

Hamilton County Department of Education
Hamilton County Board of Education Board Meeting - Quarterly Session
June 15, 2023 6:00 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 - Jeana Johnson, Principal of Big Ridge Elementary

V. Exemplars of Excellence - Pulled from the agenda due to the students being unable to attend.

A. State Champions - Tim James, District Athletic Director

VI. 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.

VII. **Approval of the Consent Agenda

A. Approval of the Minutes of the May 11, 2023 Regular Session

B. Executive Committee Report

C. Deputy Superintendent - Dr. Sonia Stewart

1. Field Trips

a. Dr. Chip Dale Community Superintendent Harrison Bay

b. Elaine Harper Community Superintendent North River

c. Dr. Shane Harwood - Community Superintendent Rock Point

d. Dr. Jason Vance - Community Superintendent Missionary Ridge

D. Chief Financial Officer - Mary Ellen Heuton, CPA

1. Bids/Contracts

Pulled from the agenda: 1K - Bid 24-21 Tab Sheet-Alternate Transportation Services

2. Financial Reports

3. Budget Amendments

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

b. General Operating Amendments

4. School Outstanding Obligations

5. Director of Federal Programs, Angelia Askins

Director of Exceptional Education, Sarah Evans

a. SY24 Federal Programs Consolidated Federal Application

E. Chief Strategy Officer - Shannon Moody

1. Board Policies - Second and Final Read

a. Board Policy 6.3021 - Student Disciplinary Procedures

b. Board Policy 6.401 - Student Health Services

c. Board Policy 6.403 - Student Communicable Diseases

d. Board Policy 6.409 - Child Abuse and Neglect

e. Board Policy 6.504 - Migrant Students

f. Board Policy 6.600 - Student Records

g. Board Policy 6.602 - Student Records Inspection & Correction Procedure

h. Board Policy 6.701 - Student Solicitations Fundraising Activities

i. Board Policy 6.702 - Student Clubs and Organizations

j. Board Policy 6.311 - Cell Phone Use (Motion Failed)

F. Chief Talent Officer - Dr. Zac Brown

1. Grant Application Request

a. Teacher and School Leader (TSL) Incentive Program, U.S. Dept. of Education

VIII. Administrative Business Matters

A. Chief Talent Officer - Dr. Zac Brown

1. **Request for New and Updated Job Class Descriptions

2. **Observance of Federal and State Holiday - Juneteenth

Approved with a start date of June 19, 2024.

B. Chief Operations Officer - Dr. Robert Sharpe

1. **Washington Hills Facility Lease

IX. Board Matters

A. Chief Strategy Officer - Shannon Moody

1. **Proposed School Name Corrections

2. Board Policies - First Reading

a. Board Policy 5.101 - Creation of Positions and Lines of Authority

b. Board Policy 5.102 - Classification and Qualifications

c. Board Policy 5.103 - Job Descriptions

d. Board Policy 5.1041 - Americans with Disabilities (ADA)

e. Board Policy 5.105 - Recruitment

f. Board Policy 5.106 - Application and Employment

g. Board Policy 5.1061 - Criminal Records Check

h. Board Policy 5.107 - Classified Employees

i. Board Policy 5.108 - Supervision

j. Board Policy 5.109 - Evaluation

k. Board Policy 5.110 - Compensation Guides & Contracts

l. Board Policy 5.113 - In-Service and Staff Development Opportunities

m. Board Policy 5.114 - Personnel Records and Employee References

n. Board Policy 5.1141 - Teacher Effect Data

o. Board Policy 5.1142 - Demographic Changes

p. Board Policy 5.115 - Assignment/Transfer

q. Board Policy 5.116 - Reductions in Force

r. Board Policy 5.117 - Procedure for Granting Tenure

s. Board Policy 5.200 - Suspension/Dismissal of Non-tenured Teachers

t. Board Policy 5.201 - Suspension/Dismissal of Tenured Teachers

u. Board Policy 5.202 - Suspension/Dismissal of Classified Employees

v. Board Policy 5.204 - Resignation

w. Board Policy 5.3001 - Job Abandonment

x. Board Policy - 5.301 - Religious, Emergency and Legal Leave

y. Board Policy 5.3022 - Bereavement Leave

z. Board Policy 5.303 - Personal and Professional Leave

aa. Board Policy 5.305 - Family and Medical Leave

bb. Board Policy 5.308 - Sabbatical Leave

cc. Board Policy 5.403 - Drug & Alcohol Testing for Employees

dd. Board Policy 5.500 - Employee Complaints

ee. Board Policy 5.502 - Harassment/Sexual Harassment and Discrimination

ff. Board Policy 5.504 - Evaluation Appeals

gg. Board Policy 5.701 - Substitute Teachers

3. **School Calendar 2024-2025 - Second Reading

B. Budget Discussion - Ben Connor and Gary Kuehn

X. Information Only

A. Legal Services Report

XI. Events/Announcements

XII. Adjourn



**HAMILTON
COUNTY
SCHOOLS**

**Hamilton County Department of Education
Operations Office
3074 Hickory Valley Rd
Chattanooga, TN 37421
(423) 498-7023**

Memorandum

To: Hamilton County Board of Education

Justin Robertson, Ed.D.
Superintendent

From: Tim James
District Athletic Director

Date: June 15, 2023

Re: State Champions

It is with great pleasure that we recognize the following Hamilton County School's athletes for their accomplishments in this year's Individual State Tournament. All twelve honorees are 2022-23 Individual State Champions!

Representing the Rock Point Learning Community and District 5 - Signal Mountain High had five individual State Champions and their team placed as State Runner-Up

Students

- 1 – Joshua Pote -1600m Run, 3200m run and 4 x 800 m relay
- 2 - Aiden Haun - 4 x 800 m relay
- 3- Sam Laramore - 4 x 800 m relay
- 4 - Caden Knappier - 4 x800 m relay

Head Coach - Dustin Carpenter

The North River Learning Community and District 4 – STEM via CSAS had one individual State Champion:

Fiona Eastman - Pole Vault
(Miss Eastman is also the AAU National Pole-vault Champion)

Head Coach - Brandon Lowry

Representing the Midtown Learning Community and District 5 -Brainerd High School had one State Champion with two medals.

Danielle Dunning – 100 meter dash and 200 meter Dash

Head Coach - Donelle Dunning

Representing the Missionary Ridge Learning Community and representing District 5 - Tyner Academy brought home 6 medals with three wins

Demetri Lovick – 100 meter dash and the 200 meter dash
4x200 relay team of Demetri Lovick, Zashun Hubbard, Adrain Mckinley and Jamare Jenkins.

Head Coach - Kelvin Watkins

We would like to congratulate them all for this wonderful accomplishment.
Hamilton County Schools are very proud of its student-athletes.

Hamilton County Department of Education – Draft Minutes – Not Yet Approved by the Board
Hamilton County Board of Education
Board Meeting - Regular Session
May 11, 2023 6:00 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

II. **Approval of the Agenda

III. Executive Session - Yes (held between the work session and regular session)

IV. Pledge to the Flag and Meditation - Dr. Crystal Sorrells, Principal of Brainerd High School

V. Exemplars of Excellence

A. Dr. Olivia Bagby, Future Ready Students Director

Blake Freeman, Executive Director of Learning

1. Hamilton County Schools' Inaugural George Kilgore Initiative Award

VI. 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.

VII. **Approval of the Consent Agenda

A. Approval of the Minutes of the April 20, 2023 Regular Session

B. Executive Committee Report

1. Included in the Executive Committee Report:

Executive Committee Grant Approvals

Grant requests in excess of \$100,000 that do not obligate the Board to provide funds, can be approved by the Executive Committee.

The following grant requests were approved by the Executive Committee in April 2023.

- Perkins Reserve- Regional Career Pathways Grant
- Stronger Connections Grant
- FY23 BJA STOP School Violence Program
- FY23 OJJDP Enhancing School Capacity to Address Youth Violence Grant

C. Deputy Superintendent - Dr. Sonia Stewart

1. Field Trips

a. Dr. Chip Dale Community Superintendent Harrison Bay

b. Elaine Harper Community Superintendent North River

c. Dr. Shane Harwood - Community Superintendent Rock Point

d. Dr. Jason Vance - Community Superintendent Missionary Ridge

e. Dr. Neelie Parker, Chief of Opportunity and Access

Sarah Evans, Director Exceptional Education

f. Dr. Watechia Lawless Mitchell - Community Superintendent MidTown

D. Chief Financial Officer - Mary Ellen Heuton, CPA

1. Bids/Contracts

2. Additional Contracts

- a. Dr. Olivia Bagby, Future Ready Students Director
Blake Freeman, Executive Director of Learning

- 1. MajorClarity College and Career Planning Platform

3. Financial Reports

4. Budget Amendments

- a. Federal Grants, State Grants, and Self-Funded Programs
- b. School Nutrition

5. Grant Application Requests

- a. Dr. Jim Corbin, Coordinator of Student Safety & Security
- 1. COPS School Violence Prevention Program Grant

E. Dr. Neelie Parker, Chief of Opportunity and Access

Kelly Coffelt, Charter Schools Coordinator

- 1. Chattanooga Prep Charter School Five-Year Review and Renewal Applications

F. Chief Strategy Officer - Shannon Moody

- 1. Board Policies - Second and Final Read

- a. Board Policy 5.501 - Employee Grievances
- b. Board Policy 6.100 - Student Goals
- c. Board Policy 6.200 - Attendance
- d. Board Policy 6.202 - Home Schools
- e. Board Policy 6.203 - School Admission
- f. Board Policy 6.205 - Student Assignments
- g. Board Policy 6.300 - Code of Behavior and Discipline
- h. Board Policy 6.301 - Rights and Responsibilities
- i. Board Policy 6.302 - Procedural Due Process
- j. Board Policy 6.3022 - Student Disciplinary Appeals
- k. Board Policy 6.3023 - Disciplinary Procedures for Students Receiving Special Education
- l. Board Policy 6.303 - Interrogations & Searches
- m. Board Policy 6.304 - Student Discrimination, Harassment, Hazing and Bullying
- n. Board Policy 6.309 - Zero Tolerance Offenses
- o. Board Policy 6.310 - Alternative Education Program
- p. Board Policy 6.311 - Cell Phone Policy – Amended (Tabled)
- q. Board Policy 6.402 - Wellness Policy
- r. Board Policy 6.415 - Student Suicide Prevention
- s. Board Policy 6.502 - Foreign Exchange Students
- t. Board Policy 6.503 - Homeless Students
- u. Board Policy 6.505 - Students in Foster Care

VIII. Administrative Business Matters

A. Chief Talent Officer - Dr. Zac Brown

- 1. **Differentiated Pay Plan (2023-2024)

B. Chief Strategy Officer - Shannon Moody

- 1. Draft 2024-2025 Hamilton County Schools Calendar - as amended for First Reading

- 2. Board Policies First Reading

- a. Board Policy 6.3021 - Student Disciplinary Procedures
- b. Board Policy 6.401 - Student Health Services
- c. Board Policy 6.403 - Student Communicable Diseases
- d. Board Policy 6.409 - Child Abuse and Neglect
- e. Board Policy 6.504 - Migrant Students

f. Board Policy 6.600 - Student Records

g. Board Policy 6.602 - Student Records Inspection & Correction Procedure

h. Board Policy 6.701 - Student Solicitations Fundraising Activities

i. Board Policy 6.702 - Student Clubs and Organizations

IX. Board Matters

A. Chief Financial Officer - Mary Ellen Heuton, CPA

1. **Request for Approval of Proposed Fiscal Year 2024 Budget for Presentation to the Hamilton County Commission

X. Information Only

A. Legal Services Report

XI. Events/Announcements

A. Wednesday, May 24, 2023

Last Day of School - Report Cards

B. Thursday, May 25, 2023

Administrative In-Service - No Students

C. Monday, May 29, 2023

Memorial Day Holiday

Schools and CO Closed

D. Thursday, June 15, 2023 - Board Meeting

Work Session 4:30 p.m.

