,091,939	5,091,939	78,859		6,182,440	171,953		42,500	904			5,194,439	11,316,879	261,516
OTHER STUDENT SUPPORT	72140	12,856,141	12,856,141	1,243,873	3,488,105	8,734,759	368,684	219,215	271,381	8,340			18,543,481	22,862,281	1,636,897
REG INST SUPPORT	72200	12,838,392	12,854,342	1,244,008	7,929,985	8,050,876	2,024,528	453,748	694,661	184,051			20,922,125	21,400,678	3,422,586
SPECIAL ED INST SUPPORT	72220	3,585,344	3,586,344	225,724	4,677,867	4,641,968	197,225						8,143,211	8,207,212	422,990
VOCATIONAL ED INST SUPPORT	72240	254,877	254,877	29,552	84,920	615,064	2,299						319,487	989,791	31,621
EDUCATION TECHNOLOGY	72260	5,749,457	5,749,457	792,832			266						5,749,457	5,749,457	792,838
BOARD OF EDUCATION	72310	6,621,035	6,621,035	290,378				100,000	100,000				6,721,035	6,721,035	290,378
OFFICE OF SUPERINTENDENT	72320	2,645,989	2,645,989	298,662				85,810	85,810	7,057			2,731,799	3,031,799	304,418
OFFICE OF PRINCIPAL	72410	29,105,810	29,105,810	2,663,585	68,991	68,991	8,789						29,172,901	29,172,901	2,663,585
FISCAL SERVICES	72510	3,412,989	3,412,989	308,000									3,412,989	3,412,989	308,000
HUMAN RESOURCES	72600	2,159,319	2,159,319	225,369						7,648	1,278		2,159,319	2,159,319	225,369
OPERATION OF PLANT	72810	25,882,636	25,882,636	2,234,919			508,559						25,882,636	26,396,721	2,234,919
MAINTENANCE OF PLANT	72820	8,789,188	8,789,188	1,136,039									8,789,188	8,789,188	1,136,039
TRANSPORTATION	72710	20,333,222	20,333,222	1,029,619	229,881	298,881	190,495			18,250			20,665,698	20,910,358	1,029,619
CENTRAL AND OTHER	72810	422,586	422,586	104,071						4,278	328		422,586	426,874	134,497
FOOD SERVICE	73100														
COMMUNITY SERVICES	73300	589,982	589,982	40,875	1,124,084	1,124,084	1,365	3,278,207	3,297,700	206,393			21,758,322	21,758,322	1,418,680
EARLY CHILDHOOD EDUCATION	73400	2,933,149	3,075,071	114,435									3,140,679	3,289,601	326,397
REGULAR CAPITAL OUTLAY	76100	200,000	200,000			275,000	208,631	207,530	207,530	4,121			200,000	475,000	-
EDUCATION DEBT SERVICE		975,000	975,000										975,000	975,000	-
EDUCATION CAPITAL PROJECTS		3,000,000	4,000,000										3,000,000	4,000,000	-
CHARTER SCHOOLS (TRANSFERS)		16,939,487	16,939,487										16,939,487	16,939,487	1,802,874
TRANSFERS-STATE GRANTS			2,085		566,488	618,715							566,488	618,801	-
TOTAL EXPENDITURES	434,336,378	435,890,993	30,588,589	28,496,349	44,592,846	5,889,630	7,367,714	8,063,294	3,112,236	21,758,322	21,758,322	1,418,599	491,938,793	519,305,455	28,108,915

8/20/2021

3. Budget Amendments

a. Federal Grants, State Grants, and Self-Funded Programs

The Federal Programs budget is amended by items 1-14*. Items 5, 6, 11 and 12 consist of current year awards. Items 1-4 and 14 consist of carryover funds. Items 7-10 and 13 consist of both current year awards and carryover funds.

The State Programs budget is amended by items 14*-17. Items 14-16 consist of carryover funds. Item 17 consists of both a current year award and carryover funds

The Self-Funded Programs budget is amended by items 18 – 25. Items 18 and 22 consist of current year contributions. Items 19, 21, 23 and 25 consist of current year contributions and carryover contributions. Items 20 and 24 consist of carryover contributions.

1. Title III Immigrant, totaling \$2,841
2. District Priority School Improvement Grant, with transfers between lines
3. School Level Improvement Grant, with transfers between lines
4. Elementary and Secondary School Emergency Relief (ESSER) 1.0, with transfers between lines and a net increase of \$1,705,373
5. Elementary and Secondary School Emergency Relief (ESSER) 3.0, with transfers between lines
6. Early Literacy Networks, totaling \$100,000
7. 21st Century Community Learning Centers Cohort 2019, with transfers between lines and a net increase of \$344,718
8. 21st Century Community Learning Centers Cohort 2017 with transfers between lines and a net increase of \$74,369
9. 21st Century Community Learning Centers Cohort 2018 with transfers between lines and a net increase of \$224,241
10. McKinney-Vento, Title IX Part A, Homeless Education, with transfers between lines and a net increase of \$59,068
11. ARP Homeless 2.0, totaling \$586,831
12. Governor's Civics Seal Grant, with transfers between lines
13. IDEA Preschool Incentive Grant, with a net increase of \$57,026
14. Learning Camps, totaling \$3,165,712
15. Competitive Priority School State Grant, with transfers between lines
16. Learning Camps Transportation, totaling \$919,021
17. Safe Schools, with transfers between lines and a net increase of \$957,654
18. Bible in the Schools, with transfers between lines
19. Leadership Hamilton County Schools, totaling \$1,981
20. JROTC Competitions, totaling \$4,886
21. Future Ready Institutes Externship Program, with a net increase of \$125,387
22. Photography Commission, with a net increase of \$21,530
23. Teacher Recruitment/Induction, with a net increase of \$2,500
24. Ochs-Oakes Award Program, totaling \$2,000
25. HCS Foundation, with a net increase of \$96,480

*Item 14 is funded by both Federal and State funds; this is reflected in the revenue and expense summary sheets.

b. General Operating Amendments

Board approval is requested to amend the FY22 General Purpose Operating Budget as follows:

- Transfers between accounts to reclassify existing budget appropriations between various accounts as indicated in the attachment. These transfers will not increase the total FY22 budget. Most of the activity reflects the allocation from pooled

accounts of the approved 1% salary increase and FY22 step increase (\$5.5 million spread to departmental salary and benefit accounts).

- Appropriate surplus FY 2021 Sales Tax Revenue for the one-time expenditures listed below. We generated approximately \$6.7 million in sales tax revenue in excess of our revised budget; after covering other revenue lines that were short of revenue, we anticipate adding at least \$5.7 million to unassigned fund balance at 6/30/21.
 - \$1,000,000 to fund Bus Parking at the Old Head Start location
 - \$75,000 for furniture as part of the repurposing of Hillcrest
 - \$359,288 for extra services related to Chromebooks being provided by Emergency Connectivity Fund (ECF) funding
- Reappropriate funds designated in a prior year for the for the Global Center for Digital Innovation (GCDI) 170,525; funds are in unassigned fund balance at 6/30/21.

Recommendation: It is recommended that the Board approve the amendment to the FY22 General Purpose Operating Budget to reallocate appropriations between various expense line items, appropriate surplus funds for various one-time expenditures, and reappropriate previously designated funds.

H. K-12 Academics Officer - Blake Freeman

1. Southern Regional Education Board/Dr. Aimee Wyatt Contract

I. Chief of Operations - Dr. Justin Robertson

1. Grant Application Request
 - a. Ratification of TDOE Safe Schools Grant

J. Chief of Staff - Jennifer Bronson

1. Board Policies - First Reading
 - a. Board Policy 1.102 - Board Members Legal Status
 - b. Board Policy 1.104 – Memberships
 - c. Board Policy 1.105 - School Board Legislative Involvement
 - d. Board Policy 1.108 – Nepotism
 - e. Board Policy 1.200 - Method and Election of Officers
 - f. Board Policy 1.201 - Duties of Officers
 - g. Board Policy 1.205 - Board-Director Relations
 - h. Board Policy 1.8011 - Emergency Closings
 - i. Board Policy 3.201 – Safety
 - j. Board Policy 3.202 - Emergency Preparedness Plan
 - k. Board Policy 3.203 - Crisis Management
 - l. Board Policy 3.205 – Security
 - m. Board Policy 3.209 - Estimating Facility Cost
 - n. Board Policy 3.300 - Equipment and Supplies Management

- o. Board Policy 3.3001 - Use of Cellular Phones
- p. Board Policy 3.402 - Special Use of School Buses
- q. Board Policy 3.403 Traffic and Parking Controls
- r. Board Policy 3.405 - Owner/Operator Bus Service
- s. Board Policy 3.600 - Insurance Management
- t. Board Policy 3.601. - Student Insurance Program
- u. Board Policy 4.212 - Charter School Application Process
- v. Board Policy 4.213 - Open Enrollment

2. Board Policies - First and Final Read

- a. Board Policy 6.600 - Student Records
- b. Board Policy 6.601 - Student Records Annual Notice of Rights

K. Chief Talent Officer - Penny Murray

1. Board Policy - First Read

- a. Board Policy 3.302 - Service Animals in District Facilities

XI. Administrative Business Matters

A. Chief Talent Officer - Penny Murray

1. Insurance Proposal - Request for Approval

a. ****Dental Insurance**

passed: Approval of the proposed dental insurance plan passed with a motion by Mr. Marco Perez and a second by Mrs. Jenny Hill.

- Mrs. Jenny Hill: Yes
- Mrs. Karitsa Jones: Yes
- Mr. Tucker McClendon: Yes
- Mr. Marco Perez: Yes
- Mrs. Tiffanie Robinson: Yes
- Mr. Joe Smith: Yes
- Mrs. Rhonda Thurman: Yes
- Mr. James Walker: Yes
- Mr. Joe Wingate: Yes
- Yes: 9, No: 0

b. ****Life Insurance**

passed: Approval of the proposed life insurance plan passed with a motion by Mrs. Tiffanie Robinson and a second by Mrs. Jenny Hill.

- Mrs. Jenny Hill: Yes
- Mrs. Karitsa Jones: Yes
- Mr. Tucker McClendon: Yes
- Mr. Marco Perez: Yes
- Mrs. Tiffanie Robinson: Yes

Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

- c. ****LTD (Long Term Disability) and STD (Short Term Disability) Insurance passed:** Approval of the proposed long-term disability and short-term disability insurance passed with a motion by Mrs. Jenny Hill and a second by Mr. James Walker.

Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mr. Tucker McClendon: Yes
Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

- d. ****Worksite Accident Insurance and Worksite Level Term Life Insurance passed:** Approval of the proposed worksite accident insurance and worksite level term life insurance passed with a motion by Mr. Marco Perez and a second by Mrs. Tiffanie Robinson.

Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mr. Tucker McClendon: Yes
Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

- e. ****Worksite Critical Illness and Worksite Hospital Indemnity Insurance passed:** Approval of the proposed worksite critical illness and worksite hospital indemnity insurance passed with a motion by Mr. Marco Perez and a second by Mrs. Jenny Hill.

Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes

Mr. Tucker McClendon: Yes
Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

XII. Board Matters

A. Chief Operations Officer - Dr. Justin Robertson

1. **Bus Depot Relocation

passed: Approval to relocate the Hixson bus depot to vacant property behind CCA passed with a motion by Mr. Joe Smith and a second by Mrs. Rhonda Thurman.

Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mr. Tucker McClendon: Yes
Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

2. **Pump Station Easement at Howard High School - Justin Witt

passed: Approval of the pump station easement at Howard High School passed with a motion by Mrs. Tiffanie Robinson and a second by Mrs. Jenny Hill.

Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mr. Tucker McClendon: Yes
Mr. Marco Perez: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. James Walker: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

3. ****Architect Selection for Tyner Middle High - Justin Witt**

passed: Approval of the architect selection of MBI Companies Inc. for the new Tyner Middle/High passed with a motion by Mrs. Karitsa Jones and a second by Mrs. Jenny Hill.

Mrs. Jenny Hill: Yes

Mrs. Karitsa Jones: Yes

Mr. Tucker McClendon: Yes

Mr. Marco Perez: Yes

Mrs. Tiffanie Robinson: Yes

Mr. Joe Smith: Yes

Mrs. Rhonda Thurman: Yes

Mr. James Walker: Yes

Mr. Joe Wingate: Yes

Yes: 9, No: 0

B. Chief of Staff - Jennifer Bronson

1. ****Franklin Middle School Property - Deed Restrictions**

Chattanooga Charter School of Excellence, Request for Modifications

passed: Approval of the request by the Chattanooga Charter School of Excellence for modification of the deed restrictions on Franklin Middle School property (see electronic agenda attachment for detailed documentation) passed with a motion by Mr. Joe Smith and a second by Mrs. Tiffanie Robinson.

Mr. Tucker McClendon: No

Mrs. Jenny Hill: Yes

Mrs. Karitsa Jones: Yes

Mr. Marco Perez: Yes

Mrs. Tiffanie Robinson: Yes

Mr. Joe Smith: Yes

Mrs. Rhonda Thurman: Yes

Mr. James Walker: Yes

Mr. Joe Wingate: Yes

Yes: 8, No: 1

Mr. Tucker McClendon: No

C. ****Masks Optional for Staff - Chairman McClendon and Mrs. Thurman**

Failed: Approval of making masks optional for staff Failed with a motion by Mr. Joe Smith and a second by Mr. James Walker.

Mrs. Jenny Hill: No

Mrs. Karitsa Jones: No

Mr. Marco Perez: No

Mrs. Tiffanie Robinson: No

Mr. Joe Wingate: No

Mr. Tucker McClendon: Yes

Mr. Joe Smith: Yes

Mrs. Rhonda Thurman: Yes

Mr. James Walker: Yes

Yes: 4, No: 5

Mr. Tucker McClendon: Yes, Mr. Joe Smith: Yes, Mrs. Rhonda Thurman: Yes, Mr. James Walker: Yes

XIII. Information Only

A. Legal Services Report

XIV. Events/Announcements

A. Friday, October 22, 2021
Report Cards

B. October 25-November 19, 2021
Parent Teacher Conferences/Administrative
In-Service #6

C. Monday, November 8, 2021
Board Agenda Session 5:30 p.m.

D. Wednesday, November 10, 2021
Remote and Asynchronous Learning Day

E. Thursday, November 11, 2021
Board Meeting-Regular Session 5:30 p.m.

XV. Adjourn – The meeting was adjourned at 8:57 p.m.

Chairperson

Date

Interim Superintendent

Date

Hamilton County Board of Education – Draft Minutes – Not Yet Approved by the Board
Board Meeting - Special Called Session
October 28, 2021 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

II. **Narrow Field of Applicants for Superintendent

III. Adjourn

Hamilton County Board of Education
Board Meeting - Special Called Session
October 28, 2021 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

Attendance Taken at 5:30 PM.