Quarterly Session 6:00 p.m.

XII. Adjourn

Hamilton County Department of Education
Hamilton County Board of Education
Board Meeting - Regular Session
May 11, 2023 6:00 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

Attendance Taken at 6:00 PM.

Mrs. Jill Black:	Present
Mr. Ben Connor:	Present
Mr. Larry Grohn:	Present
Mrs. Karitsa Jones:	Present
Mr. Gary Kuehn:	Present
Mr. Marco Perez:	Present
Mrs. Faye Robinson:	Present
Mrs. Tiffanie Robinson:	Present
Mr. Joe Smith:	Absent
Mrs. Rhonda Thurman:	Present
Dr. Joe Wingate:	Absent

Also in Attendance: Dr. Justin Robertson, Superintendent

Joe Smith was absent due to being out of the country.
Joe Wingate was absent due to a previous commitment.

II. **Approval of the Agenda

Passed: Approval of the agenda with the following amendments: Under Item III. Executive Session - Change to Yes (to be held between the agenda session and regular session) Under VII. F. Board Policies - Second and Final Read, 1.p. Board Policy 6.311 - Cell Phone Policy - make the following changes: Page 1 - Line 29 - remove "or" add a comma and assigned locker, automobile, or other school approved location Page 2 - Line 4 - remove "or"; Line 5 add assigned locker, or other school approved location Under Item VIII. Administrative Business Matters, VIII.B.1. Draft 2024-25 Hamilton County Schools Calendar - Remove asterisks and change to First Read as a non-voting item passed with a motion by Mr. Marco Perez and a second by Mr. Larry Grohn.

Mr. Joe Smith:	Absent
Dr. Joe Wingate:	Absent
Mrs. Jill Black:	Yes
Mr. Ben Connor:	Yes
Mr. Larry Grohn:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Gary Kuehn:	Yes

Mr. Marco Perez: Yes
Mrs. Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mrs. Rhonda Thurman: Yes
Yes: 9, No: 0, Absent: 2

III. Executive Session - Yes (held between the work session and regular session)

IV. Pledge to the Flag and Meditation - Dr. Crystal Sorrells, Principal of Brainerd High School

V. Exemplars of Excellence

A. Dr. Olivia Bagby, Future Ready Students Director
Blake Freeman, Executive Director of Learning

1. Hamilton County Schools' Inaugural George Kilgore Initiative Award

VI. 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. Kuehn, Mrs. Jones, Mr. Perez, Chairwoman Robinson, and Mrs. Black

VII. **Approval of the Consent Agenda

Passed: Approval of the Consent Agenda with the following items being pulled: Mrs. Thurman pulled item VII.B1. Executive Committee Grant Approvals - Stronger Connections Grant; Mr. Connor pulled item VII.F.1.r. - Board Policy 6.415 - Student Suicide Prevention; Mr. Grohn pulled item VII.F.1.p. - Board Policy 6.311 - Cell Phone Policy passed with a motion by Mrs. Karitsa Jones and a second by Mr. Gary Kuehn.

Mr. Joe Smith: Absent
Dr. Joe Wingate: Absent
Mrs. Jill Black: Yes
Mr. Ben Connor: Yes
Mr. Larry Grohn: Yes
Mrs. Karitsa Jones: Yes
Mr. Gary Kuehn: Yes
Mr. Marco Perez: Yes
Mrs. Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mrs. Rhonda Thurman: Yes
Yes: 9, No: 0, Absent: 2

A. Approval of the Minutes of the April 20, 2023 Regular Session

B. Executive Committee Report

1. Included in the Executive Committee Report:

Executive Committee Grant Approvals

Grant requests in excess of \$100,000 that do not obligate the Board to provide funds, can be approved by the Executive Committee.

The following grant requests were approved by the Executive Committee in April 2023.

- Perkins Reserve- Regional Career Pathways Grant
- Stronger Connections Grant
- FY23 BJA STOP School Violence Program
- FY23 OJJDP Enhancing School Capacity to Address Youth Violence Grant

Discussion: Mrs. Thurman asked if the Stronger Connections Grant was just for information or if it was to be approved. It was explained by Mr. Bennett that it was for information only for the system to apply for the grant.

C. Deputy Superintendent - Dr. Sonia Stewart

1. Field Trips

a. Dr. Chip Dale Community Superintendent Harrison Bay

1. **Central High School** – Twelve members of the cheer team request permission to travel to Gatlinburg, Tennessee June 19-22, 2023 to attend camp.
2. **East Hamilton High School** – Twenty-one members of the cheer team request permission to travel to Cookeville, Tennessee June 5-9, 2023 to attend camp.
3. ***Ooltewah High School** – Two members of the track team traveled to Smyrna, Tennessee April 17-18, 2023 to compete in the state meet.

*This item was previously approved by Dr. Justin Robertson, Superintendent and Mrs. Tiffanie Robinson, Board Chairwoman.

b. Elaine Harper Community Superintendent North River

1. **Hixson High School** – Five members of FBLA request permission to travel to Atlanta, Georgia June 26-30, 2023 to attend a conference.
2. **Loftis Middle School** – Two members of the Beta Club request permission to travel to Louisville, Kentucky June 23-26, 2023 to attend a conference.

c. Dr. Shane Harwood - Community Superintendent Rock Point

- #1. **Red Bank High School** - Thirteen 9th - 11th grade Army JROTC students will travel to Wendel H Ford Regional Training Center June 3-7, 2023 to participate in drills, leadership skills training and techniques.

- #2. **Signal Mountain High School** - Sixteen High School Girls Basketball students will travel to MTSU in Murfreesboro, Tennessee June 7-9, 2023 to participate in the MTSU team camp for basketball.
- #3. **Red Bank High** - Twelve Boys Basketball Team students will travel to Briarcrest Christian School in Memphis, Tennessee June 15-17, 2023 to participate in a basketball clinic to improve skills.

d. Dr. Jason Vance - Community Superintendent Missionary Ridge

- #1. **East Ridge High School** - Fifteen 9th - 12th grade JROTC students will travel to the Wendell Training Center in Greenville, Kentucky June 3-7, 2023 to participate in the leadership camp designed to teach leadership skills in cadets advancing in the JROTC program.

e. Dr. Neelie Parker, Chief of Opportunity and Access
Sarah Evans, Director Exceptional Education

- #1. **Hixson High School** - Ten (10) students, three (3) teachers and two (2) chaperones to participate in the 2023 Special Olympics State Summer Games on May 19-21, 2023, at Lipscomb University in Nashville, TN 37243. Itinerary attached.

f. Dr. Watechia Lawless Mitchell - Community Superintendent MidTown

- 1. **Brainerd High School** – Eight students enrolled in JROTC request permission to travel to Owensboro, Kentucky June 3 – 7, 2023 to attend camp.

D. Chief Financial Officer - Mary Ellen Heuton, CPA

1. Bids/Contracts

1. For approval are bids/contracts for the following:

- A. Request Approval of Bid 24-01 Instructional, Library Materials & Supplies.
- B. Request Approval of Bid 24-02 P. E. Athletic Supplies, Materials & Equipment.
- C. Request Approval of Bid 24-03 Science Equipment, Materials & Supplies.
- D. Request Approval of Bid 24-04 Laminating Film & Maintenance Services.
- E. Request Approval of RFP 24-05 Chartered Motorcoach Carriers for Out-of-Town Student Field Trips.
- F. Request Approval of Bid 24-06 Computer Software (Instructional).
- G. Request Approval of Bid 24-07 Medical First Aid Equipment & Supplies.
- H. Request Approval of Bid 24-08 Refinish Gym Floors.
- I. Request Approval of Bid 24-09 Electrical Supplies.
- J. Request Approval of Bid 24-10 Plumbing Supplies.
- K. Request Approval of Bid 24-11 Concrete Supply, Installation, Repair & Related Services.
- L. Request Approval of Bid 24-12 Boiler, Piping, Duct Insulation Installation, Repair & Related Services.

M. Request Approval of Bid 24-14 Plumbing Services, Repairs & Related Services.

- Bids procured by the Purchasing Department, in all cases, low bids meeting specifications are recommended.

2. Additional Contracts

- Dr. Olivia Bagby, Future Ready Students Director
Blake Freeman, Executive Director of Learning

1. Major Clarity College and Career Planning Platform

3. Financial Reports

HAMILTON COUNTY SCHOOLS
REVENUE/EXPENSES VS BUDGET
PERIOD ENDED
March, 2023

	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
REVENUES										
LOCAL TAXES	507,733,000	257,733,000	215,864,874	-	-	-	-	-	-	257,733,000
LICENSES AND PERMITS	13,000	13,000	8,826	-	-	-	-	-	-	13,000
CHARGES FOR CURRENT SERVICES	443,140	443,140	381,359	-	-	-	-	-	-	381,359
OTHER LOCAL REVENUES	1,209,000	2,789,797	3,732,353	-	-	3,304,099	1,386,290	40,587	348,266	257,221
STATE OF TENNESSEE	192,250,200	192,251,207	193,662,921	-	-	-	-	-	-	192,250,200
OTHER STATE REVENUES	599,233	26,986,417	2,161,219	-	-	-	-	196,556	199,362	597,881
FEDERAL GOVERNMENT	1,065,000	1,867,657	1,372,881	86,561,459	147,625,510	39,766,043	-	-	19,599,647	20,676,899
OTHER SOURCES	2,285,000	2,285,000	1,687,817	-	-	-	-	-	-	2,285,000
RESERVES/FUND BALANCE	-	12,787,848	-	-	-	212,173	2,845,267	189,789	-	1,184
BY ENCUMBRANCE BUDGET	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	456,096,832	497,457,446	377,691,719	86,561,459	147,625,510	39,766,043	7,913,247	13,296,716	4,785,315	22,874,448
EXPENDITURES										
REGULAR INSTRUCTION PROGRAM	71100	220,689,490	225,063,483	146,001,985	17,071,100	36,924,829	14,829,977	2,914,488	6,067,842	2,345,673
SPECIAL EDUCATION INSTR PRGS	71200	41,100,120	43,600,464	25,860,761	5,093,120	8,330,635	3,890,514	330,000	630,000	600,010
VOCATIONAL ED INSTR PRGS	71300	8,815,287	10,940,118	6,189,620	1,890,200	2,153,748	897,704	14,154	135,151	83,582
ATTENDANCE	72110	2,944,451	3,165,511	1,825,197	29,915	433,380	222,024	-	-	-
HEALTH SERVICES	72120	5,981,313	6,306,208	4,009,247	119,050	1,768,720	449,811	42,500	43,500	12,695
OTHER STUDENT SUPPORT	72130	14,359,385	17,473,953	10,617,321	4,430,862	10,990,818	4,214,327	62,173	140,273	130,201
REG INST SUPPORT	72210	17,869,851	19,710,983	14,959,677	12,560,010	22,412,001	3,289,400	549,327	1,899,961	710,850
SPECIAL ED INST SUPPORT	72220	3,684,570	3,333,094	4,388,556	4,451,135	6,203,363	3,473,944	-	-	-
VOCATIONAL ED INST SUPPORT	72230	422,155	871,703	427,833	575,000	775,372	213,879	-	-	-
EDUCATION TECHNOLOGY	72250	5,922,939	23,383,467	4,459,933	481,353	680,387	286,181	-	-	-
BOARD OF EDUCATION	72310	6,867,979	6,876,697	6,793,836	-	-	-	100,000	215,000	74,152
OFFICE OF SUPERINTENDENT	72320	2,976,478	3,011,407	2,042,004	-	-	-	99,298	81,664	-
OFFICE OF PRINCIPAL	72410	39,907,096	31,980,211	22,741,691	529,621	581,100	78,381	-	-	4,040
FISCAL SERVICES	72510	3,899,707	4,643,164	2,629,330	347,700	544,559	115,035	-	-	-
HUMAN RESOURCES	72520	1,969,156	2,048,617	1,699,124	-	-	-	27,251	17,289	-
OPERATION OF PLANT	72610	27,835,452	29,161,823	22,314,913	-	2,517,975	168,640	21,630	5,951	-
MAINTENANCE OF PLANT	72620	9,310,001	9,987,989	8,151,249	-	2,211,091	196,500	-	-	-
TRANSPORTATION	72710	20,852,182	21,408,020	16,600,338	333,850	3,207,463	956,268	-	23,463	3,106
CENTRAL AND OTHER	72810	447,719	897,082	602,373	-	-	-	-	-	-
FOOD SERVICE	73100	-	-	10,187	20,400	87,789	-	-	-	-
COMMUNITY SERVICES	73200	498,286	509,596	512,309	1,093,891	6,202,223	2,984,687	3,855,323	3,655,323	783,113
EARLY CHILDHOOD EDUCATION	73400	3,850,850	3,238,939	2,049,761	66,250	92,606	11,620	117,994	132,193	99,915
REGULAR CAPITAL OUTLAY	76100	209,000	1,293,240	-	34,719,000	34,979,250	337,762	-	-	23,000
EDUCATION DEBT SERVICE	-	975,000	-	-	-	-	-	-	-	-
EDUCATION CAPITAL PROJECTS	3,000,000	3,000,000	3,000,000	-	-	-	-	-	-	-
CHARTER SCHOOLS (TRANSFERS)	21,724,808	24,359,628	14,923,293	-	-	-	-	-	-	-
TRANSFERS-STATE GRANTS	-	-	-	2,176,244	7,031,241	799	-	-	-	-
TRANSFERS TO FUND BALANCE	-	1,257,488	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	456,096,832	497,457,446	326,507,215	86,561,459	147,625,510	41,540,541	7,913,247	13,296,716	5,078,248	22,874,448

00/01/2023

4. Budget Amendments

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

The following budget amendments for Federal Grants, State Grants and Self-Funded Programs for FY2023 are recommended for your approval.

The Federal Programs budget is amended by items 1 - 9. Items 1, 2, 4 - 6, 8 and 9 consist of both current year awards and carryover funds. Items 3 and 7 consist of carryover funds.

The State Programs budget is amended by items 10 - 13. Items 10, 11 and 13 consist of current year awards. Item 12 consists of both current year awards and carryover funds.

The Self-Funded Programs budget is amended by items 14 - 27, Items 14, 18, 23 - 25 and 27 consist of current year contributions. Items 15, 19, 20, 22 and 26 consist of current year and carryover contributions. Items 16, 17 and 21 consist of carryover contributions.

1. Title I, Part A: Improving Basic Programs, with a net increase of \$81,385 and transfers between lines
2. Title II, Part A: Teacher and Principal Training and Recruiting Grant, with transfers between lines
3. Elementary and Secondary School Emergency Relief (ESSER) 2.0, with transfers between lines
4. Epidemiology & Laboratory Capacity (ELC), with transfers between lines
5. TN All Corps, with transfers between lines
6. ARPA Child Care Stabilization Grant, with a net increase of \$6,838,954 and transfers between lines
7. ARP Homeless 2.0, with transfers between lines
8. CCEIS - Comprehensive Coordinated Early Intervening Services, with transfers between lines
9. IDEA Part B Grant, with transfers between lines
10. Summer Learning Camps, totaling \$5,786,751
11. Innovative School Models, with transfers between lines
12. Safe Schools, with transfers between lines
13. Voluntary Pre-K, with transfers between lines
14. Bible in the Schools, with transfers between lines
15. Therapy Services, with a net increase of \$100,000
16. Student Success Planning, with transfers between lines
17. Gates Grant Funding, with transfers between lines
18. Development Learning Program, with a net increase of \$531 and transfers between lines
19. Future Ready Institutes - The Howard School, with a net increase of \$50,000
20. Future Ready Institutes - BCBS, with transfers between lines
21. Future Ready Institutes - Novonix, with transfers between lines
22. E-Rate Technology, with a net increase of \$300,000
23. School Paid Positions, with a net increase of \$101,137
24. Supplemental Salaries, with a net increase of \$1,885 and transfers between lines
25. School Paid Supplements, with transfers between lines
26. HCS Foundation, with a net increase of \$3,000 and transfers between lines
27. School Age Child Care, with a net increase of \$24,935 and transfers between lines

b. School Nutrition

Board approval is recommended for the following items for School Nutrition for Fiscal Year 2023:

- Transfers between accounts to reclassify existing budget appropriations between various accounts as indicated in the attachment.
- Increase in revenue based on additional funds awarded by USDA and corresponding expenses as indicated in the attachment.

5. Grant Application Requests

a. Dr. Jim Corbin, Coordinator of Student Safety & Security

1. COPS School Violence Prevention Program Grant

E. Dr. Neelie Parker, Chief of Opportunity and Access

Kelly Coffelt, Charter Schools Coordinator

1. Chattanooga Prep Charter School Five-Year Review and Renewal Applications

F. Chief Strategy Officer - Shannon Moody

1. Board Policies - Second and Final Read

a. Board Policy 5.501 - Employee Grievances

b. Board Policy 6.100 - Student Goals

c. Board Policy 6.200 - Attendance

d. Board Policy 6.202 - Home Schools

e. Board Policy 6.203 - School Admission

f. Board Policy 6.205 - Student Assignments

g. Board Policy 6.300 - Code of Behavior and Discipline

h. Board Policy 6.301 - Rights and Responsibilities

i. Board Policy 6.302 - Procedural Due Process

j. Board Policy 6.3022 - Student Disciplinary Appeals

k. Board Policy 6.3023 - Disciplinary Procedures for Students Receiving Special Education

l. Board Policy 6.303 - Interrogations & Searches

m. Board Policy 6.304 - Student Discrimination, Harassment, Hazing and Bullying

n. Board Policy 6.309 - Zero Tolerance Offenses

o. Board Policy 6.310 - Alternative Education Program

p. Board Policy 6.311 - Cell Phone Policy – Amended (Tabled)

Failed: Approval to add back to the agenda and approve Board Policy 6.311 with the following amendments to the original policy on the agenda: Mr. Grohn motioned to revise the policy in the agenda to reflect grade division at line 26 on page one and make it Grades 9-12 and then on page two change Elementary Students Grades K-5 to Elementary and Middle School Grades K-8 failed with a motion by Mr. Larry Grohn and a second by Mrs. Rhonda Thurman.

Mr. Joe Smith: Absent

Dr. Joe Wingate: Absent

Mrs. Jill Black: No

Mr. Ben Connor: No

Mrs. Karitsa Jones: No

Mr. Marco Perez: No

Mrs. Tiffanie Robinson: No

Mr. Larry Grohn: Yes

Mr. Gary Kuehn: Yes

Mrs. Faye Robinson: Yes

Mrs. Rhonda Thurman: Yes

Yes: 4, No: 5, Absent: 2

Mr. Larry Grohn: Yes, Mr. Gary Kuehn: Yes, Mrs. Faye Robinson: Yes, Mrs. Rhonda Thurman: Yes

Failed: Approval of the motion by Mrs. Jones to amend the submitted Board Policy 6.311 by taking line 31 beginning at "on" and ending on line 32 at "appropriate." and remove that line from page one and move it to page two line 10 and it would roll over into line 11 and it becomes and exception failed with a motion by Mrs. Karitsa Jones and a second by Mr. Ben Connor.

Mr. Joe Smith: Absent

Dr. Joe Wingate: Absent

Mr. Larry Grohn: No

Mr. Gary Kuehn: No

Mr. Marco Perez: No

Mrs. Tiffanie Robinson: No

Mrs. Rhonda Thurman: No

Mrs. Jill Black: Yes

Mr. Ben Connor: Yes

Mrs. Karitsa Jones: Yes

Mrs. Faye Robinson: Yes

Yes: 4, No: 5, Absent: 2

Mrs. Jill Black: Yes, Mr. Ben Connor: Yes, Mrs. Karitsa Jones: Yes, Mrs. Faye Robinson: Yes

Failed: Approval of a motion by Mr. Connor to approve the Board Policy 6.311 as originally submitted on the agenda failed with a motion by Mr. Ben Connor and a second by Mr. Marco Perez.

Mr. Joe Smith: Absent

Dr. Joe Wingate: Absent

Mr. Larry Grohn: No

Mrs. Karitsa Jones: No

Mr. Gary Kuehn: No

Mrs. Rhonda Thurman: No

Mrs. Jill Black: Yes

Mr. Ben Connor: Yes

Mr. Marco Perez: Yes

Mrs. Faye Robinson: Yes

Mrs. Tiffanie Robinson: Yes

Yes: 5, No: 4, Absent: 2

Mrs. Jill Black: Yes, Mr. Ben Connor: Yes, Mr. Marco Perez: Yes, Mrs. Faye Robinson: Yes, Mrs. Tiffanie Robinson: Yes

Tabled: Approval to table this for another month until all board members are present tabled with a motion by Mr. Marco Perez and a second by Mrs. Rhonda Thurman.

Mr. Joe Smith: Absent

Dr. Joe Wingate: Absent

Mrs. Tiffanie Robinson: No

Mrs. Jill Black: Yes

Mr. Ben Connor: Yes

Mr. Larry Grohn: Yes

Mrs. Karitsa Jones: Yes

Mr. Gary Kuehn: Yes

Mr. Marco Perez: Yes

Mrs. Faye Robinson: Yes

Mrs. Rhonda Thurman: Yes

Yes: 8, No: 1, Absent: 2

Mrs. Tiffanie Robinson: No

Discussion: Mr. Grohn stated he had sent out or had Mrs. Ford send out information regarding statewide personal electronic devices-cell phone policy. He leaned upon TSBA (Tennessee School Boards Association) for a lot of the research. Mr. Grohn asked why our policy is 6.311 when almost everyone else in the state is 6.312. Attorney Bennett explained that we do not follow TSBA's system. HCS uses a system they developed years ago and they have moved things around. Since we don't subscribe to their system, when their items move around, ours do not automatically move. Mr. Grohn provided the Board members and Dr. Robertson with a copy of what he suggested. This would strongly follow the policies that are currently in place at Signal Mountain Middle/High School and East Hamilton High and Middle School.

Mrs. Thurman stated she would like to see the change on line 1 of the second page, it says elementary students grades K-5, she wants that to be K-8 because the other one is 9-12. Mr. Kuehn said, then line 26 on the first page should say 9-12. The K-8 would have to be changed to elementary and middle. Mrs. Thurman said she thought the board had discussed that at the last meeting. Mrs. Moody said the language was done with a purpose. Dr. Stewart stated what the principals really care about is out sight, out of mind, or out of sight, out of sound, that they can't see or hear the phone. Managing that it is off is incredibly hard to do. When discussion was held with principals, they felt they had little ability to ensure that all phones are off and teachers would be burdened by this part of the policy.

Discussion continued.

The original motion failed.