Mrs. Jenny Hill:	Present
Mrs. Karitsa Jones:	Present
Mr. Tucker McClendon:	Present
Mr. Marco Perez:	Present
Mrs. Tiffanie Robinson:	Absent
Mr. Joe Smith:	Present
Mrs. Rhonda Thurman:	Absent
Mr. James Walker:	Absent
Mr. Joe Wingate:	Present

II. **Narrow Field of Applicants for Superintendent

passed: Approval of the list of candidates narrowed from nine to five passed with a motion by Mr. Marco Perez and a second by Mr. Joe Wingate.

Mrs. Tiffanie Robinson:	Absent
Mrs. Rhonda Thurman:	Absent
Mr. James Walker:	Absent
Mrs. Jenny Hill:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Tucker McClendon:	Yes
Mr. Marco Perez:	Yes
Mr. Joe Smith:	Yes
Mr. Joe Wingate:	Yes

Yes: 6, No: 0, Absent: 3

The five candidates selected were as follows:

Dr. Christopher Bernier
Dr. Natalie McClarty
Dr. Jim McIntyre
Dr. Justin Robertson
Dr. John Tucker

III. Adjourn – The meeting was adjourned at 5:39 p.m.

Chairperson

Date

**Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, Tennessee 37421**

MEMORANDUM

TO: Hamilton County Board of Education

FROM: Sherrie Ford

DATE: November 11, 2021

RE: Executive Committee Report

The Executive Committee of the Board may act on behalf of the full Board during the time between Board meetings. The Executive Committee items submitted to me for the agenda packet for the period of October 21, 2021 through November 11, 2021 are included. These items include previously approved field trips indicated by an asterisk and various early/emergency approvals presented for ratification.

HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 Hickory Valley Road
Chattanooga, TN 37421

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Nakia Towns, Interim Superintendent

FROM: Dr. Larrie Reynolds, Community Superintendent
Dr. Robert Sharpe, Community Superintendent

DATE: November 11, 2021

RE: Overnight Field Trips

This is to request Board approval of the following overnight field trips:

- # 1. **Alpine Crest Elementary School** – Eight members of the Jr. Beta Club will travel to Nashville, Tennessee November 20-21, 2021 to compete in the Tennessee Beta Convention.
- # 2. **Chattanooga High, Center for Creative Arts** – Twenty students enrolled in vocal music will travel to Maryville, Tennessee November 18-20, 2021 to perform with the East Tennessee Honor Choir.
- # 3. **Chattanooga School for the Arts and Sciences Upper School** – Twelve select orchestra students will travel to Gatlinburg, Tennessee February 3-5, 2022 to attend the ETSBOA All State East Senior Orchestra Clinic.
- # 4. **Chattanooga School for the Arts and Sciences Upper School** – Twelve select band students will travel to Gatlinburg, Tennessee February 3-5, 2022 to attend the ETSBOA All State East Senior Band Clinic.
- # 5. **Chattanooga School for the Arts and Sciences Upper School** – Four select symphonic band students will travel to Nashville, Tennessee April 27-30, 2022 to attend the Tennessee Music Education Conference.
- # 6. **Red Bank High School** – Twelve members of the boys' basketball team will travel to Maryville, Tennessee December 20-22, 2021 to compete in the Heritage Christmas Tournament.
- # 7. **Red Bank High School** – Seven select band students will travel to Gatlinburg, Tennessee February 3-5, 2022 to attend the ETSBOA All State East Clinic.
- # 8. **Signal Mountain Middle High School** – Four select choir students will travel to Maryville, Tennessee November 18-20, 2021 to perform with the All East Honor Choir.

- # 9. **Signal Mountain Middle High School** – Fifteen members of the high school girls' basketball team will travel to Gatlinburg, Tennessee December 19-22, 2021 to compete in the Smokey Mountain Christmas Classic.
- #10. * **East Hamilton High School** – Fifteen members of the volleyball team traveled to Murfreesboro, Tennessee October 18-22, 2021 to compete in the state volleyball tournament.
- \$11. * **Signal Mountain Middle High School** – Fifteen members of the high school volleyball team traveled to Rockvale, Tennessee October 19-22, 2021 to compete in the state volleyball tournament.

*This item was previously approved by Dr. Nakia Towns, Interim Superintendent and Mr. Tucker McClendon, Board Chairman.

**HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval**

Day **Overnight** (Must go to Board for Approval) Today's Date: 10/12/2021

Exceptional Ed Learning Community PreK
School Alpine Crest Elementary Grade/Group/Team Jr. Beta Club- 5th grade

Departure Date/Time Nov. 20th at 8:00 a.m. Return Date/Time Nov. 21st at 4:00 p.m.

Event/Venue Gaylord Opryland Hotel Address 2800 Opryland Dr. Nashville, TN 37214

Instructional value Beta students will be competing with other students across TN in the areas of group competitions, crafts, and academics.

Evaluation Students will be given feedback and awarded prizes on Saturday afternoon.

Fee Requested \$ 250.00 How Acquired? parents

Total # of Students 8 Total # of Staff 2 Total # of Chaperones 8 Nurse Required: Yes No

Number of subs needed 0 Funding source for subs n/a

- Total # of Students with 504 Plan 0 Modifications Needed n/a
- Total # of Students with Disabilities 0 Modifications Needed n/a

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) Lisa Millard, Leora Coleman, Kayleigh Boydston, Jennifer Ellison, Crystal Marchand Cost \$ 0.00

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:

Staff: Lisa Millard and Leora Coleman


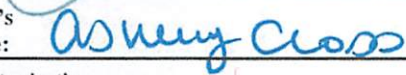
Chaperones: Kayleigh Boydson, Crystal Marchand, Jennifer Ellison, Regina Copeland, Heather Johnson

Janice Daniel, Emma Whitland, Crvstal Emerv

Background checks on non H.C.S.D.E employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds 2
- *Estimated cost to parent support groups for this trip \$ 250.00
- *Projects students have undertaken to secure funds 1
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>10/12/21</u>
Principal's Signature: 	Date: <u>10/18/21</u>
I.C Superintendent's Signature: <u>Robert Sharpe</u> <small>Digitally signed by Robert Sharpe Date: 2021.10.26 09:40:08 -0400</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

**HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval**

Day **Overnight** (Must go to Board for Approval) Today's Date: October 21, 2021

Exceptional Ed **Learning Community** PreK
School Center for Creative Arts Grade/Group/Team 7-12/Vocal Music

Departure Date/Time November 18 noon Return Date/Time November 20 5:00 PM

Event/Venue All East/Maryville College Address Maryville, TN

Instructional value East Tennessee Honor Choir

Evaluation Students will work with conductors in the context of large groups to learn rep and perform on Saturday

Fee Requested \$ \$100 How Acquired? per student

Total # of Students 20 Total # of Staff 1 Total # of Chaperones 2 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs Vocal Department

- Total # of Students with 504 Plan 0 Modifications Needed 0
- Total # of Students with Disabilities 0 Modifications Needed 0

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) Neshawn Calloway, Ryan Kramer, Stephannie Hardin Cost \$ 0

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:

Staff: Neshawn Calloway

Chaperones: Ryan Kramer, Stephanie Hardin HCS employees

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

*Number of trips this group expects to take which will require funds 1

*Estimated cost to parent support groups for this trip \$ 0

*Projects students have undertaken to secure funds 0

*Co-ed trips require co-ed chaperones. Have you complied? Yes

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Neshawn Calloway</u>	Date: <u>10-21-21</u>
Principal's Signature: <u>Jill Kern</u>	Date: <u>10-21-21</u>
LC Superintendent's Signature: <u>Robert Sharpe</u> <small>Digitally signed by Robert Sharpe Date: 2021.10.26 11:13:53 042021</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval) Today's Date: 9/30/21

Exceptional Ed **Learning Community** PreK
 School Chattanooga School for the Arts & Sciences-Upper Grade/Group/Team Select Orchestra students - grades 9-12

Departure Date/Time 9:30 am Feb. 3, 2022 Return Date/Time 9:00 pm Feb. 5, 2022

Event/Venue ETSBOA All State-East Senior Orchestra Clinic Address Courtyard by Marriott, Gatlinburg, TN

Instructional value Students are selected by audition to participate in the regional honors orchestra clinic with guest conductors and performances.

Evaluation Student performance and reflection

Fee Requested \$ 150.00 How Acquired? student

Total # of Students approx. 6-12 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs Orchestra

- Total # of Students with 504 Plan 0 Modifications Needed _____
- Total # of Students with Disabilities 0 Modifications Needed _____

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

County School Bus Cost \$ _____ Bus # _____ Driver's Name _____

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Premier Transportation - one way on 2/3/22 Cost \$ 1,350.00

Cars List Driver(s) Each parent is responsible to take their own student home after concert Sat. 2/5 Cost \$ 0

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:


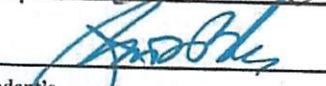
Staff: Kenzie Hammond Aaron Moore (CCA)

Chaperones: _____

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds 2-4
- *Estimated cost to parent support groups for this trip \$ 0
- *Projects students have undertaken to secure funds 0
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>9/30/21</u>
Principal's Signature: 	Date: <u>10/1/21</u>
LC Superintendent's Signature: <u>Robert Sharpe</u> <small>Digitally signed by Robert Sharpe Date: 2021.10.26 09:11:59 -04'00'</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval) Today's Date: 9/27/21

Exceptional Ed **Learning Community** PreK

School Chattanooga School for the Arts & Sciences-Upper Grade/Group/Team Select Band students - grades 9-12

Departure Date/Time 9:30 am Feb. 3, 2022 Return Date/Time 9:00 pm Feb. 5, 2022

Event/Venue ETSBOA All State-East Senior Band Clinic Address Park Vista Hotel, Gatlinburg, TN

Instructional value Students are selected by audition to participate in the regional honor band clinic with guest conductors and performances.

Evaluation Student performance and reflection

Fee Requested \$ 150.00 How Acquired? student

Total # of Students approx. 6-12 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs band

- Total # of Students with 504 Plan 0 Modifications Needed _____
- Total # of Students with Disabilities 0 Modifications Needed _____

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) Premier Transportation - one way on 2/3/22 Cost \$ 1350.00
- Cars List Driver(s) Each parent is responsible to take their own student home after concert Sat. 2/5 Cost \$ 0

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:



Staff: David Butler Molly Epperson (EHHS)

Chaperones: _____

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds 2-4
- *Estimated cost to parent support groups for this trip \$ 0
- *Projects students have undertaken to secure funds 0
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>9/29/21</u>
Principal's Signature: 	Date: <u>10/1/21</u>
LC Superintendent's Signature: <u>Robert Sharpe</u> <small>Digitally signed by Robert Sharpe Date: 2021.10.26 09:28:47 -04'00'</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval) Today's Date: 9/7/21

Exceptional Ed **Learning Community** PreK

School Chattanooga School for the Arts & Sciences-Upper Grade/Group/Team Select Symphonic Band students - grades 9-12

Departure Date/Time 12:00 pm April 27, 2022 Return Date/Time 6:00 pm April 30, 2022

Event/Venue TN Music Education Conference / TN All State Address Opryland Hotel, Nashville, TN

Instructional value Students have been selected by audition for the highest instrumental honor in the state - the Tennessee All State Band.

Evaluation Student performance and reflection

Fee Requested \$ hotel cost How Acquired? student

Total # of Students approx. 2-4 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs band

- Total # of Students with 504 Plan 0 Modifications Needed _____
- Total # of Students with Disabilities 0 Modifications Needed _____

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

County School Bus Cost \$ _____ Bus # _____ Driver's Name _____

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) David Butler; Parents will take their own student home after concert Sat. 4/30 Cost \$ _____

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:

Staff: David Butler; Kenzie Hammond

Chaperones: _____

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

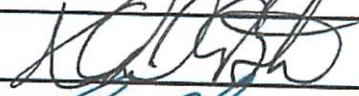
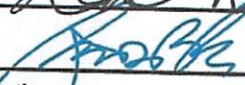
*Number of trips this group expects to take which will require funds 2-4

*Estimated cost to parent support groups for this trip \$ 0

*Projects students have undertaken to secure funds 0

*Co-ed trips require co-ed chaperones. Have you complied? Yes

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature:		Date: <u>9/7/21</u>
Principal's Signature:		Date: <u>9/9/21</u>
LC Superintendent's Signature:	Robert Sharpe <small>Digitally signed by Robert Sharpe Date: 2021.10.26 09:14:57 -04'00'</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

**HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval**

Day **Overnight** (Must go to Board for Approval) Today's Date: 8/26/2021

Exceptional Ed Learning Community PreK

School Red Bank High School Grade/Group/Team Boys Basketball Team

Departure Date/Time December 20th 10:30 Return Date/Time December 22nd 6:30

Event/Venue Heritage Christmas Tournament Address 3741 E Lamar Alexander Pkwy, Maryville, TN. 37804

Instructional value This is a trip that will encourage team bonding and create a 'brotherhood' mentality.

Evaluation Evaluation will be determined by observation of the players.

Fee Requested \$ 0 How Acquired? N/A

Total # of Students 12 Total # of Staff 2 Total # of Chaperones 1 Nurse Required: Yes No

Number of subs needed No Funding source for subs _____

- Total # of Students with 504 Plan 0 Modifications Needed _____
- Total # of Students with Disabilities 0 Modifications Needed _____

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

County School Bus Cost \$ _____ Bus # _____ Driver's Name _____

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Nick Fike, Karl Williams, Gary Long Cost \$ 0

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:



Staff: Nick Fike, Gary Long

Chaperones: Karl Williams (All three coaches listed will be responsible for players. NO parents will have ANY responsibility if they attend.)

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds None
- *Estimated cost to parent support groups for this trip \$ 0
- *Projects students have undertaken to secure funds None
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>8/26/21</u>
Principal's Signature: 	Date: <u>9/7/21</u>
LC Superintendent's Signature: <u>Robert Sharpe</u> <small>Digitally signed by Robert Sharpe Date: 2021.10.26 08:39:28 -0400</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

**HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval**

Day **Overnight** (Must go to Board for Approval) Today's Date: 8/10/2021

Exceptional Ed **Learning Community** PreK

School Red Bank High Grade/Group/Team 9-12 Band

Departure Date/Time 2/3/22 8am Return Date/Time 2/5/22 7pm

Event/Venue ETSBOA All-State East, Park Vista Address 705 Cherokee Orchard Rd, Gatlinburg

Instructional value rigorous peer collaboration with the best musicians in TN under world-renowned composers

Evaluation concert 2/5/21

Fee Requested \$ 0 How Acquired? n/a

Total # of Students 7 Total # of Staff ^{2 (1 from RBHS)} Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs RBHS

- Total # of Students with 504 Plan 0 Modifications Needed n/a
- Total # of Students with Disabilities 0 Modifications Needed n/a

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) D&J - on the way to Gatlinburg Cost \$ 0
- Cars List Driver(s) Parents of participating students will pick up from Gatlinburg Cost \$ 0

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:

Staff: Marcie Smith (RBHS), Drew Buckner (Signal Mtn. MHS)

Chaperones: _____

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

*Number of trips this group expects to take which will require funds this one only

*Estimated cost to parent support groups for this trip \$ 150/student

*Projects students have undertaken to secure funds snapple, coffee sales, chocolate sales, fruit sales, nut sales

*Co-ed trips require co-ed chaperones. Have you complied? Yes

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u><i>MS Smith</i></u>	Date: <u>8-10-21</u>
Principal's Signature: <u><i>CL [unclear]</i></u>	Date: <u>8-10-21</u>
LC Superintendent's Signature: <u>Robert Sharpe</u>	Date: _____

Digitally signed by Robert Sharpe
Date: 2021.10.26 09:08:09 -04'00'

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval) Today's Date: 10/20/2021

Exceptional Ed Learning Community PreK
 School SMMHS Grade/Group/Team -12 All-East Honor Choir Participants

Departure Date/Time 11/18/2021 3:00pm Return Date/Time 11/20/2021 7:00pm

Event/Venue All-East Honor Choir at Maryville College Address 502 E. Lamar Alexander Pkwy Maryville TN 37408

Instructional value Participants selected via virtual auditions rehearse and perform with renowned guest clinicians

Evaluation Performances Saturday Nov. 20; Listen and discuss performances of other honor choirs

Fee Requested \$ 125.00 How Acquired? Fundraising for cost of music, registration, snacks; collect cost of hotel

Total # of Students 4 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 2 Funding source for subs HCDE

- Total # of Students with 504 Plan 1 Modifications Needed 0
- Total # of Students with Disabilities 0 Modifications Needed 0

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) Parents are responsible for transportation Cost \$ 0

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:

Staff: Kristen Wiram, Brock Ownby

Chaperones: _____

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds 2
- *Estimated cost to parent support groups for this trip \$ 0
- *Projects students have undertaken to secure funds Fundraiser
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Kristen Wiram</u>	Date: <u>10/20/2021</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>10-20-21</u>
LC Superintendent's Signature: <u>Robert Sharpe</u>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval) Today's Date: 10-19-21

Exceptional Ed Learning Community PreK

School Signal Mountain HS Grade/Group/Team 9-12/Girls HS Basketball

Departure Date/Time Dec. 19 10:00am Return Date/Time Dec. 22 10:00 pm

Event/Venue Smokey Mtn Christmas Classic Address 150 Proffitt Rd. Gatlinburg, TN 37738

Instructional value Team Bonding and Individual and Team Improvement

Evaluation Games and Social Activities

Fee Requested \$ 0 How Acquired? N/A

Total # of Students 15 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 0 Funding source for subs N/A

- Total # of Students with 504 Plan 0 Modifications Needed N/A
- Total # of Students with Disabilities 0 Modifications Needed N/A

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

County School Bus Cost \$ _____ Bus # _____ Driver's Name _____

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Parents are responsible for their students transportation Cost \$ 0

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:

Staff: Kendra Bell, Casey Newell, Lauren Wilker

Chaperones: 0

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

*Number of students not attending for economic reasons All are attending

*Number of trips this group expects to take which will require funds 1

*Estimated cost to parent support groups for this trip \$ 0

*Projects students have undertaken to secure funds Peach sale and Gym Sign sale

*Co-ed trips require co-ed chaperones. Have you complied? Yes

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Kendra Bell</u>	Date: <u>10-19-21</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>10-22-21</u>
LC Superintendent's Signature: <u>Robert Sharpe</u> <small>Digitally signed by Robert Sharpe Date: 2021.10.26 08:45:08 -0400</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

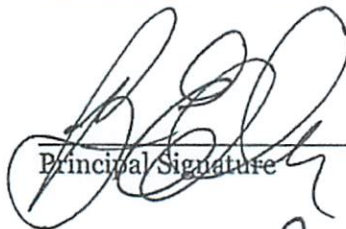
To: Executive Committee of the Board

School: East Hamilton High

Date: 10/08/2021 Trip Dates: 10/18/2021-10/22/2021

The attached request requires approval of the Board of Education. The reason this item was not submitted within the timeframe necessary for it to be placed on the agenda for a scheduled Board session is as follows:

Volleyball team had to qualify for State Tournament.


Principal Signature

10/8/21
Date


Chief Schools Officer

10/18/2021
Date

APPROVED:

Dr. Nakia Digitally signed by
Dr. Nakia Towns
Date: 2021.10.18
08:04:20 -04'00'
Towns

Superintendent Signature

Date


Board Chairman Signature

October 18, 2021
Date

**HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval**

Day **Overnight** (Must go to Board for Approval) Today's Date: 10/5/2021

Exceptional Ed Learning Community PreK
School East Hamilton School Grade/Group/Team East Hamilton High school Volleyball

Departure Date/Time 10/18/2021 4:00 pm Return Date/Time 10/22/2021 8:00 pm

Event/Venue HS State Volleyball Tournament, Local High Schools, Murfreesboro Address :pca; High Schools, Murfreesboro, TN 37132

Instructional value Team Building, Leadership-HS Volleyball team will compete for state title

Evaluation Team Competition

Fee Requested \$ 0 How Acquired? n/a

Total # of Students 15 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 2 Funding source for subs school

- Total # of Students with 504 Plan n/a Modifications Needed n/a
- Total # of Students with Disabilities n/a Modifications Needed n/a

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) Parents will provide transportation for their child Cost \$ n/a

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:

Staff: Antonela Tomic, Kayla Burse, Laura Scott Madden

Chaperones: _____

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds 0
- *Estimated cost to parent support groups for this trip \$ 80 (Meals)
- *Projects students have undertaken to secure funds 0
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Antonela Tomic</u>	Date: <u>10/5/2021</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>10/5/21</u>
LC Superintendent's Signature: <u>Larrie Reynolds</u> <small>Digitally signed by Larrie Reynolds Date: 2021.10.08 14:21:51 -0400</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Signal Mountain Middle High School

Date: 10/18/2021 Trip Dates: 10/19/21-10/22/21

The attached request requires approval of the Board of Education. The reason this item was not submitted within the timeframe necessary for it to be placed on the agenda for a scheduled Board session is as follows:

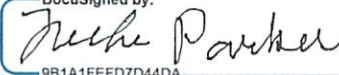
Qualified for state tournament.



Principal Signature

10-18-21

Date

DocuSigned by:

9B1A1FEED7D44DA

Chief Schools Officer

10/18/2021

Date

APPROVED:

DocuSigned by:

92E5E383EEEC401

Superintendent Signature

10/18/2021

Date

DocuSigned by:

3DB1B63819A747A

Board Chairman Signature

10/18/2021

Date

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval) Today's Date: 10/18/2021

Exceptional Ed Learning Community PreK

School SMMHS Grade/Group/Team HS Volleyball Team

Departure Date/Time 10/19/2021 @ 11 am Return Date/Time Upon Elimination 10/20,10/21,10/22

Event/Venue Rockvale HS Address 6545 Hwy 99, Rockvale, TN 37153

Instructional value Interscholastic Athletic Competition

Evaluation Wins/Losses

Fee Requested \$ 0 How Acquired? _____

Total # of Students 15 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 0 Funding source for subs _____

- Total # of Students with 504 Plan 0 Modifications Needed _____
- Total # of Students with Disabilities 0 Modifications Needed _____

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

County School Bus Cost \$ _____ Bus # _____ Driver's Name _____

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Parents are responsible for Student Transportation Cost \$ _____

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:

Staff: Kim Rackel (SMMHS), Jennifer Cisto (Nolan Elementary), Steve Redman (SMMHS)

Chaperones: _____

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

*Number of trips this group expects to take which will require funds 2

*Estimated cost to parent support groups for this trip \$ 2100

*Projects students have undertaken to secure funds Summer Youth Camp

*Co-ed trips require co-ed chaperones. Have you complied? Yes

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Kim Rackel</u>	Date: <u>10/18/21</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>10-18-21</u>
LC Superintendent's Signature: <u>Robert Sharpe</u> <small>Digitally signed by Robert Sharpe Date: 2021.10.18 13:24:01 -0400'</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 Hickory Valley Road
Chattanooga, TN 37421

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Nakia Towns, Interim Superintendent

FROM: Elaine Harper, Community Superintendent, North River Learning Community
Dr. Jason Vance, Community Superintendent, Missionary Ridge Learning
Community

DATE: November 11, 2021

RE: Overnight Field Trips

This is to request Board approval of the following overnight field trips:

- # 1. **Soddy Daisy High School** – Eighteen members of the Competition Cheerleading team will travel to Dallas, TX January 20-24, 2022 to participate in the NCA High School Cheer Nationals.
- #2.* **Sale Creek High School** – Twenty-two members of the Sale Creek High School Volleyball Team traveled to Murfreesboro, TN October 18-22, 2021 and competed in the TSSAA State Volleyball Tournament.

*These items were previously approved by Dr. Nakia Towns, Interim Superintendent and Tucker McClendon, Board Chairman.

**HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval**

Day **Overnight** (Must go to Board for Approval) Today's Date: 9/21/21 SEP 22 2021

Exceptional Ed **Learning Community** PreK
School Soddy Daisy High School Grade/Group/Team Competition Cheerleading

Departure Date/Time 1/20/22; 7:00am Return Date/Time 1/24/21; 8:00pm

Event/Venue NCA High School Cheer Nationals; Dallas, TX Address 650 S Griffin St Dallas, TX 75202

Instructional value Evaluation of the competition season. This is our goal all season.

Evaluation Judging/Scoring by some of the best in the cheer industry from the National Cheer Association

Fee Requested \$ est. \$875/ea How Acquired? Fundraising throughout season

Total # of Students 18 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs Professional Leave

- Total # of Students with 504 Plan n/a Modifications Needed _____
- Total # of Students with Disabilities n/a Modifications Needed _____

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) Flying - check itinerary Cost \$ est. \$350

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.




List Chaperones:
Staff: Breanne Dalton Cristina Burdine

Chaperones: _____

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds 3
- *Estimated cost to parent support groups for this trip \$ 0
- *Projects students have undertaken to secure funds Kids camp, spirit night @ restaurant, calendar sales, donations
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>9/21/21</u>
Principal's Signature: 	Date: <u>9/21/21</u>
LC Superintendent's Signature: 	Date: <u>10/8/21</u>

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Sale Creek High School

Date: 10/15/21 Trip Dates: 10/18-10/22, 2021

The attached request requires approval of the Board of Education. The reason this item was not submitted within the timeframe necessary for it to be placed on the agenda for a scheduled Board session is as follows:

The team qualified for the State Tournament on Thursday, October 14, 2021.

Principal Signature

10/15/2021
Date

Chief Schools Officer

10/16/2021
Date

APPROVED:

Dr. Nakia Towns
Digitally signed by
Dr. Nakia Towns
Date: 2021.10.18
10:53:16 -04'00'

Superintendent Signature

Date

Board Chairman Signature

October 18, 2021
Date

**HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval**

Day Overnight (Must go to Board for Approval) Today's Date: 10/15/21

Exceptional Ed Learning Community PreK
School Sale Creek High School Grade/Group/Team Volleyball Team

Departure Date/Time 10/18/21 12:00 PM Return Date/Time 10/22/21 6:00 PM

Event/Venue TSSAA State Tour. Siegel HS Address 3300 Siegel Road, Murfreesboro, TN 37129

Instructional value state level competition

Evaluation tournament completion

Fee Requested \$ 0 How Acquired? NA

Total # of Students 22 Total # of Staff 2 Total # of Chaperones 1 Nurse Required: Yes No

Number of subs needed NA Funding source for subs NA

- Total # of Students with 504 Plan 0 Modifications Needed NA
- Total # of Students with Disabilities 0 Modifications Needed NA

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

- County School Bus Cost \$ 1,000 Bus # 3 Driver's Name Abbie Raines
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) _____ Cost \$ _____

WRITTEN parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

List Chaperones:

Staff: Erin Briner, Debbie Hill
Chaperones: Warren Hill

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? Yes

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds 1
- *Estimated cost to parent support groups for this trip \$ 0
- *Projects students have undertaken to secure funds NA
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Rachel Blair</u>	Date: <u>10/14/21</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>10/15/2021</u>
LC Superintendent's Signature: <u>[Signature]</u>	Date: <u>10/13/21</u>

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

**Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, Tennessee 37421**

MEMORANDUM

To: Hamilton County Board of Education
Dr. Nakia Towns, Interim Superintendent

From: Mary Ellen Heuton, CPA
Chief Financial Officer

Date: November 11, 2021

RE: **Monthly Financial Report**

Attached is the monthly financial report comparing budget to actual through September, 2021. The presentation of the monthly financial statement compares actual year-to-date expenditures to the original adopted budget and the year-to-date amended budget.