Mrs. Jones asked for clarification as to which policy would now be discussed. Chairwoman Robinson explained that the only policy would be the district policy as shown on the agenda. She stated that on line 31 - "on rare occasions teachers or appropriate school staff may grant permission for the use of these devices to assist with instruction in his or her classroom as appropriate" -under secondary students. Mrs. Jones proposed that the verbage be put under exceptions.

q. Board Policy 6.402 - Wellness Policy

r. Board Policy 6.415 - Student Suicide Prevention

Passed: Approval to add back to the agenda and approve Item VII.F.1.r. - Board Policy 6.415 Student Suicide Prevention passed with a motion by Mr. Ben Connor and a second by Mr. Larry Grohn.

Mr. Joe Smith: Absent

Dr. Joe Wingate: Absent

Mrs. Jill Black: Yes

Mr. Ben Connor: Yes

Mr. Larry Grohn: Yes

Mrs. Karitsa Jones: Yes

Mr. Gary Kuehn: Yes

Mr. Marco Perez: Yes

Mrs. Faye Robinson: Yes

Mrs. Tiffanie Robinson: Yes

Mrs. Rhonda Thurman: Yes

Yes: 9, No: 0, Absent: 2

Discussion: Mr. Connor spoke regarding Board Policy 6.415 Student Suicide Prevention. He stated he was very happy the system has this as a policy. He is glad that the system has it on paper and have the ability to share that in the actual policy, it shares the National Suicide Prevention Lifeline, the Tennessee Crisis Text Line, but he wanted to not a program that the system already partner's with in Hamilton County Schools - Be the Change Youth Initiative. Two members from the program were at the meeting and he stated that if anybody had any questions about it further they could ask either of them.

s. Board Policy 6.502 - Foreign Exchange Students

t. Board Policy 6.503 - Homeless Students

u. Board Policy 6.505 - Students in Foster Care

VIII. Administrative Business Matters

A. Chief Talent Officer - Dr. Zac Brown

1. ****Differentiated Pay Plan (2023-2024)**

Passed: Approval of the Differentiated Pay Plan (2023-2024) passed with a motion by Mr. Marco Perez and a second by Mr. Gary Kuehn.

Mr. Joe Smith:	Absent
Dr. Joe Wingate:	Absent
Mrs. Jill Black:	Yes
Mr. Ben Connor:	Yes
Mr. Larry Grohn:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Gary Kuehn:	Yes
Mr. Marco Perez:	Yes
Mrs. Faye Robinson:	Yes
Mrs. Tiffanie Robinson:	Yes
Mrs. Rhonda Thurman:	Yes
Yes: 9, No: 0, Absent: 2	

Discussion: Mrs. Jones asked if there was any thought on providing this for classified staff. Dr. Brown said he would have to do some research and see what options may be available if any.

B. Chief Strategy Officer - Shannon Moody

1. Draft 2024-2025 Hamilton County Schools Calendar - Amended for First Reading

2. Board Policies First Reading

- a. Board Policy 6.3021 - Student Disciplinary Procedures
- b. Board Policy 6.401 - Student Health Services
- c. Board Policy 6.403 - Student Communicable Diseases
- d. Board Policy 6.409 - Child Abuse and Neglect
- e. Board Policy 6.504 - Migrant Students
- f. Board Policy 6.600 - Student Records
- g. Board Policy 6.602 - Student Records Inspection & Correction Procedure
- h. Board Policy 6.701 - Student Solicitations Fundraising Activities
- i. Board Policy 6.702 - Student Clubs and Organizations

IX. Board Matters

A. Chief Financial Officer - Mary Ellen Heuton, CPA

1. ****Request for Approval of Proposed Fiscal Year 2024 Budget for Presentation to the Hamilton County Commission**

Passed: Approval of the Proposed Fiscal Year 2024 Budget to present to the Hamilton County Commission passed with a motion by Mr. Marco Perez and a second by Mr. Ben Connor.

Mr. Joe Smith: Absent

Dr. Joe Wingate: Absent

Mr. Larry Grohn: No

Mrs. Faye Robinson: No

Mrs. Rhonda Thurman: No

Mrs. Jill Black: Yes

Mr. Ben Connor: Yes

Mrs. Karitsa Jones: Yes

Mr. Gary Kuehn: Yes

Mr. Marco Perez: Yes

Mrs. Tiffanie Robinson: Yes

Yes: 6, No: 3, Absent: 2

Mr. Larry Grohn: No, Mrs. Faye Robinson: No, Mrs. Rhonda Thurman: No

X. Information Only

A. Legal Services Report

XI. Events/Announcements

XII. Adjourn – The meeting was adjourned at 7:25 p.m.

Chairperson

Date

Superintendent

Date

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

MEMORANDUM

TO: Hamilton County Board of Education

FROM: Sherrie Ford

DATE: June 15, 2023

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 May 11, 2023 through June 15, 2023 are included. These items include previously approved field trips indicated by an asterisk and various early/emergency approvals presented for ratification.

Grant requests in excess of \$100,000 that do not obligate the Board to provide funds, can be approved by the Executive Committee.

The following grant request was approved by the Executive Committee in May 2023. However, HCS has received notification that we will not be a recipient of this award.

- SAMHSA Cooperative Agreements for School Based Trauma-Informed Support Services and Mental Health Care for Children and Youth

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

MEMORANDUM

To: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

From: Mary Ellen Heuton, Chief Financial Officer
Dr. Patricia Russell, Executive Director of Social, Emotional, and Academic Development

Date: June 15, 2023

Subject: Executive Committee Grant Approvals

Grant requests in excess of \$100,000 that do not obligate the Board to provide funds, can be approved by the Executive Committee.

The following grant request was approved by the Executive Committee in May 2023. However, HCS has received notification that we will not be a recipient of this award.

- SAMHSA Cooperative Agreements for School Based Trauma-Informed Support Services and Mental Health Care for Children and Youth

Enclosures: Executive Committee Approvals

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

MEMORANDUM

To: Dr. Justin Robertson, Superintendent
Tiffanie Robinson, HCS Board Chairwoman

From: Patricia Russell, Executive Director of Social Emotional and Academic Development

Date: May 3, 2023

Subject: SAMHSA Cooperative Agreements for School Based Trauma-Informed Support Services and Mental Health Care for Children and Youth

The Substance Abuse and Mental Health Services Administration (SAMHSA) School Based Trauma-Informed Support Services (TISS) program provides cooperative agreements of up to \$970,000 per year for four years to increase student access to evidence-based and culturally relevant trauma support services and mental health care. Awardees will develop innovative initiatives, activities, and programs designed to link local school systems with local trauma-informed support and mental health systems.

Hamilton County Schools will partner with the Helen Ross McNabb Center to apply for these funds to develop the Student Success Planning (SSP) Platform’s capacity to facilitate community-based mental health referrals for students and to fund trauma-informed support services and mental health care for students provided by the McNabb Center and other local providers. Matching funds are not required.

Grant requests in excess of \$100,000, that do not obligate the Board to provide funds, can be approved by the Executive Committee. All Executive Committee approved grant requests will be placed on the following month’s Board agenda.

DocuSigned by:
Dr. Patricia Russell 05/03/2023
00E72B6FA7D14AA...
Budget Unit Manager Date

DocuSigned by:
Mary Ellen Henton 05/03/2023
B693C462946245F...
Chief Financial Officer Date

Executive Committee Approval

DocuSigned by:
Justin Robertson 05/04/2023
4D76312655B6468...
Superintendent Date

DocuSigned by:
Tiffanie Robinson 05/05/2023
228E55A7389846D...
Board Chairwoman Date

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

FROM: Dr. T. Chip Dale
Harrison Bay Learning Community Superintendent

DATE: June 15, 2023

RE: Overnight Field Trips

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

1. **Ooltewah High School** – Twenty members of the soccer team request permission to travel to Englewood, TN August 18-19, 2023 to attend camp.
2. ***East Hamilton High School** – Eighteen members of the soccer team traveled to Murfreesboro, Tennessee May 23-26, 2023 to compete in the state tournament.
3. ***East Hamilton High School** – Fourteen members of the softball team traveled to Murfreesboro, Tennessee May 23-26, 2023 to compete in the state tournament.
4. ***East Hamilton High School** – Two members of the tennis team traveled to Murfreesboro, Tennessee May 25-26, 2023 to compete in the state tournament.
5. ***East Hamilton High School** – Four members of the JROTC academic team traveled to Atlanta, Georgia May 26-28, 2023 to compete in the NAQT National Competition.
6. ***East Hamilton High School** – Fifteen cadets enrolled in JROTC traveled to Greenville, Kentucky June 3-7, 2023 to attend camp.
7. ***Ooltewah High School** – Thirteen cadets from JROTC traveled to Greenville, Kentucky June 3-7, 2023 to attend camp.

*This item was previously approved by Dr. Justin Robertson, Superintendent and Mrs. Tiffanie Robinson, Board Chairwoman.

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

FROM: Elaine Harper
North River Learning Community Superintendent

DATE: June 15, 2023

RE: Overnight Field Trips

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

1. **Hixson High School** – Twenty-one cadets from JROTC request permission to travel to Athens, West Virginia June 17-24, 2023 to attend camp.
2. **Soddy Daisy High School** – Nine members of the cheer team request permission to travel to Murfreesboro, Tennessee July 15-18, 2023 to attend camp.
3. ***Soddy Daisy High School** – Eighteen members of the softball team traveled to Murfreesboro, Tennessee May 22-26, 2023 to compete in the state tournament.
4. ***Soddy Daisy High School** – Thirteen cadets from JROTC traveled to Greenville, Kentucky June 4-8, 2023 to attend camp.

*This item was previously approved by Dr. Justin Robertson, Superintendent and Mrs. Tiffanie Robinson, Board Chairwoman.

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

Day **Overnight** (Must go to Board for Approval) Today's Date: 3-16-2023

Exceptional Ed Learning Community PreK
School Hixson High School Grade/Group/Team 9-11 / AFJROTC / Leadership

Departure Date/Time June 17, 2023/ 5:00 a.m. Return Date/Time June 24, 2023/ 7:00 p.m.

Event/Venue Summer Leadership School/Concord Univ, WV Address 1000 Vermillion St., Athens, WV 24712

Instructional value Extensive one week leadership laboratory to grow our cadet officers to lead our corps.

Evaluation Leadership learning

Fee Requested \$ 200 How Acquired? Parents

Total # of Students 21 Total # of Staff 3 Total # of Chaperones _____ Nurse Required: Yes No

Number of subs needed n/a 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) Lt Col. Fann; MSgt Burhans; parents transport own students 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: Lt Col. John Fann; MSgt Doug Burhans; Jennifer Rimback

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 n/a
- *Number of trips this group expects to take which will require funds 1
- *Estimated cost to parent support groups for this trip \$ 200
- *Projects students have undertaken to secure funds 0 - this is a voluntary event for select cadets
- *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>3-16-2023</u>
Principal's Signature: 	Date: <u>3/17/23</u>
Director's Signature: <u>Harper, Elaine</u> <small>Digitally signed by Harper, Elaine Date: 2023.05.24 08:04:12 -0400</small>	Date: _____

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

Day Overnight (Must go to Board for Approval)

Today's Date: May 16, 2023

Exceptional Ed Learning Community PreK

School Soddy Daisy High School Grade/Group/Team Cheerleading

Departure Date/Time 7/15/23; 7:00am Return Date/Time 7/18/23; 1:00pm

Event/Venue MTSU - NCA Cheer Camp Address 1301 E Main St, Murfreesboro, TN 37132

Instructional value Preparing for football, basketball, and competition season

Evaluation Instruction and evaluations provided by experienced and trained NCA staff members

Fee Requested \$ 400 How Acquired? parent payment and fundraising

Total # of Students 9 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 responsible for drop off and pick up of own child 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: Breanne Dalton, Lacey Brown, 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 total

*Estimated cost to parent support groups for this trip \$ 200

*Projects students have undertaken to secure funds calendar ad sales

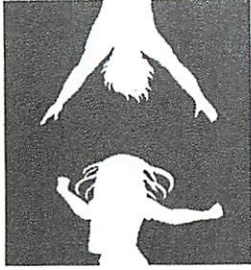
*Co-ed trips require co-ed chaperones. Have you complied? Yes

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>5/16/23</u>
Principal's Signature: 	Date: <u>5/16/23</u>
LC Superintendent's Signature: <u>Harper Elaine</u>	Date: _____

Digitally signed by Harper_Elaine Date: 2023.05.22 08:35:56 -0400

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: Soddy Daisy High School

Date: 5/23/23

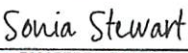
Trip Dates: 5/22/23-5/26/23

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:

Softball team did not qualify until Friday


Principal Signature

_____ Date

DocuSigned by:

F208EEDFA17A4E8
Deputy Superintendent


05/23/2023
_____ Date

APPROVED:

DocuSigned by:

4D76312655B8468
Superintendent Signature

05/24/2023
_____ Date

DocuSigned by:

228E55A7389846D
Board Chairman Signature

05/24/2023
_____ Date

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day Overnight (Must go to Board for Approval) Today's Date: 5/23/23

Exceptional Ed Learning Community PreK

School Soddy Daisy High School Grade/Group/Team HS/Softball

Departure Date/Time 5/22/23 10:00am Return Date/Time 5/26/23 3:00pm

Event/Venue TSSAA State Tournament Address Starplex 2302 Memorial Blvd., Murfreesboro, TN 37129

Instructional value n/a

Evaluation n/a

Fee Requested \$ n/a How Acquired? n/a

Total # of Students 18 Total # of Staff 4 Total # of Chaperones _____ Nurse Required: Yes No

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

- 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 \$ 1900.00 Bus # 88 Driver's Name Tony Sneed

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: Kelsey Nunley-Moore, Greyson Brown (Cordell), Kaitlyn Kennedy, Jeremy Gooden

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 n/a



*Number of trips this group expects to take which will require funds n/a

*Estimated cost to parent support groups for this trip \$ 7,000.00

*Projects students have undertaken to secure funds n/a

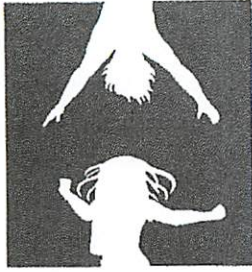
*Co-ed trips require co-ed chaperones. Have you complied? Yes

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>5/23/23</u>
Principal's Signature: 	Date: <u>5/23/23</u>
LC Superintendent's Signature: <u>Harper Elaine</u>	Date: _____

Digitally signed by Harper Elaine
Date: 2023.05.23 13:35:38
+0400'

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: Soddy Daisy High School

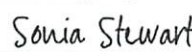
Date: 5/15/23 Trip Dates: 6/4/23 - 6/8/23

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:

Field trip approval was on hold pending the approval of a chaperone.


Principal Signature

5/15/23
Date

DocuSigned by:

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Deputy Superintendent

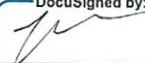
05/22/2023
Date

APPROVED:

DocuSigned by:

4D76342655B6489...
Superintendent Signature

05/23/2023
Date

DocuSigned by:

228E65A7B99246D...
Board Chairman Signature

05/23/2023
Date

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day Overnight (Must go to Board for Approval) Today's Date: 3 May 2023

Exceptional Ed Learning Community PreK

School SODDY-DAISY HS Grade/Group/Team JROTC 9-12

Departure Date/Time 4 JUNE 2023 6:00 AM Return Date/Time 8 JUNE 2023 3:30 PM

Event/Venue JROTC JCLC CAMP WENDELL FORD Address 4675 STATE ROUTE 181N, GREENEVILLE, KY, 42345

Instructional value JCLC LEADERSHIP CAMP ATTENDANCE FOR CADETS AND STAFF

Evaluation COMPLETION OF 4-DAY LEADERSHIP CHALLENGE

Fee Requested \$ 0.00 How Acquired? N/A

Total # of Students 13 Total # of Staff 3 Total # of Chaperone 1 Nurse Required: Yes No

Number of subs needed 0, NOT DURING SY 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 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) CHARTER PROVIDED BY JROTC DAI Cost \$ 0.00
- 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: LTC SCOTT T. GLASS, 1SG TIMOTHY HODGES, SFC JAY KAZMINSKI
Chaperones: SAMANTHA PATTERSON

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 N/A
- *Number of trips this group expects to take which will require funds 0
- *Estimated cost to parent support groups for this trip \$ 0
- *Projects students have undertaken to secure funds N/A
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Scott Glass</u>	Date: <u>3 May 2023</u>
Principal's Signature: <u>Angela Cass</u>	Date: <u>5/15/23</u>
LC Superintendent's Signature: <u>Harper_Elaine</u>	Date: _____

Digitally signed by Harper_Elaine
Date: 2023.05.17 09:48:45 -0400

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. Justin Robertson, Superintendent

FROM: Dr. Shane Harwood, Community Superintendent, Rock Point Learning Community

DATE June 15, 2023

RE: Overnight Field Trips

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

- #1*. **Lookout Valley Middle-High** - Nineteen students on the High School Baseball team traveled to Jo Bynes High School in Cedar Hill, Tennessee May 17-18, 2023 to participate in the Sectional Baseball Series for a chance to advance to the State Baseball Tournament.

*These items were previously approved by Dr. Justin Robertson, Superintendent and Tiffanie Robinson, Board Chairman.



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board
School: Lookout Valley Middle-High School
Date: 5/15/23 Trip Dates: 5/17/2023-5/18/2023

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:

Lookout Valley High School Baseball Team qualified for the Sectional Series on

5/13 by finishing 2nd place in the Region Tournament. We have to play at Jo Bymes in 2 of 3 series

Wednesday 5/17 - Thursday 5/18. This is the first chance we have had to request for the trip.

LeeAnn McByar
Principal Signature

5.15.23
Date

DocuSigned by:
[Signature]
Chief Schools Officer

05/16/2023
Date

APPROVED:

DocuSigned by:
Dr. Justin Robertson
Superintendent Signature

05/16/2023
Date

DocuSigned by:
[Signature]
Board Chairman Signature

05/16/2023
Date

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day Overnight (Must go to Board for Approval) Today's Date: 5/15/2023

Exceptional Ed Learning Community PreK
School Lookout Valley Middle-High School Grade/Group/Team HS Baseball Team

Departure Date/Time 5/17/2023 10am Return Date/Time 5/18/2023 6:00pm

Event/Venue Sectional Baseball Series, Jo Byrnes High School Address 7025 US Hwy 41, Cedar Hill, TN 37032

Instructional value Sectional Baseball Series, for the Chance to advance to State Baseball Tournament.

Evaluation The Value of Competition in regard to the real world life experience.

Fee Requested \$ 0 How Acquired? _____

Total # of Students 19 Total # of Staff 3 Total # of Chaperones 3 Nurse Required: Yes No

Number of subs needed 2 Funding source for subs ESS

- 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) Joshua Payne, Mike Morton, Donnie Pell, Andy McBryar, Tommy-Dale Winchester, Josh Winters 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.

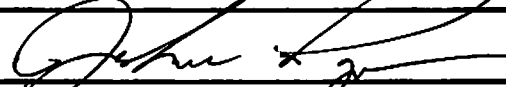

List Chaperones:

Staff: Joshua Payne, Mike Morton, Josh Winters
Chaperones: Donnie Pell, Andy McBryar, Tommy-Dale Winchester

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 \$ 0
- *Projects students have undertaken to secure funds _____
- *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>5-15-23</u>
Principal's Signature: 	Date: <u>5-18-23</u>
LC Superintendent's Signature: <u>Dr. Shane Harwood</u>	Digitally signed by Dr. Shane Harwood Date: 2023.05.15 13:42:11 -04'00'

HAMILTON COUNTY DEPARTMENT OF EDUCATION

3074 Hickory Valley Road

Chattanooga, TN 37421

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

FROM: Dr. Jason Vance, Community Superintendent, Missionary Ridge Learning
Community

DATE: June 15, 2023

RE: Overnight Field Trips

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

- #1*. **Howard High** - Forty students in the 10th and 11th grade traveled to Tn National Guard Training Site in Tunnel Hill, Georgia May 22-26, 2023 to participate in academics, physical training exercises and team building activities

*These items were previously approved by Dr. Justin Robertson, Superintendent and Tiffanie Robinson, Board Chairman.



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

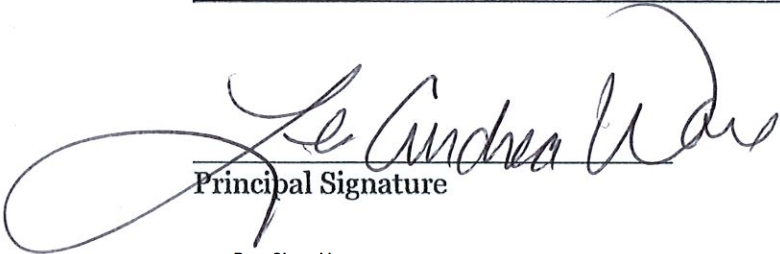
School: The Howard School

Date: 9 May 2023 Trip Dates: May 22-26, 2023

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:

Logistical issues caused delays in getting the trip components and information together.

Both the original date of the camp and staffing needs had to be adjusted.


Principal Signature

5/9/23
Date

DocuSigned by:

F208EEDFA17A4E8
Chief Schools Officer

05/17/2023
Date

APPROVED:

DocuSigned by:
Dr. Justin Robertson
4D76812655B6468
Superintendent Signature

05/18/2023
Date

DocuSigned by:

228B55A7389846D
Board Chairman Signature

05/18/2023
Date

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day Overnight (Must go to Board for Approval) Today's Date: 9 May 2023

Exceptional Ed Learning Community PreK

School The Howard School Grade/Group/Team Missionary Ridge

Departure Date/Time May 22, 2023 - 10:00am Return Date/Time May 26, 2023 - 12:00pm

Event/Venue TN National Guard Training Catoosa Training Site Address 43 Pistol Range Rd, Tunnell Hill, GA

Instructional value To increase college readiness and preparedness through a program that combines academics and physical training, mentoring, recreation, art and team building activities.

Evaluation Students will complete a self reflection at the end of camp.

Fee Requested \$ 0 How Acquired? Gear Up

Total # of Students 40 Total # of Staff 1 Total # of Chaperones 14 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs Gear Up

- 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) Lattimore Transportation Cost \$ Gear Up

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: Mkiwa Brown

Chaperones: Hunter Huckabay, Danille Hawkins, Stephanie Carson, Anne Windham, Jared Steinman, Alicia Brackett, Alyssa Schrasse, Tatyana Muñoz, Melanie Vasquez, Jada Johnson, Kai'ya Stevens, Chris Booker, Dereke Townsend, Cornelius Woods

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 \$ 0

*Projects students have undertaken to secure funds n/a

*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 May 2023</u>
Principal's Signature: 	Date: <u>5/9/23</u>
LC Superintendent's Signature: Dr. Jason Vance	Digitally signed by Dr. Jason Vance Date: 2023.05.15 08:59:56 -04'00'

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. Justin Robertson, Superintendent

FROM: Mary Ellen Heuton, Chief Financial Officer
Lindsay Cepero, Director of Procurement

DATE: June 15, 2023

RE: Bids/Contracts

1. Attached for your approval are bids/contracts for the following:

- A. Request Approval for Renewal of Property, Casualty and Liability Insurance Coverage from Tennessee Risk Management Trust. This coverage will be in effect beginning July 1, 2023 and will be effective for 12 months. Approval will ensure that this coverage continues upon expiration of the current coverage.
- B. Request Approval of RFP 23-25, On-The-Job-Injury Program Provider.
- C. Request Approval of Bid 23-41 Minor Paving & Repair Related Services.
- D. Request Approval of Bid 24-13 Fire Equipment Inspection Services & Related Repairs.
- E. Request Approval of Bid 24-15 Furnish & Install Mechanical Equipment, Materials, and Supplies.
- F. Request Approval of Bid 24-16 Acoustical Ceiling Grids & Panels.
- G. Request Approval of Bid 24-17 Drywall Installation, Repair & Related Project Services.
- H. Request Approval of Bid 24-18 Carpentry & Framing Installation, Repair & Related Project Services.
- I. Request Approval of Bid 24-19 Masonry Work Installation, Repair & Related Project Services.
- J. Request Approval of Bid 24-20 HVAC Equipment Parts & Supplies.
- K. Request Approval of Bid 24-21 Alternate Transportation Services.
- L. Request Approval of Bids for the School Nutrition Program for SY 2023-2024.
- M. Request Approval of Architectural/Engineering & Design Service firms for 2023-2024 school year.
- N. Request Approval of MOU between Erlanger Community Health Centers and Hamilton County Department of Education.
- O. Request Approval of Agreement with TNTP.
- P. Request Approval of Contract with Discovery Education.