**HAMILTON COUNTY SCHOOLS
REVENUE/EXPENSES VS BUDGET
PERIOD ENDED
September, 2021**

REVENUES		General Purpose			Federal Programs			Self-Funded Programs			School Nutrition			Grand Totals		
		Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual
LOCAL TAXES		245,400,000	245,400,000	17,149,792										245,400,000	245,400,000	17,149,792
LICENSES AND PERMITS		12,000	12,000	2,128										12,000	12,000	2,128
CHARGES FOR CURRENT SERVICES		522,500	522,500	92,848				4,010,123	4,010,123	1,444,893	3,618,425	3,618,425	116,654	8,151,048	8,151,048	1,654,395
OTHER LOCAL REVENUES		300,000	300,000	28,340				3,357,591	3,516,790	178,523	21,426	21,426	20,203	3,679,017	3,838,216	227,066
STATE OF TENNESSEE		182,717,655	182,859,577	35,628,600										182,717,655	182,859,577	35,628,600
OTHER STATE REVENUES		719,223	830,758	1,509,404										917,781	1,029,316	1,509,404
FEDERAL GOVERNMENT		980,000	980,000	647,900	28,496,349	139,704,166	6,985,205				17,919,913	17,919,913	5,663,863	47,396,262	158,604,079	13,296,968
OTHER SOURCES		3,685,000	3,685,000	215,000										3,685,000	3,685,000	215,000
RESERVES/FUND BALANCE *		-	1,300,000						1,450,868					-	2,750,868	-
TOTAL REVENUES		434,336,378	435,889,835	55,274,012	28,496,349	139,704,166	6,985,205	7,367,714	8,977,781	1,623,416	21,758,322	21,758,322	5,800,720	491,958,763	606,330,104	69,683,353
EXPENDITURES																
REGULAR INSTRUCTION PROGRAM	71100	216,688,988	216,724,680	36,962,203	6,328,367	30,874,567.00	5,622,672.00	2,646,541	3,726,408	375,621				225,663,896	251,325,655	42,960,496
SPECIAL EDUCATION INSTR PROG	71200	40,504,155	40,504,155	6,058,375	3,711,455	9,941,670	618,836	336,163	338,283	15,993				44,551,773	50,784,108	6,693,204
VOCATIONAL ED INSTR PROG	71300	9,241,261	9,241,261	1,471,051	539,396	1,982,884	119,872		112,367	-				9,780,657	11,336,512	1,590,923
ATTENDANCE	72110	2,798,557	2,798,557	429,256		424,083	-							2,798,557	3,222,640	429,256
HEALTH SERVICES	72120	5,091,939	5,091,939	323,110		7,053,284	660,733	42,500	42,500	5,010				5,134,439	12,187,723	988,853
OTHER STUDENT SUPPORT	72130	12,856,141	12,875,964	2,984,227	3,468,105	11,585,299	1,624,211	219,215	271,361	13,798				16,543,461	24,732,624	4,622,236
REG INST SUPPORT	72210	12,639,292	12,685,513	2,562,076	7,829,085	19,985,642	2,958,281	453,748	755,120	163,956				20,922,125	33,426,275	5,684,313
SPECIAL ED INST SUPPORT	72220	3,565,344	3,565,344	582,304	4,577,867	5,146,014	457,159							8,143,211	8,711,358	1,039,463
VOCATIONAL ED INST SUPPORT	72230	254,677	254,677	49,131	64,820	675,084	4,354							319,497	929,761	53,485
EDUCATION TECHNOLOGY	72250	5,749,457	5,749,457	1,052,018	-	1,323,090	2,926							5,749,457	7,072,547	1,054,944
BOARD OF EDUCATION	72310	6,621,035	6,621,035	1,062,517		-	-	100,000	100,000					6,721,035	6,721,035	1,062,517
OFFICE OF SUPERINTENDENT	72320	2,645,989	2,945,989	531,253				85,810	85,810	14,115				2,731,799	3,031,799	562,880
OFFICE OF PRINCIPAL	72410	29,105,910	29,105,910	5,553,018	66,991	337,050	17,512							29,172,901	29,442,960	5,553,018
FISCAL SERVICES	72510	3,412,069	3,412,069	624,865		675,000	-							3,412,069	4,087,069	624,865
HUMAN RESOURCES	72520	2,150,319	2,150,319	396,940		2,700,000	-		7,648	1,278				2,150,319	4,857,967	493,060
OPERATION OF PLANT	72610	25,882,636	25,882,636	5,674,138	-	505,559	94,842		7,526	-				25,882,636	26,395,721	5,674,138
MAINTENANCE OF PLANT	72620	9,768,168	9,768,168	2,169,345		-	-		-	-				9,768,168	9,768,168	2,223,744
TRANSPORTATION	72710	20,333,227	20,333,227	3,063,204	229,681	3,254,044	54,399		21,250	-				20,562,908	23,608,521	3,063,204
CENTRAL AND OTHER	72810	422,596	422,596	112,621		-	-		4,278	613				422,596	426,874	128,209
FOOD SERVICE	73100	-	-	-		97,759	14,975				21,758,322	21,758,322	3,701,249	21,758,322	21,856,081	3,709,294
COMMUNITY SERVICES	73300	559,982	559,982	77,986	1,124,084	1,984,367	8,045	3,276,207	3,297,700	378,268				4,960,273	5,842,049	456,254
EARLY CHILDHOOD EDUCATION	73400	2,933,149	3,075,071	354,282		64,344	-	207,530	207,530	12,364				3,140,679	3,346,945	1,405,098
REGULAR CAPITAL OUTLAY	76100	200,000	200,000	-		31,495,054	1,038,452							200,000	31,695,054	-
EDUCATION DEBT SERVICE		975,000	975,000	-		-	-							975,000	975,000	-
EDUCATION CAPITAL PROJECTS		3,000,000	4,000,000	4,000,000										3,000,000	4,000,000	4,000,000
CHARTER SCHOOLS (TRANSFERS)		16,936,487	16,936,487	3,605,747	-									16,936,487	16,936,487	3,605,747
TRANSFERS-STATE GRANTS			9,799		556,498	9,599,372	-							556,498	9,609,171	-
TOTAL EXPENDITURES		434,336,378	435,889,835	79,699,667	28,496,349	139,704,166	13,297,269	7,367,714	8,977,781	981,016	21,758,322	21,758,322	3,701,249	491,958,763	606,330,104	97,679,201

**Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, Tennessee 37421**

MEMORANDUM

To: Hamilton County Board of Education
Dr. Nakia Towns, Interim Superintendent

From: Mary Ellen Heuton, CPA
Chief Financial Officer

Date: November 11, 2021

RE: **FY22 Budget Amendment – General Purpose**

Board approval is requested to amend the FY22 General Purpose Operating Budget as follows:

- Transfers between accounts to reclassify existing budget appropriations between various accounts as indicated in the attachment. These transfers will not increase the total FY22 budget.

Recommendation: It is recommended that the Board approve the amendment to the FY22 General Purpose Operating Budget to reallocate appropriations between various expense line items.

Munis Account Number	Type	Department	Object Description	FY22 Revised Budget Increase/(Decrease)
141-1-809-0000-0-72310-532010-0000-0000-	E	Board Of Education	Dues And Memberships	2,300.00
141-1-809-0000-0-72310-535510-0000-0000-	E	Board Of Education	Travel	(22,300.00)
141-1-809-0000-0-72310-559990-0000-0000-	E	Board Of Education	Other Charges	20,000.00
141-1-839-0000-0-72610-532810-0000-0000-	E	Custodial Operations	Janitorial Services	(30,000.00)
141-1-916-0000-0-71100-572210-0000-0000-	E	Capital Technology	Equipment Reg Instr	90,000.00
141-1-916-0000-0-72250-539950-0000-0000-	E	Capital Technology	Hardware/Software Licenses	(90,000.00)
141-1-921-0000-0-72310-535510-0000-0000-	E	Superintendent Search	Travel	7,000.00
141-1-921-0000-0-72310-539990-0000-0000-	E	Superintendent Search	Other Contracted Services	18,000.00
141-1-921-0000-0-72310-559990-0000-0000-	E	Superintendent Search	Other Charges	5,000.00

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**HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 HICKORY VALLEY ROAD
CHATTANOOGA, TENNESSEE 37421**

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Nakia Towns
Interim Superintendent

FROM: Penny Murray
Chief Talent Officer

DATE: November 11, 2021

RE: Second and Final Reading
Proposed Policy for Service Animals in District Facilities

This new proposed policy was developed to provide guidance for individuals who need to use their service animals in district facilities. The policy was written in compliance with the provisions of the Americans with Disabilities Act and outlines the requirements and responsibilities of the individuals and their service animals.

Policy #	Policy Title	Proposed Revisions/Additions
3.302	Service Animals in District Facilities	New policy to provide guidance for individuals who need to use their service animals in district facilities.

The changes are presented for second read and final reading, upon approval will become effective immediately.

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Service Animals in District Facilities	Descriptor Code: 3.302	Issued Date: 11/11/21
		Rescinded:	Revised:

1
2 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained
3 miniature horses¹ (hereinafter referred to as service animals) are permitted for use by individuals with
4 disabilities on district property and in district facilities provided the individuals and their animals meet
5 the requirements and responsibilities covered in this policy.

6
7 When an individual with a disability seeks to bring a service animal into a district facility, the district
8 is entitled to ask the individual if the animal is required because of a disability and what work or task
9 the animal has been trained to perform.² The district is not entitled to ask for documentation that the
10 animal has been properly trained, but the individual bringing the animal into the district facility will be
11 held accountable for the animal's behavior.

12
13 Any service animal brought into a district facility by an individual with a disability must have been
14 trained to do work or perform tasks for the individual. The work or tasks performed by the service
15 animal must be directly related to the handler's disability. Examples of work or tasks include, but are
16 not limited to, assisting individuals who are blind or have low vision with navigation and other tasks,
17 alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing
18 non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting
19 individuals to the presence of allergens, retrieving items such as medicine, providing physical support
20 and assistance with balance and stability to individuals with mobility disabilities, and helping persons
21 with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive
22 behaviors.

23
24 The crime deterrent effects of an animals' presence and the provision of emotional support, well-being,
25 comfort, or companionship do not constitute work or tasks for the purposes of this policy.

26
27 Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas
28 of a public entity's facilities where members of the public, participants in services, programs or
29 activities, or invitees, as relevant, are allowed to go.

30
31 A service animal shall be under the control of its handler. A service animal shall have a harness, leash,
32 or other tether unless either the handler is unable because of a disability to use a harness, leash, or
33 other tether, or the use of a harness, leash, or other tether would interfere with the service animal's
34 safe, effective performance of work or tasks, in which case the service animal must be otherwise under
35 the handler's control by means of voice control, signals, or other effective means.

36
37 District staff may ask an individual with a disability to remove a service animal from the premises if;

- 38 1. The animal is out of control and the animal's handler does not take effective action to control
39 it;
 - 40 2. The animal is not housebroken; or
 - 41 3. The animal's presence would fundamentally alter the nature of the service, program, or activity.
- 42
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1 If the district excludes a service animal due to the reasons listed above, the district shall give the
2 individual with a disability the opportunity to participate in the service, program, or activity without
3 having the service animal on the premises.

4
5 The district and its staff are not responsible for the care or supervision of a service animal brought onto
6 district property or into district facilities by an individual with a disability.

7
8 The district shall not ask or require an individual with a disability to pay a surcharge, even if people
9 accompanied by pets are required to pay fees, or to comply with other requirements generally not
10 applicable to people without pets.

11
12 Students and employee making use of a service dog must provide annual proof of a negative result
13 from a fecal test of intestinal parasites, and annual proof of the following vaccinations: DHLPPC
14 (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Coronavirus), Bordetella, and Rabies.

15
16 All service animals must be:

- 17 1. Spayed or neutered (dogs only);
- 18 2. Treated for, and kept free of, fleas, ticks, and other parasites; and
- 19 3. Kept clean and groomed to avoid shedding and dander.

20
21 The employee or parent of student making use of a service dog is liable for any damage to district or
22 personal property and any injuries to individuals caused by their service animal. The student's parent
23 or adult student who uses a service animal on district property will hold the district harmless and
24 indemnify the district from any such damages.

43 Legal References:

- 44 1. 28 CFR 35.136
- 45 2. 28 CFR 35.104

Cross References:

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 HICKORY VALLEY ROAD
CHATTANOOGA, TENNESSEE 37421**

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Nakia Towns
Interim Superintendent

FROM: Jennifer Bronson
Chief of Staff

DATE: November 11, 2021

RE: Second and Final Reading
Proposed Policy Additions

Based on administration review of several policies, the following recommendations have been made for first reading. The policies listed below have been reviewed and updated in consultation and under the advisement of the board's attorneys.

Policy #	Policy Title	Proposed Revisions/Additions
1.102	Board Members Legal Status	Corrected a typographical error, Line 31 changed "or" to "on."
1.104	Memberships	Updated language for accuracy, Lines 2-4, to eliminate membership requirements for SRSBA and TSBA.
1.105	School Board Legislative Involvement	Updated language for accuracy, Line 14, to reflect the number of permissible members in the Tennessee Delegate Assembly, updated Lines 17 and 14 to align language regarding "Delegate representatives."
1.108	Nepotism	Corrected typographical errors, Lines 15, 17, 25, 35, 38, 9, to delete extra spacing.
1.200	Method and Election of Officers	Updated language for accuracy, Line 3-4, to reflect the number of permissible members in the Tennessee Delegate Assembly.
1.201	Duties of Officers	Updated language for accuracy, Line 15 changed values from "\$250" to "\$500" per a change in the relevant law, TCA 49-6-2007.
1.205	Board-Director Relations	Corrected typographical errors, Line 26 changed "shools" to "schools."

Policy #	Policy Title	Proposed Revisions/Additions
1.8011	Emergency Closings	Updated language for accuracy and corrected typographical errors, Line 3 eliminated extra spacing, Lines 6-8 changed language from “the director of schools will notify the public media and request that an announcement be made” to “the director of schools will notify the community through social media, school messenger, the media, and other outlets,” Lines 10-13 eliminated extra spacing.
3.201	Safety	Added clarifying language and updated legal reference, Line 31 added “School Safety Officers,” Line 40 updated legal reference “TCA 49-6-1024.”
3.202	Emergency Preparedness Plan	Added specific expectations for safety drills, Line 2 added needed spacing, Line 12 added clarifying language that all schools must conduct a full fire evacuation drill one time per month, Line 14 and 15 clarify that schools within the City limits must conduct two full fire evacuation drills per month. Line 18-19 adds a reporting requirement for every drill conducted. Updated legal reference, to TRR/MS 0520-01-02-.03.
3.203	Crisis Management	Included clarifying language regarding district and school Crisis Teams, Lines 2 and 4 changed “the system” to “each school and the district,” Line 6 changed “the team” to “each school’s team,” Line 15 added language requiring notification of the district crisis team and principal documentation of his or her actions in response to a crisis. Deleted extra spacing, Line 3.
3.205	Security	Added reference to School Safety Officers, Line 15.
3.209	Estimating Facility Cost	Updated language for accuracy, Line 3 added “her” to “his/her,” Line 27 changed “assistant superintendent for auxiliary services” to “Chief Operations Officer or Director of Facilities.”
3.300	Equipment and Supplies Management	Added and updated clarifying language, Line 5 added “Restrictions may apply if the equipment or materials were purchased with federal funds,” Line 17 changed “Assistant Superintendent, Finance” to “Chief Financial Officer.”
3.3001	Use of Cellular Phones	Updated language for accuracy, Line 4 eliminated language regarding the use of pagers, Line 5 changed “assistant superintendent” to “deputy superintendent.”
3.402	Special Use of School Buses	Updated language for accuracy, Line 17 eliminated the word “hourly.”