Q. Request Approval of Agreement with City of Chattanooga Department of Early Learning.

R. Request Approval of Signal Centers Contract for Special Education Services.

2. Bids procured by the Purchasing Department, in all cases, low bids meeting specifications are recommended.

3. Recommend approval as presented.

LC:de



TENNESSEE RISK MANAGEMENT TRUST

Renewal Packet for:

Hamilton County School System

Presented By:



**Program Manager for TNRMT
1-877-822-6161**

July 1, 2023

This packet is issued as a matter of information only and does not amend, extend, or alter the coverage provided by the actual insurance policies and coverage documents.



Invoice Number
5209BOE

INVOICE

Insured Name: Hamilton County School System
Contact: Dr. Justin Robertson
Director of Schools
Address: 3074 Hickory Valley Rd.
Chattanooga, TN 37421

Effective Date | 7/1/2023 – 7/1/2024

Policy Number | TNRMT

Property & Casualty Program

Final Premium	3,834,798
2% Early Pay Discount*	3,758,102

Please make check payable to TNRMT and return to:
Tennessee Risk Management Trust
101 Tamaras Way
Hendersonville, TN 37075

* Payment must be postmarked on or before July 10th in order to receive 2% discount

** No penalty or discount if postmarked between July 11th and July 31st. 2% penalty per month applies after July 31st.



COST SUMMARY

July 1, 2023 to July 1, 2024

Hamilton County School System

PROPERTY & CASUALTY PROGRAM

Total Premium	3,834,798
Discount for Bus Driver Training	NA
Total Premium Less Discounts	\$3,834,798
Property – all Buildings and Contents including:	2,256,299
Electronic Data Processing Equipment, Media & Extra Expense, Contractors' Equipment & Miscellaneous Equipment, Valuable Papers and Money & Securities	
Employee Blanket Bond	36,392
Auto Liability & Physical Damage	527,683
General Liability	272,939
Cyber Liability	134,995
Boiler & Machinery	60,611
School Leaders Errors & Omissions	309,331
Student and Athletic Accident	236,548



Invoice Number
5183BOE

INCREASED CRIME INVOICE

Insured Name: Hamilton County School System
Contact: Dr. Justin Robertson
Director of Schools
Address: 3074 Hickory Valley Rd.
Chattanooga, TN 37421

Effective Date | 7/1/2023 – 7/1/2024

Premium

\$11,037

Payment Due Date: 7/10/2023

Please make check payable to TNRMT and return to:
Tennessee Risk Management Trust
101 Tamaras Way
Hendersonville, TN 37075

CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YY)
7/1/2023

PRODUCER NGU Risk Management 111 Hazel Path Hendersonville, TN 37075	THIS CERTIFICATE IS INTENDED TO CONFER AND STIPULATE COVERAGE UNDER THE FOLLOWING TERMS AND CONDITIONS TO THE NAMED INSURED INCLUDING ALTERATION OF THE TNRMT PROGRAM IF REQUIRED.
COMPANIES AFFORDING COVERAGE	
INSURED Tennessee Risk Management Trust 101 Tamaras Way Hendersonville, TN 37075 Member: Hamilton County School System	INSURER A: TNRMT INSURER B: INSURER C:

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

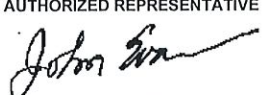
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	COVERED PROPERTY	LIMITS	
A	X PROPERTY	TNRMT	07/01/2023	07/01/2024	X BUILDING	Blanket	
	CAUSES OF LOSS				X PERSONAL PROPERTY	Blanket	
							BASIC
							BROAD
	X						SPECIAL
	X FLOOD*	X	EXTRA EXPENSE	\$5,000,000 Per Occurrence			
A	X INLAND MARINE	TNRMT	07/01/2023	07/01/2024	Per Schedule		
	CAUSES OF LOSS						
	X						ACTUAL CASH VALUE
A	X EQUIPMENT BREAKDOWN	TNRMT	07/01/2023	07/01/2024	Property Damage Deductible \$1,000 See Attached Summary		

LOCATION OF PREMISES/DESCRIPTION OF PROPERTY

*Flood coverage is excluded in any flood zone prefixed in "A".

SPECIAL CONDITIONS/OTHER COVERAGES

Maintenance deductible on all first party losses is \$10,000.

CERTIFICATE HOLDER	CANCELLATION
Hamilton County School System 3074 Hickory Valley Road Chattanooga, TN 37421	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS, OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE 

**EQUIPMENT BREAKDOWN COVERAGE
TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA**

COVERAGE: COMPREHENSIVE FORM COVERING BOILER, PRESSURE VESSELS, MECHANICAL & ELECTRICAL MACHINES INCLUDING AIR CONDITIONING, REFRIGERATION EQUIPMENT, ELECTRICAL APPARATUS AND ELECTRONIC COMPUTER OR ELECTRONIC DATA PROCESSING EQUIPMENT INCLUDING PRODUCTION MACHINES UNLESS OTHERWISE SPECIFIED.

THE LIMITS OF INSURANCE FOR PROPERTY DAMAGE AND THE COVERAGE EXTENSIONS & LIMITATIONS ARE PART OF, NOT IN ADDITION TO, THE TOTAL LIMIT PER BREAKDOWN. IF INCLUDED IS SHOWN UNDER LIMIT OF INSURANCE FOR PROPERTY DAMAGE OR A COVERAGE EXTENSION OR LIMITATION, THEN THE LIMIT FOR SUCH COVERAGE IS PART OF, NOT IN ADDITION TO, THE OTHER LIMIT OF INSURANCE IDENTIFIED.

PREMISES: ALL PREMISES ON FILE, EXCEPT ANY LISTED SEPARATELY

VALUATION: REPAIR OR REPLACEMENT COST

LIMIT PER BREAKDOWN:	\$10,000,000
PROPERTY DAMAGE INCLUDED IN TOTAL LIMIT PER BREAKDOWN	
EXPEDITING EXPENSE	\$500,000
EXTRA EXPENSE	INCLUDED
EXTENDED PERIOD OF RESTORATION	
(# OF DAYS OF COVERAGE)	30
SPOILAGE DAMAGE	\$500,000
UTILITY INTERRUPTION – SPOILAGE COVERAGE APPLIES ONLY IF THE INTERRUPTION LASTS AT LEAST	
(WAITING PERIOD (HOURS))	8
ELECTRONIC DATA OR MEDIA COVERAGE	\$500,000
ERRORS OR OMISSIONS COVERAGE EXTENSION	INCLUDED
FUNGUS, WET ROT & DRY ROT COVERAGE	
PROPERTY DAMAGE	\$100,000
HAZARDOUS SUBSTANCE LIMITATION	\$500,000
NEWLY ACQUIRED LOCATIONS	\$5,000,000
(# OF DAYS OF COVERAGE)	90
ORDINANCE OR LAW (INCLUDING DEMOLITION & INCREASED COST OF CONSTRUCTION) COVERAGE	\$2,500,000
REFRIGERANT CONTAMINATION LIMITATION	\$500,000
WATER DAMAGE LIMITATION	\$1,000,000

CONDITIONAL & OPTIONAL COVERAGES

NUMBER OF DAYS FOR NOTICE OF CANCELLATION	90
EXCEPT 10 DAYS FOR NON-PAYMENT OF PREMIUM	

DEDUCTIBLES: THE DEDUCTIBLE APPLIES ONLY TO A COVERAGE FOR WHICH AN AMOUNT, HOURS, DAYS, TIMES DAILY VALUE, OR THE WORD INCLUDED IS SHOWN.

PROPERTY DAMAGE	\$1,000
EXTRA EXPENSE	24 HOURS
SPOILAGE DAMAGE	INCLUDED IN PROPERTY DAMAGE DEDUCTIBLE
REFRIGERANT CONTAMINATION	INCLUDED IN PROPERTY DAMAGE DEDUCTIBLE

CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YY)
7/1/2023

PRODUCER
NGU Risk Management
111 Hazel Path
Hendersonville, TN 37075

THIS CERTIFICATE IS INTENDED TO CONFER AND STIPULATE COVERAGE UNDER THE FOLLOWING TERMS AND CONDITIONS TO THE NAMED INSURED INCLUDING ALTERATION OF THE TNRMT PROGRAM IF REQUIRED.

COMPANIES AFFORDING COVERAGE

INSURED
Tennessee Risk Management Trust
101 Tamaras Way
Hendersonville, TN 37075

INSURER A: **TNRMT**

INSURER B:

MEMBER: Hamilton County School System

INSURER C:

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	EMPLOYEE FIDELITY	TNRMT	07/01/2023	07/01/2024	\$500,000 EACH AND EVERY LOSS
	X	MONEY & SECURITIES				
	X	FORGERY OR ALTERATION				

COVERED POSITIONS

All Member employees including elected officials, School Directors, Treasurers, Bookkeepers and Finance Directors. This coverage also complies with TCA § 4-4-108 for blanket bonds and TCA § 8-19-101 as replacement for individual official bonds.

SPECIAL CONDITIONS/OTHER COVERAGES

Maintenance deductible on all first party losses is \$10,000

CERTIFICATE HOLDER

Hamilton County School System
3074 Hickory Valley Road
Chattanooga, TN 37421

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS, OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



NGU RISK MANAGEMENT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
7/1/2023

PRODUCER NGU Risk Management 111 Hazel Path Hendersonville, TN 37075	THIS CERTIFICATE IS INTENDED TO CONFER AND STIPULATE COVERAGE UNDER THE FOLLOWING TERMS AND CONDITIONS TO THE NAMED INSURED INCLUDING ALTERATION OF THE TNRMT PROGRAM IF REQUIRED.
INSURED Tennessee Risk Management Trust 101 Tamaras Way Hendersonville, TN 37075 Member: Hamilton County School System	COMPANIES AFFORDING COVERAGE
	INSURER A: TNRMT
	INSURER B:
	INSURER C:

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	X	TNRMT	07/01/2023	07/01/2024	EACH OCCURRENCE	\$2,000,000	
	X				INCIDENTAL MEDICAL MALPRACTICE/ PROFESSIONAL LIABILITY	CLAIMS MADE	X
	X				PERSONAL & ADV INJURY	included	
					GENERAL AGGREGATE	unlimited	
A	X	TNRMT	07/01/2023	07/01/2024	Per Occurrence	\$2,000,000	
	X						AUTOMOBILE LIABILITY
							ANY AUTO
	X						ALL OWNED AUTOS
	X						MEDICAL PAYMENTS - \$5,000 ANY ONE PERSON /\$100,000 ANY ONE CLAIM
	X						HIRED AUTOS
	X						
	X						
	X						
	X						
	X						
	X						
A	X	TNRMT	07/01/2023	07/01/2024	\$1,000 Deductible	\$2,000,000 Per Claim Aggregate See Attached	
A	X	TNRMT	07/01/2023	07/01/2024	\$2,000,000 Per Claim		
A	X	TNRMT	07/01/2023	07/01/2024	\$2,500 Per Claim Deductible	\$2,000,000 Per Claim	
A	X	TNRMT	07/01/2023	07/01/2024	\$100,000 Sublimit	Per Claim Defense Only	

Tort Immunity will be applied when applicable

CERTIFICATE HOLDER	CANCELLATION
Hamilton County School System 3074 Hickory Valley Road Chattanooga, TN 37421	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS, OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

TENNESSEE RISK MANAGEMENT TRUST

CYBER LIABILITY COVERAGE

\$2,000,000 Limit Per Claim/\$2,000,000 Aggregate - \$1,000 Deductible for the following:

Insuring Agreement A – Loss Expense Coverage

Protects against expenses the Insured incurs directly in connection with a Privacy Incident, Network Security Incident, or Cyber Crime Incident. Examples of covered expenses include: forensics, notification, identity monitoring, breach coaching, data restoration, systems restoration, extortion costs, and business interruption loss.

Insuring Agreement B – Liability Expense Coverage

Protects against the Insured's liability to others in connection with a Privacy Incident, Network Security Incident, or Media Incident

Supplemental Coverage A – Hotline Help

In the event of a Privacy Incident or Network Security Incident, time is of the essence. TNRMT is pleased to offer a 24/7/365 hotline to point the member in the direction of the law firm that is best suited to provide immediate incident consultation following the discovery of an actual or suspected security event. No retention applies to this consultation.

Supplemental Coverage B – Hardware Restoration Costs

Reimbursement up to \$10,000 to replace, remediate, or improve the Insured's computing hardware after a Network Security Incident. There is no retention for this coverage and limits are in addition to the policy's limit of insurance.

Claims Made Coverage: RETROACTIVE DATE: 07/01/2011 or your TNRMT Membership date, if later.

In addition to the coverages above, TNRMT has partnered with Great American and NetDiligence to provide the following tools and resources in addition to the insurance coverage above:

- Incident Road Map
- Cyber Tools
 - Evaluate your risk and bolstering your defense
 - Sample policies/procedures for securing data
 - Regulatory information
- News Center
- Learning Center – White papers / case studies
- Security Training Videos
- Risk Manager Tools – Incident Response Plan sample templates
- Third party lawyer consultation services

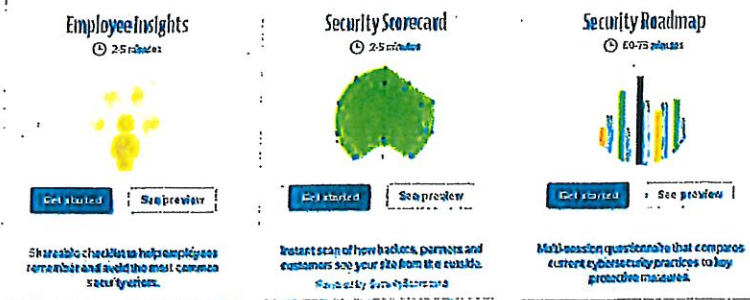
All TNRMT members are encouraged to visit the GA eRiskHub Portal. To access the portal,

- Go to eriskhub.com/greatamerican.
- Enter 186488 in the Access Code field.
- Create your own user name and password.
- Once registered, you can access tools that will help you assess risk, prepare for and/or modify your response plan, and familiarize yourself with the service.

Tools and Resources

A Great American Risk e-Business Cyber Loss & Liability Insurance Policy can help protect your business. Additionally, the following tools and resources are available for all Great American Cyber Risk policyholders:

EAGLE EYE™
BY GREAT AMERICAN **EagleEye™ by Great American**



EagleEye is a set of tools — the same ones we use to protect ourselves at Great American — designed to help protect your organization. Based on the industry standard NIST framework, the toolkit includes:

- **Employee Insights** — a shareable checklist to help avoid the most common security errors.
- **Security Scorecard** — an instant scan to assess your company's security from an outside view point
- **Security Roadmap** — a detailed questionnaire that compares current cybersecurity practices to key protective measures.

To access EagleEye, visit <https://EagleEye.galg.com> and log in using your Insured Portal credentials. If you do not yet have an Insured Portal login, follow the steps using the "Create an Account" link in the upper right.

Insured Portal

The Great American Insured Portal allows our insurance customers to review policy information, submit a claim, make direct bill payments, and more in one, convenient location.

To set up your login, new users can create an account by visiting <https://insuredportal.galg.com/> and clicking Request Access. You'll need your Great American policy number and matching ZIP code. Follow the steps to create and validate your new account.

Great American uses the sets of tools provided with the EagleEye toolkit along with other tools to help mitigate cyber vulnerabilities. Policyholders should evaluate its own security tools based on the policyholder's unique circumstances. Great American Insurance Group, 301 E. Fourth St., Cincinnati, OH 45202. Online portal may not be available at all times. Policies are underwritten by Great American Spirit Insurance Company, an authorized insurer in all 50 states and the DC. Tools in the EagleEye toolkit are provided by unaffiliated third parties. Great American makes no warranties or representations about and disclaims any responsibility for the contents of any products or services offered in any third-party websites. Any references to a linked site or any specific product or service by name does not constitute or imply its endorsement by Great American. Unless otherwise indicated or approved, payment for services provided by these companies is your responsibility. The liability of Great American Insurance Company and its affiliated insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them. The Great American Insurance Group eagle logo and the wordmarks Great American® and Great American Insurance Group® are registered service marks of Great American Insurance Company. © 2022 Great American Insurance Company. All rights reserved. 0025-CBR-1 (11/22)

Policy #:

2281724-05

Policy Term 7-01-23 to 24

Zip Code:

37075

Great American eRiskHub® Portal

When a cyber event occurs, time is of the essence. Having a plan in place with access to the third-party resources you need can help you efficiently and cost-effectively respond and recover.

Respond and recover quickly with eRiskHub

As a Great American policyholder, you have access to the eRiskHub® portal, powered by NetDiligence®. eRiskHub provides tools and resources to help you:

- Understand your exposures
- Establish a response plan
- Minimize the effects of a breach on your organization

How do I use eRiskHub?

Registration is simple - go to eriskhub.com/greatamerican and enter 186488 in the Access Code field. You'll create your own username and password. Once registered, you can access tools that will help you assess risk, prepare for and/or modify your response plan, and familiarize yourself with the service.

What if I want to speak to a lawyer?

Your policy includes Incident Consultation Coverage from a third-party law firm for actual or suspected privacy and network security incidents. There is no deductible or additional out of pocket expense to use this consultation and the coverage is in addition to your policy's limits of insurance. Not every suspected incident means you need to notify us. This consultation will help you decide what next steps are necessary including whether or not you need to notify us. The Incident Consultation Hotline can be found at eriskhub.com/greatamerican.



Great American Insurance Group, 301 E. Fourth St., Cincinnati, OH 45202. Great American does not endorse the companies or services listed on eRiskHub.com and NetDiligence Inc. is solely responsible for all eRiskHub.com content. Unless otherwise indicated or approved, payment for services provided by these companies is your responsibility. Coverage description is summarized. Refer to the actual policy for a full description of applicable terms, conditions, limits and exclusions. Policies are underwritten by Great American Fidelity Insurance Company and Great American Spirit Insurance Company, authorized insurers in all 50 states and DC. The Great American Insurance Group eagle logo and the word marks Great American® and Great American Insurance Group® are registered service marks of Great American Insurance Company. © 2018 Great American Insurance Company. All rights reserved. 0002-CBR (1/19)

GAIG.com

When a breach event occurs,
time is of the essence.



eriskhub.com/greatamerican

Tools and Breach Coaches are
available 24 hours a day, seven
days a week.

**GREATAMERICAN.**
INSURANCE GROUP

CERTIFICATE OF LIABILITY INSURANCE

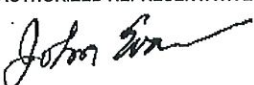
DATE (MM/DD/YYYY)
7/1/2023

PRODUCER NGU Risk Management 111 Hazel Path Hendersonville, TN 37075	THIS CERTIFICATE IS INTENDED TO CONFER AND STIPULATE COVERAGE UNDER THE FOLLOWING TERMS AND CONDITIONS TO THE NAMED INSURED INCLUDING ALTERATION OF THE TNRMT PROGRAM IF REQUIRED.
COMPANIES AFFORDING COVERAGE	
INSURED Certificated Employees of the Hamilton County School System	INSURER A: TNRMT
	INSURER B:
	INSURER C:

COVERAGES

THE COVERAGE LISTED BELOW HAS BEEN ISSUED TO THE TEACHER NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH COVERAGE DOCUMENTS. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	TNRMT	07/01/2023	07/01/2024	Per Occurrence	\$2,000,000
A	X EDUCATORS LEGAL LIABILITY/ERRORS & OMISSIONS SEXUAL MISCONDUCT/SEXUAL ABUSE COVERAGE FOR ACCUSED PERPETRATOR – DISCRETIONARY LEGAL DEFENSE AVAILABLE UP TO \$35,000 FOR FALSELY ACCUSED PERPETRATOR	TNRMT	07/01/2023	07/01/2024	\$2,500 Per Claim Deductible	\$2,000,000 Per Claim
A	X EXCESS AUTOMOBILE LIABILITY (Pays excess of personal insurance for all owned autos)	TNRMT	07/01/2023	07/01/2024	Per Occurrence	\$2,000,000
	X ALL OWNED AUTOS (WHEN BEING USED ON BEHALF OF YOUR SCHOOL)					

CERTIFICATE HOLDER	CANCELLATION
Hamilton County School System 3074 Hickory Valley Road Chattanooga, TN 37421	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS, OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE 



ATHLETICS & STUDENT ACCIDENT PROGRAM

PROGRAM INCLUDES COVERAGE FOR, BUT NOT LIMITED TO:

- ALL SCHOOL SPORTS
- JOB SHADOW PROGRAMS
- CHEERLEADING
- FIELD TRIPS
- BAND & PE CLASSES
- TRAVEL TO & FROM GAMES

LIMITS AND BENEFITS

The Student Accident coverage provided by TNRMT has **no deductible** and a medical maximum benefit of **\$25,000 per accident**. Specific sublimits apply for covered expenses (**see schedule of benefits**).

All benefits are provided on a **Full Excess** basis for covered expenses. This means that covered expenses will be paid when they are *"in excess of any other plan providing medical expense benefits."* Thus, parents must submit all bills to their primary provider first. The TNRMT policy will consider the unpaid balances for covered expenses up to the limits of the policy. A **PROOF OF LOSS**, (claim form) must be submitted within 90 days. No claim will be considered if **PROOF OF LOSS** is not submitted within 365 days after the accident.

BENEFITS

Maximum Limit	Plans Purchased by School District (Full Excess)	
		\$25,000 per Accident
Physicians		
Surgery/fracture care fees		U&C (\$6,000 Max.)
Non-surgical visits or consultations		\$125 per visit
Physical therapy		\$50 visit/Max \$1,000
Hospital		
In-patient room and board		Semi-private room
In-patient miscellaneous charges		\$6,000 per injury
Out-patient charges (non-surgical)		\$1,000 per injury
Out-patient charges (surgical)		\$5,000 per injury
Diagnostic X-rays, MRIs, CAT Scans		\$2,000 per injury
Dental		
Amount payable for each injured sound, natural tooth		\$1,000 per tooth
Orthopedic Appliances		\$1,500 per injury
Ground Ambulance Service		\$1,000 per injury
Maximum Motor Vehicle Accident Benefit		\$1,000 per injury

Benefits described are provided by Tennessee Risk Management. This is not a contract of insurance.