Policy #	Policy Title	Proposed Revisions/Additions
3.403	Traffic and Parking Controls	Included language regarding on-campus vehicle searches, Line 12 added language “Any vehicle on campus or any school is subject to search to preserve the safety and security of the students of Hamilton County Schools if school administrators determine such a search is necessary based upon reasonable, individualized suspicion.”
3.405	Owner/Operator Bus Service	Updated language for accuracy, Line 13 changed “four weeks” to “30 calendar days.”
3.600	Insurance Management	Updated language for accuracy, Line 28 changed “dental reimbursement plan” by adding “or insurance.”
3.601	Student Insurance Program	Updated contact information, to include on Lines 10 and 11 “Risk Management at riskmanagement@hcde.org.”
4.212	Charter School Application Process	New policy, outlines the application process and deadlines for prospective Charter School applicants in seeking approval of a new charter school, including document and fee requirements, according to TCA 49-13-107 (f).
4.213	Open Enrollment	New policy, sets forth the guidelines for an annual open enrollment process for the district according to TCA § 49-2-128, which requires that each district school with capacity enroll and serve additional students during an open enrollment period of at least 30 days, allowing for parents/guardians to apply for enrollment of their student in a school that the student is not zoned to attend.

The changes are presented for second read and final reading, upon approval will become effective immediately.

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Members Legal Status	Descriptor Code: 1.102	Issued Date: 12/16/04
		Rescinded:	Revised: 11/11/21

The legal status of board members shall be as follows:¹

NUMBER

The Board is composed of nine (9) members.

QUALIFICATIONS

Members of the Board shall be residents of and elected on a non-partisan basis from districts of substantially equal population,¹ and shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.² To qualify as a candidate, an individual must show proof of graduation from high school or receipt of a G.E.D. No member of the local legislative body nor any other local governmental official shall be eligible for election as a member of the Board of Education.³

One NON-VOTING student member may be appointed annually.

TERMS OF OFFICE

Members of the Board shall serve four (4) year terms.¹

VACANCIES

Vacancies shall be declared to exist on account of death, resignation, removal from the district which elected him, removal from the school system,⁵ or through due process proceedings.⁴

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the local legislative body.⁵ Such appointment shall continue until the next regular election.⁶ The individual appointed shall reside in the same district as the individual causing the vacancy.

OATH OF OFFICE

All members of the Board shall take an oath to faithfully discharge the duties of the office.⁷

COMPENSATION

The compensation for board members shall be one-half (1/2) of the amount received by their counterpart on the Hamilton County Commission.

Legal References:

1. TCA 49-2-201
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611
5. TCA 49-2-202(e); TCA 8-48-101(3)
6. Tennessee Constitution, Article VII, Section 2
7. TCA 49-2-202(b)

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Memberships	Descriptor Code: 1.104	Issued Date: 12/16/04
		Rescinded:	Revised: 11/11/21

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The Board shall maintain membership in the Tennessee School Boards Association.¹

Dues for membership in the Tennessee School Boards Association shall be included in each annual budget in accordance with state statute.

The Board may also maintain institutional membership in other educational organizations which the Board finds to be of benefit to members and school system personnel.

Legal References:
1. TCA 49-2-2001

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date: 12/16/04
		Rescinded:	Revised: 11/11/21

1
2 The Board will work for the passage of new laws designed to advance the cause of improving education
3 and for the repeal or modification of existing laws and the defeat of proposed laws that impede this
4 cause. To accomplish this:

- 5
6 1. The Board shall stay informed of pending legislation and actively communicate its
7 concerns and make its position known to the elected representatives at both the state and
8 national level;
9
10 2. The Board shall work with other school boards in the state, local citizen groups, and
11 other local officials in acquainting them with the board's legislative priorities and seek
12 their support;
13
14 3. The Board shall annually select at least one (1) and up to nine (9) of its members to
15 serve as its representative to the Tennessee Delegate Assembly;
16
17 4. The Board shall work with its Delegate representative(s), with TSBA, and other
18 concerned groups in developing an annual legislative program; and
19
20 5. The Board shall include in its budget appropriate resources, including travel expenses,
21 necessary for its Delegate representative(s), and other board members to accomplish its
22 desired legislative goals.
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Legal References:

Cross References:

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Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Nepotism	Descriptor Code: 1.108	Issued Date: 06/16/16
		Rescinded:	Revised: 11/11/21

1 2 **Nepotism Generally**

3
4 For purposes of this policy, the terms “related to” and “relative” include the following relationships:
5 spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother,
6 sister, uncle, aunt, nephew, niece, or any person who resides in the same household.¹

7
8 Whenever a person is considered by the Superintendent of Schools for initial employment in the system
9 and that person is related to a member of the Board, the Superintendent of Schools, an administrator in
10 the system, a county commissioner, or any appointed or elected official, the Superintendent shall inform
11 the Board of the relationship prior to the employment of such person.

12 13 **Nepotism Within the School System**

14
15 The employment of relatives in the same area of an organization may cause serious conflicts and
16 problems with favoritism and employee morale. In addition to claims of partiality in treatment at work,
17 personal conflicts from outside the work environment can be carried over into day-to-day working
18 relationships.

19
20 Relatives of current employees may not occupy a position that will be working directly for or
21 supervising their relative or be assigned to the same work location. Only in extenuating circumstances
22 shall relatives be assigned to the same work location and then only upon approval of the
23 Superintendent or his designee. The director of schools may take prompt action if an actual or
24 potential conflict of interest arises involving relatives or individuals involved in a dating relationship
25 who occupy positions at any level (higher or lower) in the same line of authority that may affect the
26 review of employment decisions.

27
28 If a relative relationship is established after employment between employees who are in a reporting
29 situation described above, it is the responsibility and obligation of the supervisor involved in the
30 relationship to disclose the existence of the relationship to the director of schools or his designee. The
31 individuals concerned will be given the opportunity to decide who is to be transferred to another
32 available position. If that decision is not made within 30 calendar days, the director of schools will
33 decide who is to be transferred or reassigned.

34
35 In other cases where a conflict or the potential for conflict arises because of the relationship between
36 employees, even if there is no line of authority or reporting involved, the employees may be separated
37 by reassignment or terminated from employment. Employees in a close personal relationship should
38 refrain from public workplace displays of affection and/or excessive personal conversation.

1 **Nepotism by Board Members**

2
3 If a member of the Board has a relative who is an employee in the system, then prior to voting on any
4 matter of business that may have an effect upon the employment of the relative, the Member shall
5 declare such relationship. In making such a declaration, the Member shall certify that his or her vote on
6 the pending matter will be in the best interest of the school system.
7

8 This-certification may be by way of a statement that is substantially as follows: I declare that I have a
9 [spouse, parent, grandparent, child, sibling, aunt, uncle, nephew, niece, relation-in-law or member of
10 my household] who works for the school system and that the Board's vote on [budget, policies, etc.]
11 may have an effect on my relative's employment. Even so, I hereby certify that I will cast my vote in
12 the best interest of the school system.
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44 Legal References:
45 1. TCA § 49-2-202(A)(3)

_____ Cross References:
Assignment/Transfer of Personnel 5.115

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date: 12/16/04
		Rescinded:	Revised: 11/11/21

1
2 At the first regular meeting in September each year, the Board shall organize by electing a chairman,¹
3 a vice chairman and at least one and up to nine (9) of its members to serve as its representative to the
4 Tennessee Delegate Assembly. In the event that an officer's seat on the board is vacated, the Board
5 shall elect a successor to serve the remainder of the officer's term. Each board officer shall be eligible
6 for re-election.

7
8 If no officer of the Board is serving at the time of the organizational meeting, the most senior member
9 shall call the meeting to order and preside until a chairman is elected as the first order of business.

10
11 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall
12 assume all responsibilities of the chairman until a new chairman is elected.
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44 Legal References:
45 1. TCA 49-2-202(c)(2)

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44 Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date: 08/16/16
		Rescinded:	Revised: 11/11/21

CHAIRMAN

The chairman of the Board shall have the following duties:

1. To assist the director of schools in preparing meeting agendas;
2. To preside at all meetings of the Board;¹
3. To appoint committees authorized by the Board;¹
4. To function as chairman of the executive committee;¹
5. To countersign all warrants authorized by the Board and issued by the director of schools for all expenditures of the school system;¹
6. To conduct Board hearings;²
7. To prepare the school budget with the director of schools;³
8. To authorize the use of mechanical check writing equipment;⁴
9. To certify the value of surplus property value less than \$500;⁵ and
10. To carry out other such duties as may be assigned by the Board.

VICE CHAIRMAN

The vice chairman shall assume the duties of the chairman in his/her absence or function as the chairman until a new chairman can be elected in the event the chairman is incapacitated or the office becomes vacant.

SECRETARY

The director of schools, as the executive officer of the Board, shall serve as secretary to the Board. He/she shall conduct all correspondence of the Board, keep and preserve all of its records, receive all reports acquired by the Board, and see that such reports are in proper form. He/she has the right to advise on any question under consideration but has no vote.

The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with the director of schools.

CHAIRMAN PRO TEM

In the event that both the Chairman and Vice Chairman are absent or incapacitated, or in the event that both offices become vacant for whatever reason, then the most senior member of the Board shall serve as the Chairman *Pro Tem* until such time as the Board elects new officers. In the event that two or more members of the Board have equal seniority, then the Chairman Pro Tem shall be determined by blind draw.

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Legal References:

1. TCA 49-2-205
2. TCA 49-5-512(5)(6)
3. TCA 49-2-203(10)(A)(i)
4. TCA 49-2-113
5. TCA 49-6-2007

Cross References:

- Role of the Board 1.101
- Duties of Board Members 1.202

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Board-Director Relations	Descriptor Code: 1.205	Issued Date: 02/15/07
		Rescinded:	Revised: 11/11/21

1
2 The Board shall be responsible for specifying its requirements and expectations of the director of
3 schools and then holding the director accountable by evaluating how well those requirements and
4 expectations have been met. In turn, the director shall be responsible for specifying requirements
5 and expectations for all administrators who report to him/her and then holding each accountable by
6 evaluating how well requirements and expectations have been met.

7
8 The Board will authorize all expenditures, employ and dismiss all tenured teachers,¹ approve the annual
9 budget,² and determine policy.³

10
11 The decisions of the Board concerning these matters will guide the actions of the director of schools
12 and his/her staff.

13
14 Board members are entitled to information relevant to the operation of the school system. Members
15 shall request this information through the director of schools. In response to the request of Board
16 members, the director of schools shall gather the information and/or prepare a report and disseminate
17 it to all Board members as soon as practicable. If the director of schools determines in his sole
18 discretion that the information requested is burdensome and/or will take an inordinate amount of
19 staff time to prepare, he shall advise the chairman. The chairman will then place the Board member's
20 request on the agenda of the next Board meeting for consideration by the entire Board.

21
22 If at all possible, Board members should refrain from criticizing or discussing individual employees
23 in an open meeting since such meetings are public record and the affected employees are usually
24 unable to offer an appropriate rebuttal to any criticism. Accordingly, if a Board member has any
25 questions or concerns about any aspect of an employee's performance, the member should, if at all
26 possible, direct these questions or concerns to the attention of the director of schools and permit the
27 director of schools time to investigate the issues and to deal with them as appropriate. If the director
28 of schools deems it necessary, he will communicate any issues about which the Board ought to be
29 aware to the Board in advance of a regular meeting.

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37 Legal References:

- 38 1. TCA 49-2-203(1)(3)(6)
- 39 2. TCA 49-2-203(11)(A)(i)
- 40 3. TCA 49-2-207

Cross References:

- Role of the Board of Education 1.101
- Evaluation of the Director of Schools 5.803

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 12/16/04
		Rescinded:	Revised: 11/11/21

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The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property .¹

As soon as the decision to close schools is made, the director of schools will notify the community through social media, school messenger, the media, and other outlets.

If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled. The director of schools or his designee will review scheduled activities on a case-by-case basis in emergency situations to determine if any activity may be approved as scheduled.

Legal References:
1. TCA 49-6-3004(e)(1); TRR/MS 0520-1-3-.02(1)(b)

Cross References:



Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Safety	Descriptor Code: 3.201	Issued Date: 11/15/18
		Rescinded:	Revised: 11/11/21

1
2 Within board policy, the principal shall develop procedures for keeping school facilities safe and free
3 from hazards.

4
5 All staff members shall report current and potential hazards to their immediate supervisors.

6
7 Each principal is responsible for seeing that the practice of safety is a part of the instructional program
8 of the school and that it is appropriately geared to students at different grade levels. ¹

9
10 The program shall include:

- 11 1. Fire prevention
- 12 2. Accident prevention
- 13 3. Warning systems
- 14 4. Emergency drills (Fire, severe weather, earthquake, bomb threat, and active shooter.)
- 15 5. Emergency closings
- 16 6. Traffic safety
- 17 7. Traffic and parking controls
- 18 8. Safety inspections
- 19 9. First aid
- 20 10. A disaster preparedness plan for a nuclear or other major emergency.

21
22
23 School officials shall work in consultation with local law enforcement and first responders to
24 review safety procedures annually and update as appropriate.

25
26 Only students assigned to the school, the staff of the school, parents of students, and other persons
27 with lawful and valid business on the school premises shall enter onto the grounds or into the
28 buildings of the schools during the hours of student instruction. All staff members shall report all
29 persons appearing to be improperly on school premises to the principal. ²

30
31 The principal shall secure assistance from School Resource Officers/School Safety Officers and/or law
32 enforcement officials when he deems it necessary in order to maintain order or security during the
33 school day or during extracurricular activities at school.

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39 Legal References:

- 40 1. TCA 49-6-1024
- 41 2. TCA 49-6-2008

38 _____
39 Cross References:

40 Visitors to the School 1.501

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 11/15/18
		Rescinded:	Revised: 11/11/21

1
2 The director of schools shall be responsible for developing, maintaining and acquiring
3 Board approval of the district Emergency Preparedness Plan,¹ which shall include procedures for
4 cases of nuclear or bomb threat, civil disturbance, earthquake, fire, tornado, or other severe weather,
5 and medical emergencies, such as pandemic flu outbreak.

6
7 Emergency preparedness drills will be developed and implemented by each principal, with approval
8 of the director of schools, and when appropriate, be held in conjunction with emergency response
9 agencies. These procedures shall be in written form and distributed to all staff, students and parents.

10
11 The principal shall be responsible for ensuring that a sufficient number of drills is conducted in order
12 to give instruction and practice in proper actions by staff and students. For all schools, one fire drill
13 requiring full evacuation shall be given every month during the school year, with an additional fire
14 drill to be conducted within the first thirty (30) days of operation. Schools within the City limits of
15 Chattanooga must conduct two (2) Fire Drills per month. Three (3) additional safety drills shall be
16 given during the school year. These drills may include inclement weather, earthquake, intruder or
17 other emergency drills that do not require full evacuation.² Active shooter drills shall be conducted at
18 least once annually. The dates and times of these drills shall be recorded and sent to the Safety
19 Coordinator.

20 In the event of any threats to safety, students will be retained at school when less than one hour of
21 warning time is given, unless parents or persons authorized by the parents pick up their children.

22
23 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
24 shall give all school personnel instructions in the proper use of them in their building.

25 26 **MEDICAL EMERGENCIES/PANDEMIC FLU**

27
28 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
29 and consult with the local and state health departments and other local emergency or healthcare
30 providers in protecting students and the community from further infection. The director of schools shall
31 develop procedures for health emergencies using as reference the state's 2006 Pandemic Influenza
32 Response Plan.³

33 34 35 Legal References:

- 36 1. TRR/MS 0520-01-02-.03 Emergency Closings 1.8011
- 37 2. TCA 68-102-137 (b) (f)
- 38 3. Tennessee Department of Health Pandemic
39 Influenza Response Plan
40 <http://www.2.state.tn.us/health/CEDS/pandemic.htm>

Cross References:

- Community Use of School Facilities 3.206

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Crisis Management	Descriptor Code: 3.203	Issued Date: 12/16/04
		Rescinded:	Revised: 11/11/21

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Each school and the district shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and death of a student, parent or faculty member. Within the development of such plan, each school and the district shall appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis. Members of each school's team shall consist of the principal, school counselor, and at least two other staff members designated by the principal.

The principal of each building shall be responsible for the development of emergency procedures which shall be distributed to building employees, parents, and members of the Crisis Team. Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning of school.

In the event of a crisis, the principal shall notify the Crisis Team members, and the director of schools and the district Crisis Team; the principal shall also document his/her actions. If he determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

All media attention shall be directed to the director of schools' office.

Legal References:

Cross References:
News Releases, News Conferences and Interviews 1.503

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 11/15/18
		Rescinded:	Revised: 10/21/21

1
2 The director of schools shall establish procedures as required to adequately protect school property
3 which shall include, but not be limited to:

- 4
- 5 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
 - 6
 - 7 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other
8 school facilities or equipment without appropriate faculty supervision;
 - 9
 - 10 3. Controlling the issuance of building keys and master keys; and
 - 11
 - 12 4. Developing programs which contribute to the proper care and use of school facilities and
13 equipment.

14
15 The principal shall call School Resource Officers, School Safety Officers, and/or law enforcement
16 officials in cases involving illegal entry, theft or vandalism.

17
18 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft,
19 building damage and illegal entry.

20
21 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to
22 press charges against perpetrators of vandalism against school property.
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Legal References:

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Cross References:
41 Visitors to the Schools 1.501

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Estimating Facility Costs	Descriptor Code: 3.209	Issued Date: 11/15/18
		Rescinded:	Revised: 11/11/21

1
2 When new construction, renovation and/or a building addition is proposed, the director of schools, or
3 his/her designee, shall secure cost estimates for each project and submit such estimates to the Board for
4 approval.¹

5
6 Estimates are to include the following:

- 7 1. cost of new construction
- 8 2. cost of renovation
- 9 3. cost of addition
- 10 4. cost of site preparation
- 11 5. fees charged by governmental agencies
- 12 6. fees charged by utility companies
- 13 7. cost of landscaping
- 14 8. architect or construction management fees
- 15 9. school transportation costs
- 16 10. other costs and/or fees as required

17
18
19 Qualified consultants and/or consulting firms are to be involved when cost estimates are submitted.
20 Employment of such persons requires Board approval.

21
22 The cost of each project shall be presented to the Board as a part of the project recommendation.
23 In addition, consideration is to be given to costs of future maintenance, to any warranties that might be
24 involved in construction and the determination of easements.

25
26 All change orders shall be approved by the Board prior to commencing the change. In the event of an
27 emergency situation that would cause a serious delay in the project, the Chief Operations Officer or
28 Director of Facilities shall have authority to approve the change up to \$5,000 for each item requiring
29 change. If the cost of the work exceeds \$5,000 the project will be referred to the director of schools
30 and the chairman of the board for their approval prior to commencing work. In either case, the change
31 orders would be presented to the Board for their concurrence at the next meeting.

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Legal References:

40 1. TCA 49-2-203(a)(3)(c)

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 12/16/04
		Rescinded:	Revised: 11/11/21

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All equipment and materials placed in school buildings by any group or organization become the property of the Board. The Board reserves the right to transfer property to other schools if the school in which it was originally placed is discontinued or if there is no longer any need for the equipment or materials where originally placed. Restrictions may apply if the equipment or materials were purchased with federal funds.

The director of maintenance shall develop procedures promoting the useful life of equipment and supplies by establishing a thorough, effective and economical operations and maintenance program and providing adequate insurance coverage.

Each employee of the system shall be responsible for the materials, equipment and supplies assigned to him. In addition, he/she is responsible for the preservation and protection of materials, equipment and supplies not under his/her direct control when such are endangered and when the system employee having direct control is not present or is otherwise unable to act.

The Chief Financial Officer shall be responsible for establishing procedures for fixed asset management, including real property records.

Legal References: _____

Cross References:
Inventories 2.702

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Use of Cellular Phones	Descriptor Code: 3.3001	Issued Date: 12/16/04
		Rescinded:	Revised: 11/11/21

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Cellular phones shall be provided to a limited number of employees when essential to the operation of the school system. Whenever possible, other methods of more economical, immediate communication shall be considered (i.e., two-way radios or other current technology). The assignment of cellular phones shall be approved by the director of schools or designee at the deputy superintendent level.

System-assigned phones are for conducting the business of the school system. Personal calls made with these phones shall be the responsibility of the employee.

The director of schools/designee shall develop procedures for assignment and use of phones, billing disputes and lost or damaged cellular phones. These procedures shall be given to any employee requesting a cellular phone.

Legal References:

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Special Use of School Buses	Descriptor Code: 3.402	Issued Date: 09/20/07
		Rescinded:	Revised: 11/11/21

1
2 For purposes of Hamilton County Board policies, "extracurricular trips" shall mean "any school
3 approved trip other than transportation of students to school in the morning and from school in the
4 afternoon". All standard rules of student and driver conduct shall apply to all extracurricular trips. The
5 principal will make all transportation arrangements for extracurricular trips with approved vendors.
6 The Board may establish special rates for extended trips or in special cases.

7
8 Only owner/operators under contract with the Superintendent or coaching services duly approved by
9 the Board may provide transportation for extracurricular trips.

10 11 **Extracurricular Trips by Contractors**

12
13 Principals shall have discretion to request from the director of transportation a contractor or a board-
14 approved coach service to transport students on school sponsored extracurricular trips.
15 Notwithstanding the discretion that the school principal has whether to utilize a contractor, the principal
16 may not offer to pay, and the contractor may not agree to accept, any more or less than the standard
17 rate as established for each school trip.

18
19 Whenever a contractor uses his/her bus for an extracurricular trip which is school sponsored or
20 sanctioned by the Department of Education, the contractor will abide by the same rules and regulations
21 required in the normal school bus route operation.

22 23 **Private Trips by Contractor**

24 Whenever a contractor uses his/her bus for a trip that is not school sponsored or not sanctioned by
25 the Department of Education he must abide by the following:

- 26
27 1. Contractor will cover the words "Hamilton County Schools" on each side of the bus and
28 the words "School Bus" on the front and rear in such a manner as not to be visible to the
29 general public and operate his bus in any manner he desires.
- 30
31 2. Contractor shall comply with all applicable state and federal regulations for the transport
32 of persons.

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38 Legal References:

37 _____
38 Cross References:
39 Extracurricular Activities 4.300
40 Interscholastic Athletics 4.301
Field Trips and Excursions 4.302

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Traffic and Parking Controls	Descriptor Code: 3.403	Issued Date: 11/15/18
		Rescinded:	Revised: 11/11/21

1 The principal of each school shall develop and implement a plan to ensure maximum vehicular
2 and pedestrian safety for his/her campus and shall submit it to the director of schools for approval.
3 The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for
4 school bus loading and unloading; the location of any safety hazards as areas to be avoided by
5 vehicles or students; and dismissal times for car and bus students.

6
7 Students who ride bicycles or drive motor vehicles to school must leave the vehicles parked in
8 designated areas until the end of the school day, unless permission is obtained from the principal
9 to use said vehicle.

10
11 Parking regulations for each school will be developed by the principal and published in the school
12 handbook. Any vehicle on campus or any school is subject to search to preserve the safety and
13 security of the students of Hamilton County Schools if school administrators determine such a
14 search is necessary based upon reasonable, individualized suspicion.

15
16 The school system assumes no responsibility for any damage to or loss of personal property from
17 the vehicles while on school property.

18
19 The following regulations shall be in effect for all schools:

- 20 a. A principal may prohibit a student from operating a vehicle on school grounds for a specific
21 period of time for violations(s) of any school regulations.
22
23 b. A student shall permanently lose the privilege to operate a vehicle on school grounds if the
24 student is involved, directly or indirectly, in any manner with:
25
26 1. a controlled substance,
27 2. alcoholic beverages, and/or
28 3. a weapon.
29
30 c. A student must present a valid license and proof of insurance in order to purchase and/or
31 receive a parking pass.

32
33 A student may lose the privilege to operate a vehicle on school property permanently if the
34 student is convicted of a driving violation on school grounds which results in bodily injury or
35 property damage.

36
37 A student shall lose the privilege to operate a vehicle on school property for reckless driving. The
38 seriousness of the offense will dictate the period of time for loss of driving privilege on campus.
39

1 A student who loses the right to operate a vehicle on school grounds, whether for a specific time
2 period or permanently, shall not be entitled to a refund on any parking fee paid.

3
4 A vehicle which has been prohibited from parking on school property, whether for a specific
5 period or permanently, may be towed at owner’s expense if parked on school property.

6
7 This policy shall be applicable to:

- 8
- 9 1. A student operating his/her vehicle.
- 10 2. A student operating another student's vehicle.
- 11 3. A non-student operating a student's vehicle.
- 12 4. A student operating a non-student's vehicle.
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44 Legal References:

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44 Cross References:
45 Code of Behavior and Discipline 6.300
46 Interrogations and Searches 6.303

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Owner/Operator Bus Service	Descriptor Code: 3.405	Issued Date: 09/19/19
		Rescinded:	Revised: 11/11/21

1
2 The director of schools will contract annually with individual owners of buses to provide student
3 transportation services.²

4 5 **RESPONSIBILITIES OF BUS OWNERS**

- 6
- 7 1. Each school bus and all related equipment shall be maintained in condition to operate safely at
8 all times during the school year and shall conform to specifications as set forth by the State Board
9 of Education¹ and National Highway Traffic Safety Administration.
 - 10 2. Each bus driver shall obey all applicable state rules and regulations.
 - 11 3. A school bus owner shall give 30 calendar days written notice to the Board when he/she wishes
12 to terminate his/her bus operation contract.
 - 13 4. A school bus owner shall secure the approval of the director of schools before he may sell his bus
14 during the period of his/her contract. The sale of a bus does not obligate the director of schools
15 to enter into contract with the new owner.
 - 16 5. Each school bus owner shall have on file in the director of schools' office a current statement
17 of liability and property damage insurance coverage carried on the bus, bus driver and bus
18 contractors.
 - 19 6. Each school bus owner must specify for the director of schools' approval the name of the designated
20 driver and at least one substitute driver of his/her bus.
 - 21 7. Each school bus driver shall submit to the director of schools the results of his latest physical
22 examination.
 - 23 8. By the end of the first month of each school year, each bus owner shall file with the director
24 of schools on forms approved by the Board a report giving an accurate record of the names of
25 all students transported on his/her bus and the school to which each student is transported.
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40 Legal References:

- 41 1. TRR/MS 0520-1-5
42 2. TCA 49-6-2101

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 12/16/04
		Rescinded:	Revised: 11/11/21

The insurance program will provide coverages in a minimum of the following broad categories:

- Property: Buildings and contents against fire, extended coverage, vandalism and malicious mis- chief, boiler and machinery explosion; and vehicles;
- General Liability: Bodily injury, personal injury, and damages on premises;
- Liability: Board members, director of schools and employees resulting from discharging their duties; and
- Fidelity: Blanket bond and fiscal agent’s bond as required by statute.

The director of schools will continually review the insurance program to ensure that adequate protection is being provided at a reasonable price. All insurance programs shall be governed by the contract with the carrier or provider.

GROUP HEALTH

The Board shall provide group health insurance for all full-time employees.¹

Board approval of group insurance for which the Board makes full or partial payment shall be given on recommendation of a committee.

LIFE

The Board will pay all or part of the individual premium for each employee for group life insurance and accidental death and dismemberment (ADAD) coverage.

DENTAL

The Board will provide for each employee a dental ~~insurance reimbursement~~ plan at no cost to employee. Each employee must enroll in the plan in order to receive benefits.

RETIREES

Payment for group health insurance coverage shall be available for any retiring employee in accordance with the current memorandum of agreement.

Legal References:

1. TCA 49-2-209
2. TCA 49-5-906

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Student Insurance Program	Descriptor Code: 3.601	Issued Date: 11/15/18
		Rescinded:	Revised: 11/11/21

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Hamilton County Board of Education provides limited insurance coverage for students who may be injured during regular school day activities and for students who may be injured during interscholastic athletics.

This insurance is secondary to any personal or group medical insurance coverage. In order for claims to be considered, all accidents must be reported within 24 hours to the Risk Management Department.

All student and athletic injuries must be documented on the Athletic and Student Accidents Form and emailed to Safety at safety_reports@hcde.org. and Risk Management at riskmanagement@hcde.org.

Legal References:

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Charter School Application Process	Descriptor Code: 4.212	Issued Date: 11/11/21
		Rescinded:	Revised:

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In the district’s capacity as a Tennessee Charter School Authorizer, any prospective charter school sponsor shall send the Superintendent of Schools and Office of the School Choice a letter of intent prior to December 1 of the year preceding the year in which the proposed charter school plans to begin operation as a public charter school.

A sponsor seeking board approval of an initial charter school application must complete the form provided by the Tennessee Department of Education. In the application, the sponsor must demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a charter school and the proposed charter school will be able to implement a viable program of quality education for its students.

Completed applications must be submitted to the board on or before February 1 by submitting two hard copies of the application and one electronic copy to the Office of School Choice. The sponsor shall pay an application fee of \$2500. This fee shall be added to the Authorizer Fee Budget maintained by the Office of School Choice, Charter School Office for the primary purpose of covering expenses associated with the application review team and process.

If December 1 or February 1 falls on a Saturday or Sunday, the due date shall be the first business day following that date.

Legal References:

- 1. TCA 49-13-107 (f)

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Open Enrollment	Descriptor Code: 4.213	Issued Date: 11/11/21
		Rescinded:	Revised:

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2 Before the start of each school year, Hamilton County Schools shall identify each school that, based on
3 the school's capacities at the building, grade, class, and program levels, has space available to enroll
4 and serve additional students.

5 Hamilton County Schools will post the number of spaces available for enrollment in each school by
6 grade, class, and program levels on its website at least 14 days before the beginning of the open
7 enrollment period. This post shall not include the spaces reserved for the reasons specified
8 immediately below.

9 Hamilton County Schools may reserve a reasonable number of enrollment spaces each school year
10 from the number of spaces, if any, determined by Hamilton County Schools to be available for
11 enrollment for purposes of this section, to accommodate the potential enrollment of students who may
12 relocate within the respective school zone, students who may have a sibling enrolled at the respective
13 school, and students who may have a parent who teaches at the respective school.

14 Before the start of each school year, Hamilton County Schools-will conduct an open enrollment period
15 of at least 30 days during which a parent/guardian of a student residing within Hamilton County may
16 apply for enrollment of the parent's/guardian's student in a school that the student is not zoned to
17 attend. During the open enrollment period, a parent or guardian may submit an application for transfer
18 to a school that has space available to enroll and serve additional students.

19 At the end of the open enrollment period, Hamilton County Schools shall approve an application for
20 transfer if space is available for the student at the requested school. If the number of applications for
21 transfer to a school exceeds the number of spaces available for enrollment in the school at the building,
22 grade, class, or program level, as identified by Hamilton County Schools, then Hamilton County
23 Schools will conduct a lottery to select the students who may transfer to the school.

24 If Hamilton County Schools grants a transfer to a student, then the parent or guardian of the student is
25 responsible for transportation to the new school. The student must maintain satisfactory attendance,
26 behavior, and effort to remain in the new school.

27 Hamilton County Schools shall not deny a student who is zoned to attend or who was enrolled in a
28 school during the previous school year enrollment and attendance in the school.

29 Hamilton County Schools shall not admit a nonresident student seeking to transfer into the district
30 from outside the district under this policy before all applications for transfer as outlined above have
31 been acted upon.

32 Notwithstanding the above, Hamilton County Schools may enroll an in-district teacher's nonresident
33 student before all applications for transfer as outlined above have been acted upon.

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1 This policy is applicable beginning with the 2022-23 school year.
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42 Legal References:

- 43 1. TCA § 49-2-128
- 44 2. TCA § 49-6-3104
- 45 3. TCA § 49-6-3105
- 46 4. TCA§ 49-6-3113
- 47

Cross References:

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 HICKORY VALLEY ROAD
CHATTANOOGA, TENNESSEE 37421**

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Nakia Towns
Interim Superintendent

FROM: Jennifer Bronson
Chief of Staff

Kelly Coffelt
Charter Schools Coordinator

DATE: November 11, 2021

RE: Application for amendment to Charter Agreement for Chattanooga Prep, Inc.

Tennessee Charter Schools are required to submit an Application for Amendment to their charter when they seek to make changes that fall within the definition of “material changes.”

Chattanooga Prep has made application to amend their charter in two areas:

1. Increase maximum enrollment for grades 6-12 from 350 to 500 by 2024-2025 school year.
2. Add provision to charter agreement regarding “Roles and Responsibilities” of charter school and Authorizer, in accordance with TN Quality Authorizing Standards. These currently exist in state best practices, but were not included in the original charter agreement for Chattanooga Prep.

Chattanooga Prep has complied with required state timelines and application requirements. They have shown proof of fiscal capacity to accommodate the increase in enrollment as well as increased demand for seats at the school.

We recommend approving the amendment application.



**Excerpted Application to Amend Charter School
Agreement
Submitted by Chattanooga Prep, Inc.
October 1, 2021**

Approval/Denial Due November 30, 2021

Timeline for Review:

The authorizer must rule on an amendment application within 60 days of its due date, or within 60 days of the date of submission of an emergency application. If the authorizer fails to do so, the school's amendment application shall be deemed approved. If the school's application is denied, the school may appeal the decision to the Charter Commission. See the Charter Commission rule 1185-01-01-.04 for more details regarding the appeals process for more details regarding the appeals process.

Ratings and Criteria

Charter Commission rule 1185-01-01-.04 requires the Tennessee Department of Education to develop a scoring rubric for use in evaluating petition applications to amend charter agreements. Evaluators will use the following criteria to rate each amendment for which an application is received:

Rating	Criteria
Meets or Exceeds the Standard	The response thoroughly addresses key issues. The proposed amendment clearly aligns with the mission and goals of the school. The response includes specific, evidence-based information that shows thorough preparation and viability of the plan.
Does Not Meet Standard	The response is substantially incomplete; demonstrates lack of preparation; is unsuited to the mission and goals of the school; or otherwise raises significant concerns about the viability of the plan or the applicant's ability to implement it.

Recommendations for approval or denial of each amendment requested in an amendment application will be based on the materials submitted as well as the authorizer's independent due diligence.

Amendment Petition
<p>Characteristics of a strong response:</p> <ul style="list-style-type: none"> ▪ Clear, evidenced-based rationale for the proposed amendment that is aligned with the school's mission and goals, and supports the best interest of students. ▪ Academic results provide compelling support for the proposed amendment. <i>(For Subparts B, C, F, G, and H only)</i> ▪ Realistic and detailed budget that explains the financial impact of the proposed amendment and clear evidence that the financial outlook of the school supports the costs associated with the proposed amendment. ▪ Thoughtful and realistic facility plans that accommodate the proposed amendment. <i>(For Subparts B, C, and E only)</i> ▪ Detailed implementation plan with a realistic timeline that addresses the operational impact of the proposed amendment. ▪ Clear evidence of support for the proposed amendment from parents, staff and community partners. ▪ FOR EMERGENCY PETITIONS ONLY: Compelling evidence of unanticipated extraordinary circumstances supporting the filing of an emergency amendment application.



Application Review	
<input checked="" type="checkbox"/> Meets or Exceeds Standard	<input type="checkbox"/> Does Not Meet Standard
Strengths	Page
<ul style="list-style-type: none"> • Rights and Responsibilities addition to charter agreement meets requirements for state grant received by the school. • Increased enrollment rationale aligns with school mission • Pre-pandemic academic results warrant expansion • Financial standing can support expansion • Realistic timeline for implementation 	<p>5-6</p> <p>7</p> <p>10-13</p> <p>9</p>
Concerns/Questions	Page
<ul style="list-style-type: none"> • Need clear facilities plan <ul style="list-style-type: none"> • School submitted full plan for facility use and expansion • Need documented support from community <ul style="list-style-type: none"> • School submitted parent letters of support 	<p>14</p> <p>15</p>

Charter Agreement Amendment Application Checklist

The following components make up a complete amendment application and shall be submitted to the school's authorizer and to the Tennessee Department of Education, Division of Choice, at Charter.Schools@tn.gov:

- ✓ Letter of Intent (unless an Emergency Petition)
- ✓ Part I of the application (fill in the blanks, check the applicable box(es) and provide the Background Statements)
- ✓ Most recent audit*
- ✓ Balance sheet for the fiscal quarter ending thirty (30) or more days prior to submission of the application*
- ✓ Budgets for the current fiscal year and two (2) succeeding fiscal years, assuming approval of the amendment
- ✓ Written communications with stakeholders regarding the proposed amendment
- ✓ Minutes of Board meeting approving the amendment and vote results
- ✓ Executed Signature Page
- ✓ Responses to questions in the applicable Subpart(s) of Part II

* This is not required if the amendment application is submitted prior to the charter school's first year of operation.

APPLICATION TO AMEND A CHARTER AGREEMENT

Part I: General Information
All Applicants Must Complete This Section

Name of Charter School: Chattanooga Prep, Inc.

Amendment Petition Category identified in the Letter of Intent:
Check the box for the category under which this Amendment Petition falls:

- Change in governance structure (including, but not limited to, a change in the nonprofit entity governing the school), or addition of or changes to the charter management organization
- The addition or removal of a grade level or levels
- Changes in student enrollment which fall outside of the minimum or maximum enrollment thresholds set forth in the charter school's charter agreement
- The addition or removal of a plan to provide transportation to students attending the charter school
- Changes to the charter school's location, if outside the geographic area set forth in the charter agreement
- Changes to the charter school's academic focus set forth in the charter agreement
- Changes identified in the charter agreement as material modifications or amendments. Please specify: _____
- Other material changes not covered by any of the above categories. Please specify: _____
New provision addressing rights/responsibilities of Charter School and Authorizer _____
- EMERGENCY Petition. Please briefly describe the emergency: _____

[Continue to School Background on next page]

BACKGROUND STATEMENTS

1. Provide details on the selected amendment above and describe the requested change, including the school’s rationale for the proposed change. Describe any planning that is already underway to prepare for the proposed amendment.

There are two requested amendments that are the subject of this Application: A) an enrollment increase and B) inclusion of a new provision in the Charter Agreement which addresses the rights and responsibilities of the Charter School and the Authorizer. A more detailed description of each requested amendment follows:

- A) Enrollment Increase. *Chattanooga Prep is requesting an increase in the maximum enrollment threshold of Chattanooga Prep, Inc. We currently have 296 students enrolled and our current maximum enrollment in our Charter is 350. We are quickly approaching the limit and are requesting an increase to 500. Our goal is to accommodate more students. This will allow us to offer high levels of academics and a college-going culture to more young men in our community. We will not do this at the expense of quality education. Class sizes will remain twenty or less. Our current waitlist averages 100-150 students each year. This enrollment will help us meet the demands for families in our community.*

- B) New Charter Provision Regarding Rights/Responsibilities. *The 2020-2021 Monitoring Report of Chattanooga Prep, Inc. issued by the Tennessee Department of Education indicated that Chattanooga Prep, Inc.’s Charter Agreement only partially meets the Monitoring Indicator for Charter School Definition 3. Specifically, the Monitoring Report states “Charter agreement is comprised of the charter application with a signed assurances page that lists responsibilities of the charter school, but does not address rights and responsibilities of the school and authorizer as outlined in the TN Quality Authorizing Standards, Standard 3(b).” Accordingly, Chattanooga Prep proposes to amend its Charter application/agreement with the Hamilton County Department of Education to include the following:*

Roles and Responsibilities

Responsibility of the Chartering Authority. *The Chartering Authority shall ensure that the Charter School is governed and operated as set forth in the Application and in accordance with this Agreement and all other applicable laws and regulations. The Charter School shall be accountable to the Chartering Authority for ensuring the implementation of the terms and conditions of this Agreement.*

The Chartering Authority is responsible for ensuring that the requirements of federal and state special education law and regulations are met in the Charter School, and that special education and related services are provided in the Charter School in the same manner as they are provided in the Chartering Authority's direct-run schools. Additionally, the Chartering Authority will oversee procedural compliance with federal and state law and regulations concerning accommodation of and education of students with disabilities. The Chartering Authority shall collaborate with the Charter School in the same manner in which it works with its other schools in the identification and referral process, and in conducting initial evaluations for exceptional education. The Chartering Authority shall notify the Charter School if an enrolling student has an existing IEP and the Chartering Authority shall provide the Charter School with such records within 10 business days of receipt of a request by the Charter School for the records

Responsibility of the Charter School. *The Charter School will use reasonable, good faith efforts to educate children and demonstrate progress in achieving the goals outlined for the Chartering Authority's direct-run schools and those goals the Charter School established in its Application.*

The Charter School shall have an effective educational model for the delivery of exceptional education services that complies with federal and state law. Once a student has been identified as eligible for exceptional education services, the Charter School assumes responsibility for the provision of services, development and implementation of individualized education programs (IEPs), etc. Exceptional education services at the Charter School will be delivered by individuals or agencies licensed and/or qualified to provide exceptional education services required by the Tennessee Public Charter Schools Act and the IDEA. Charter School staff may participate in any Chartering Authority professional development related to exceptional education or the provision of services pursuant to Section 504. Whenever possible and appropriate consistent with a child's IEP, Charter School will deliver special education services in an inclusion setting.

The Charter School may also enter into a separate fee for services agreement with a third party provider of educational services (Contract Services Provider), provided that such third party provider complies with all applicable laws and the requirements imposed on contractors by this Charter Agreement. The Charter

School, or Contract Service Provider, shall have a qualified exceptional education coordinator who will be responsible for monitoring individual case management of all exceptional education students and for arranging the provision of services required by their IEP. Charter School, or Contract Service Provider, shall maintain a file documenting Charter School's compliance with exceptional education requirements.

2. How will the proposed amendment support or enhance the school's mission and goals?

An enrollment increase will allow Chattanooga Prep offer more low-income families a choice in their child's education and provide a college-going education experience to more students. The requested additional provision in the Charter Agreement regarding rights/responsibilities will ensure Chattanooga Prep stays compliant with local and state charter policies and requirements.

3. Describe how the proposed amendment will impact the school's finances. Explain any anticipated revenues or expenses arising from the proposed change. If expenses are anticipated, explain how the school will finance them. Please **attach** the school's (i) most recent audit, (ii) balance sheet for the fiscal quarter ending thirty (30) or more days prior to submission of the application, and (iii) budgets for the current fiscal year and two (2) succeeding fiscal years assuming the proposed amendment is approved.

An enrollment increase will bring in more revenue from the local and state governments. However, we will need to fundraise for additional costs for programming and facilities. Our development team has created a fundraising plan to ensure we are meeting the financial demands of a larger student population. The goal of providing the Chattanooga Prep mission for more families in our area has gained support from our supporting foundations, companies, and individuals.

The new Charter Agreement provision regarding rights/responsibilities will ensure Chattanooga Prep remains compliant with local and state government requirements and, therefore, ensures financial stability.

Chattanooga Prep's most recent audit is attached hereto as Exhibit 1.A, its balance sheet for the most recent fiscal quarter is attached hereto as Exhibit 1.B, and its current and proposed budgets are attached hereto as Exhibit 1.C.

4. How has the school informed its external stakeholders (e.g. local school board representatives, neighbors, community partners) and internal stakeholders (e.g. staff, parents) of the proposed amendment? Please **attach** any written communication (e.g., meeting minutes). Describe any notable support for or opposition to the proposed amendment. If concerns have been brought to the school or governing board's attention, what is the plan to address them?

Chattanooga Prep has been working with our legal counsel to provide communication to not only our board but also parents and staff. Attached is the communication that went out to all stakeholders. The communications sent by Chattanooga Prep to stakeholders is attached hereto as Exhibit 1.D.

5. When did the school's governing board approve the proposed amendment? Please **attach** minutes from the meeting and vote results.

Chattanooga Prep's Board of Directors approved the proposed amendments on September 1, 2021 and a copy of the meeting minutes is attached hereto as Exhibit 1.E.



Enrollment Table

Number of Students

Grade Level	Year 1: 20__ - 20__	Year 2: 20__ - 20__	Year 3: 20__ - 20__	Year 4: 20__ - 20__	Year 5: 20₂₂ - 20₂₃	At Capacity: 20₂₄ - 20₂₅
K	0	0	0	0	0	0
1	0	0	0	0	0	0
2	0	0	0	0	0	0
3	0	0	0	0	0	0
4	0	0	0	0	0	0
5	0	0	0	0	0	0
6				73	76	75
7				77	76	75
8				75	76	75
9				71	75	75
10				0	70	70
11				0	0	65
12				0	0	65
Totals				296	373	500

Anticipated Demographics

% of Economically Disadvantaged Students	% of Students with Disabilities	% of English Language Learners
97%	12%	7%

Chattanooga Prep, Inc.
Management's Discussion and Analysis
For the Year Ended June 30, 2020

Management's discussion and analysis provides an objective and easily readable analysis of the School's financial activities. The analysis provides summary financial information for Chattanooga Prep, Inc. and should be read in conjunction with the School's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial report consists of a series of financial statements, notes to those statements and required supplementary information. The statements are organized so that the reader can understand the School as a whole and then proceed to a detailed look at specific financial activities of the School.

REPORTING THE SCHOOL AS A WHOLE

The Statement of Net Position and the Statement of Activities

In general, users of these financial statements want to know if the School is better off or worse off as a result of the year's activities. The Statement of Net Position and Statement of Activities report information about the School as a whole and about the School's activities in a manner that helps to answer that question. These statements include all assets and liabilities using the accrual basis of accounting. Under the accrual basis, all of the current year's revenue and expenses are taken into consideration regardless of when cash is received or paid. The statements start on page one.

The Statement of Net Position reports the School's net position (total assets less total liabilities). Private sector entities would report retained earnings. The School's net position balance at year end represents available resources for future growth. The Statement of Activities reports the change in net position as a result of activity during the year. Private sector entities have a similar report titled statement of operations, which reports net income. It provides the user a tool to assist in determining the direction of the School's financial health during the year. Users will want to consider non-financial factors as well as the financial data in arriving at a conclusion regarding the overall health of the School.

Reporting the School's Most Significant Funds

Fund Financial Statements

The School's fund financial statements, the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balance, begin on page three. They provide detailed information about the School's most significant funds, not the School as a whole. Funds are established by the School to help manage money for particular purposes and compliance with various grant provisions.

The School's funds are categorized as "governmental funds." Governmental funds focus on how money flows into and out of the funds and balances left at year-end that are available for spending in future periods. Fund financial statements are reported using the accrual method of accounting. The relationship between governmental activities, as reported in the Statement of Net Position and the Statement of Activities, and governmental funds, as reported in the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances is reconciled in the basic financial statements on pages four and six.

FINANCIAL HIGHLIGHTS

Net Position

The School's assets exceeded the School's liabilities at the close of the fiscal year, resulting in net position of \$6,508,396. The School's net position is available to meet the School's ongoing activities.

	<u>2020</u>	<u>2019</u>
CHANGES IN NET POSITION		
Operating revenues	\$ 3,097,725	\$ 2,342,753
Operating expenses	<u>3,039,385</u>	<u>2,234,191</u>
Change in net position	58,340	108,562
NET POSITION		
Beginning, as previously reported	6,450,056	6,591,494
Prior period adjustment	<u>-</u>	<u>(250,000)</u>
Beginning, as restated	<u>6,450,056</u>	<u>6,341,494</u>
Ending	<u>\$ 6,508,396</u>	<u>\$ 6,450,056</u>

FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS

The School's funds, as presented on the Balance Sheet on page three, reported a fund balance of \$2,543,447. All of the School's funds are in the General Fund, which is the chief operating fund of the School, and Friend of Chattanooga Prep, Inc., which is a blended component unit. The School has no other major funds.

Due to the different basis of accounting, there is a difference between the amounts reported under the School's funds and the amounts reported as school wide. For the year ended June 30, 2020, the differences consist of capital assets, deferred outflows and compensated absences, pension liability and long-term liabilities which are not reported in the School's funds.

SCHOOL ACTIVITIES

Chattanooga Prep is an all-boys public charter school with a mission to engage young men in a rigorous yet supportive learning environment that nurtures resilience, promotes academic excellence, inspires leadership, and prepares critical thinkers. Chattanooga Prep welcomed its first class of 66 sixth graders in August 2018 and will grow to serve 350 young men in grades 6-12 over the next seven years. Chattanooga Prep is designed to serve one of our community's most vulnerable populations: young men of color residing in communities devastated by poverty, crime, and hopelessness. Chattanooga Prep's inaugural class of students is predominantly minority (65% African American and 30% Hispanic) and approximately 70% of students are low-income.

Chattanooga Prep has been carefully and intentionally designed to ameliorate specific barriers that negatively impact student achievement among boys and young men experiencing poverty within Hamilton County's urban core communities. The comprehensive, college preparatory curriculum is centered around themes of innovation and leadership development, which are infused across rigorous coursework in literacy and communication, science, technology, engineering, mathematics, the arts, and social/cultural studies.

- Single-gender focus on the unique needs of young men
- Data-driven instruction and intervention to provide individualized support
- Small class sizes to provide personalized learning
- Extended school days and summer programs to provide academic enrichment
- Technology-enhanced learning with a 1:1 student-laptop ratio to improve academic outcomes
- Literacy across the curriculum to improve reading levels across the school
- College readiness programs, job shadowing, and internships
- Expeditionary learning to extend learning beyond the classroom
- Leadership and life skills development woven throughout the curriculum
- An optional, innovative one-to-one mentoring program providing every student with a mentor to guide them throughout their seven-year educational journey
- School-operated wrap-around services (food pantry, uniform assistance, laptop and home internet access, etc.) to help level the playing field for low-income students

To monitor and measure effectiveness, the School administers a number of diagnostic and predictive assessments, including the TE21 Case Benchmarks and Fountas & Pinnell. Student progress against Tennessee state standards is assessed annually by TN Ready. The TN Ready assessment administered in the 2019-20 school year will provide baseline data against which to measure student progress in subsequent years in reading/language arts, mathematics, science and social studies. TN Ready data is available on the State of Tennessee website: www.tn.gov/education.

CONTACTING THE SCHOOL'S FINANCIAL MANAGEMENT

This financial report is designed to provide our students' parents, Hamilton county taxpayers, donors, creditors, and authorities over grant funding and agencies tasked with oversight of Hamilton County public schools with a general overview of the School's finances and to demonstrate the School's accountability of the money it receives. If you have any questions about this report or need additional financial information, contact the School's CEO Brad Scott or Finance and Accounting Manager Kelsey Cannon, 1849 Union Avenue, Chattanooga, TN 37404, by telephone 423-602-7737.

As of June 30, 2020, the School had a net investment of \$8,062,819 in capital assets. This investment includes land and building, building improvements, instructional and support furniture, instructional computers and laptops and maintenance equipment. The School expects additional property and equipment investments in the 2020-2021 school year as student enrollment maximizes at each grade level. With maximized enrollment, there will be continued requirements for furniture, computers and equipment. Additional information on property and equipment is located in the notes to the financial statements.

A schedule of the School's net position as of June 30, 2020, is as follows:

	<u>2020</u>	<u>2019</u>
NET POSITION		
Cash	\$ 1,267,348	\$ 647,677
Accounts receivable	210,590	92,753
Promises to give	1,064,014	1,547,928
Prepaid expenses	25,116	18,855
Net pension asset	65,007	5,784
TCRS stabilization reserve trust asset	27,211	-
Capital assets	<u>8,062,820</u>	<u>8,142,267</u>
Total assets	10,722,106	10,455,264
Deferred outflows of resources - pensions	<u>62,785</u>	<u>60,734</u>
Total deferred outflows	<u>62,785</u>	<u>60,734</u>
Current liabilities	(23,621)	(59,486)
Net pension liability	(3,143)	(7,557)
Long-term liabilities		
Due within one year	(3,986,218)	(7,964)
Due in more than one year	<u>(186,429)</u>	<u>(3,982,373)</u>
Total liabilities	<u>(4,199,411)</u>	<u>(4,057,380)</u>
Deferred inflows of resources - pensions	<u>(77,084)</u>	<u>(8,562)</u>
	<u>(4,276,495)</u>	<u>(4,065,942)</u>
Net position	<u>\$ 6,508,396</u>	<u>\$ 6,450,056</u>
Summary of net position		
Invested in capital assets	4,076,602	4,159,894
Unassigned	2,150,936	1,804,439
Restricted for		
School programs	280,858	485,723
Capital outlay	<u>-</u>	<u>-</u>
	<u>\$ 6,508,396</u>	<u>\$ 6,450,056</u>



**CHATTANOOGA
PREPARATORY
SCHOOL**

Dear Hamilton County School Board,

As a parent of a new student at Chattanooga Prep, I am writing to you to encourage you all to approve the school's request for an enrollment increase to reach more young men in our community. Because the school allowed more students from the waiting list into the school this year, my son was able to benefit from a school of choice option. Since my son has started at Chattanooga Prep, he comes home talking about where he wants to go to college and his career goals. He also has developed a new love of reading thanks to the motivation of the school's Royal Reader program.

I hope you all will consider and approve Chattanooga Prep's enrollment increase request. More young men want this incredible opportunity.

Sincerely,

Kenisha Madlen Sills

Kenisha Sills

First Floor
9-12 Grade Floor

Employee	Room Number	Building	Furniture Needed	Technology Need Notes
Montrell Besley	G1	B	2 Large cabinets	
Kelsey Cannon	New Office	B		Filing cabinet will need to be moved from current office
Micah Reed	New Office	B	Large cabinet	
Brad Scott	P1	B		
Kate Thompson	Music/AV Room	B		Phone
Angel Ulmer	G2	B		
Elizabeth Williams	F2	B		
Shared Space	Workroom	C		Potential storage space
N/A	C1	C		
N/A	C2	C		
N/A	C3	C		
N/A	C4	C		
N/A	C5	C		
N/A	C6	C		

Second Floor
9-12 Grade Floor
20-21 Clubs will be on this floor

Employee	Room Number	Building	Furniture Needed	Technology Need Notes
Wilkes	C9	C		
Michelle Hassler	O1	C		Phone
Lee Maclellan	Clinic 1	C		Phone Door needs to be returned to clinic
Richmont Counselor	Clinic 2	C		Phone Prep store items need to be moved
Uniform/Store	C7	C		Currently occupied by T. Williams
Emma Wright	C11	C		Currently occupied by E. Wright
Neal /Morgan	C10	C		Currently occupied by M. Brown
N/A	CL	C		
N/A	C14	B		19-20 Music room
Leonard	C15	B		19-20 Spanish room
McBride	C12	C		tint on the window
Biology teacher	Lab			

Third Floor
7-8 Grade Floor

Employee	Room Number	Building	Furniture Needed	Technology Need Notes
Riley Arendt	C20	C		
Felix Beasley	C18	C		

**Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, Tennessee 37421**

MEMORANDUM

To: Hamilton County Board of Education
Dr. Nakia Towns, Interim Superintendent

From: Penny M. Murray
Chief Talent Officer

Date: November 11, 2021

RE: PECCA Special Question Committee

The board must approve an equal number of professional employees and members of the local board to serve as a “special question committee” (SQC) for purposes of conducting a confidential poll of eligible employees. This poll will determine whether professional employees wish to undertake collaborative conference with the local board and, if so, which organization each individual prefers as a representative.

The recommended committee members include:

- Shannon Moody, HCDE
- Dr. Marsha Drake, HCDE
- Tarrance Meadows, HCEA
- D.J. Omarkhail, HCEA
- Misty Crowe, PET

We respectfully request that you approve this recommendation.

**Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, Tennessee 37421**

MEMORANDUM

To: Hamilton County Board of Education
Dr. Nakia Towns, Interim Superintendent

From: Dr. Justin Robertson
Chief Operations Officer

Date: November 11, 2021

RE: **October 2021 Legal Services Summary**

The following reflects the legal fees paid for the month of October.

Bennett & DeCamp, PLLC (retainer)	20,000.00
TOTAL	\$20,000.00

Events and Announcements
November 11, 2021

- A. Wednesday-Saturday, November 18-20, 2021
TSBA Convention
- B. Wednesday - Friday, November 24-26, 2021
Schools Thanksgiving Holiday
- C. Thursday-Friday, November 25-26, 2021
Thanksgiving Holiday - Central Office Closed
- D. Monday, December 6, 2021
Agenda Worksession 5:30 p.m.
- E. Thursday, December 9, 2021
Board Meeting - Quarterly Session 5:30 p.m.

Events and Announcements
November 11, 2021

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