The student accident covers applies to all students including Pre K and Head Start Programs but does not cover participants in adult education programs beyond K-12.

TENNESSEE RISK MANAGEMENT TRUST CLAIMS-MADE COVERAGE-EDUCATORS LEGAL LIABILITY

The TNRMT Educators Legal Liability Coverage is underwritten on a claims-made basis whereby School Board Legal claims are covered if:

1. Incident giving rise to claim occurred after the retroactive date.
2. Claim is made during the policy period or extended reporting period.

If a claim of this type occurs during a policy period with another program underwritten on a "claims-made" basis and the claim or incident is *not* reported during that previous policy period, but instead reported more than 60 days after the policy's expiration, coverage can be provided only from one of two possible sources:

1. Purchase of extended reporting period on the other programs' expiring insurance policy to extend the allowable reporting period to a minimum of 24 months for claims, which occurred during the actual policy period (coverage would be provided by the expiring policy).
2. Purchase of a retroactive date under the TNRMT program to cover claims, which occurred prior to the inception of the TNRMT coverage, but were not reported or known prior to the new coverage period (coverage would be provided by the TNRMT).

Neither one of these options is automatic and must be specifically requested since it will often require an additional premium charge. These aspects must be carefully considered if a participant should ever contemplate withdrawal from the Tennessee Risk Management Trust.

**TENNESSEE RISK MANAGEMENT TRUST
WHAT IS NOT INCLUDED**

- Physical damage to personally owned automobiles
- Physical damage for military surplus vehicles or other similar vehicles not originally designed or registered for highway use.
- Property losses of a degenerative nature or from loss by insect or vermin, including mold, wear and tear, and deterioration
- Any loss from flood in flood zone "A" or zones prefixed in "A"
- Pollution unless specifically endorsed
- Mold or Fungus
- War Risk
- Terrorism (unless Certified Act of Terrorism under TRIA Act)
- Aircraft Liability
- The Deductible as listed on individual Certificates (included in the packet)
- Medical Malpractice – Doctors, Clinics or Hospitals (employed school nurses covered)
- Nuclear Liability or Damage
- Inverse Condemnation
- Asbestos Bodily Injury & Property Damage
- AIDS Liability
- Loss of or damage to Watercraft over 26 feet
- Purchase, use, maintenance or storage of any form or component of pyrotechnics, explosives or projectiles, fire and/or flame throwing apparatus, arising from a demonstration or celebration involving these or similar items.
- Pension and Welfare Fiduciary Responsibility Insurance
- Electromagnetic Fields
- Wages
- Liability arising from organic pathogens

This packet is issued as a matter of information only and does not amend, extend, or alter the coverage provided by the actual insurance policies and coverage documents.

TENNESSEE RISK MANAGEMENT TRUST

NAMED INSURED

Tennessee Risk Management Trust (TNRMT) and its participating Board Liability Trust Members, their officers, employees, and agents of the boards including elected officials, appointed boards, commissions, including election commissions, officials, officers, employees, administrators and volunteers, both individually and collectively, when acting within the scope and performance of their duties.

INSURANCE COMPANY SELECTION

A.M. Best's Insurance Reports is a guidebook the insurance industry uses to determine the financial stability of an insurance company.

A copy of the Best's Insurance Reports for each of the insurance companies quoted is available for your review.

While we strive to be certain that your insurance is placed with reputable, highly-rated insurance companies, we have no way of guaranteeing the financial accuracy of the Best's Insurance Reports or the financial stability of any insurance company. Coverage will be placed with one or more of the following insurance companies

Company Proposed	Best's Assigned Rating
Travelers Indemnity Company	A++XV
Great American Insurance Company	A+XV
Great American E&S Insurance Company	A+XV
Travelers Excess and Surplus Lines Company	A++XV
Chubb/Ace American	A++XV

Alphabetical Listing

A+ = Superior
 A = Excellent
 B+ = Very Good
 B = Good
 C+ = Fair
 C = Marginal

Numerical Listing

Ranges from I to XV
 I - Smallest Company
 XV - Largest Company

Loss Control

The TNRMT Loss Control Department was developed in 1989. The employees of the Loss Control Department, along with the technical support staff, are very knowledgeable in the fields of governmental and school operations and risks.

The Loss Control Department conducts regular audits and conducts training meetings. These meetings help control loss exposure as well as provide excellent educational training. TNRMT places great emphasis on safety training to help eliminate losses. Member input is extremely important to ensure satisfaction and member retention.

The TNRMT Technical staff is always available to offer their assistance with any aspect of the TNRMT program. Member satisfaction and retention are the primary goals of TNRMT.

Contacts

Middle Tennessee

Chris Stites cstites@sectn.com (615) 822-5454
(877) 822-6161

West Tennessee

Mark Bilyeu mbilyeu@sectn.com (615) 822-5454
(877) 822-6161

East Tennessee

Jason Baggett jbaggett@tnrmt.com (865) 228-8835

All of Tennessee

Tom Montgomery tmontgomery@sectn.com (615) 826-4274
(877) 822-6161



and

BUSTER THE BUS™



ABOUT BUSTER THE BUS™

Buster is an outstanding robotic school bus used to teach children important lessons about school bus safety.

As a TNRMT Member, you can reserve Buster the Bus™ for your school district's training needs at no charge. Use Buster to teach your students bus safety in a fun, interactive way that will capture and hold their attention from start to finish.

GREAT FOR ELEMENTARY SCHOOLS

HOW TO RESERVE

Call your TNRMT Safety Representative to reserve Buster the Bus™ for your school district today!

EAST TN

Jason Baggett
865.228.8835
jbaggett@tnrmt.com

MID TN

Chris Stites
615.289.4101
cstites@sectn.com

WEST TN

Mark Bilyeu
615.210.7827
mbilyeu@sectn.com



TNRMT Awards Safety Grants to Members for Direct Impact on Employee Safety

To enhance our TNRMT Members' safety efforts, we are proud to continue our Safety Grant Program.

The criteria to receive a grant is that all projects must have a direct impact on employee safety. Our goal is to ensure that the funds impact safety from a proactive perspective.

TNRMT recognizes that safety awareness and training are vital components of any effective safety program. Our loss control staff is dedicated to working with you in any way possible to make your workplaces and workdays safer and more productive.

We take safety very seriously and we hope these grants will help our members actively pursue a strong safety culture.

Our primary goal is to reduce and eliminate workplace injuries by providing and improving opportunities for the identification and elimination of risk.





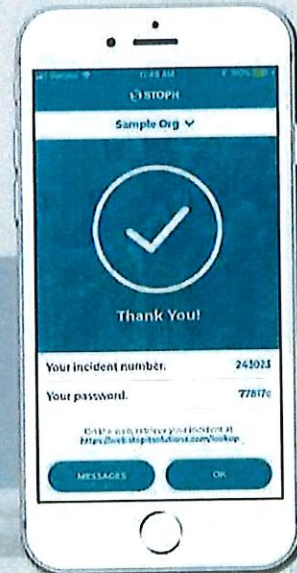
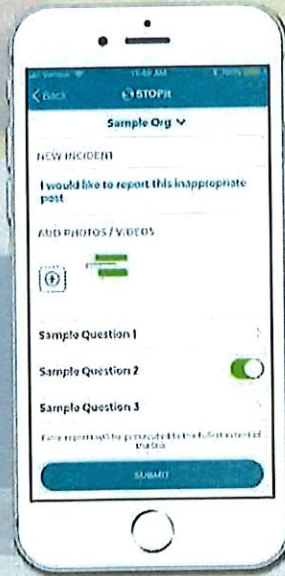
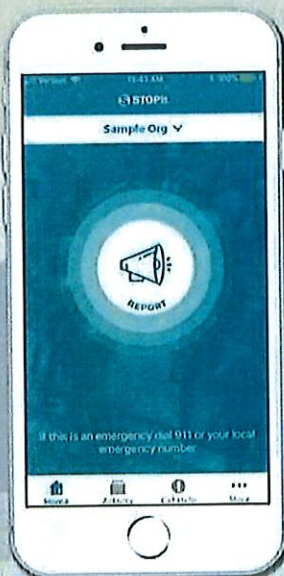
The Tennessee Risk Management Trust is proud to partner with STOPit Solutions™, a leading technology company providing software and services that mitigate, deter and control inappropriate conduct, including but not limited to Bullying, Cyber-Bullying, and other potentially harmful acts. With STOPit, you have a trusted platform that creates real-time awareness for your school district.

Using STOPit's mobile app, your students can use the "Report" button to submit reports that consist of text, photos, and/or videos to your organization's pre-determined contacts. Students can also use the anonymous two-way communication system by using the "Messenger" button, creating an anonymous chat session between themselves and your staff members.

As a TNRMT Member, you are eligible for special pricing on STOPit's platform. Empower your students with this state-of-the-art service that gives them a voice to speak up and become "Upstanders" – those that say something when they see something. For more information about STOPit Solutions™ platform, call NGU Risk Management or visit www.stopitsolutions.com today.

STOPit Solutions is always improving. New features include:

- **Anonymous Hotline** – STOPit Solutions provides this service to allow a 4th way to report in addition to mobile, web, and in-person.
- **SEL (Social & Emotional Learning) Center** – Professionally-developed Mental Health content for administrators to quickly access content on the STOPit platform. This content is admin-facing and student-facing (grade-level appropriate).
- **24/7/365 Incident Monitoring Service** – STOPit's Certified Agents view every report within 2 minutes and contact pre-defined contacts at your organization for emergency situations or imminent threat to oneself or others.



TNRMT

IMPORTANT INFORMATION

The per occurrence limit for the liability coverages is \$2,000,000 per occurrence. These limits apply to General Liability, Errors and Omissions, Auto Liability, and Employee Benefits Liability. Quotes for higher limits are available upon request.

Your TNRMT property coverage includes blanket limits. This broad coverage feature eliminates the application of your property schedule limits for individual buildings and contents as a covered loss limit. Covered losses are paid beyond schedule values if repairs or replacement exceed them. The total scheduled value of your building and contents will act as the coverage limit in the event of a catastrophic loss. Coverage is of course subject to other coverage terms and conditions. As you are aware, TNRMT arranges for a detailed appraisal of your buildings to insure that adequate coverage is in place. It remains incumbent upon you to review and report the appropriate values for your business personal property.

Your TNRMT property/liability package includes comprehensive cyber coverage with a \$2,000,000 annual limit. Quotes for higher Liability Limits are available upon request.

There is no flood coverage for any of your property located in Flood Zone A or any flood Zone prefixed in "A". It is the intent of TNRMT to exclude these flood zones and defer coverage to the National Flood Insurance Program (NFIP). It is your responsibility to know if any of your property is located in a flood zone. Coverage for property in these flood zones is available through the NFIP. We will be happy to assist you in placing this coverage through NFIP but **no Flood Zone "A" coverage is available from TNRMT.**

Student Accident and Athletic coverage is included and mandatory within your program. There is no parental choice in benefits, nor is there any need to send any voluntary forms home to parents as the coverage extends to cover all school activities in addition to school time accidents. There are various sublimits for specific treatments or medical procedures. The student accident program is designed to be competitive in coverage and price with other similar plans. As such, **it does not pay 100%** of the accident claims. Also, it is secondary to any accident or health coverage carried by parents.

Construction/renovation projects are not automatically covered by Tennessee Risk Management Trust. Coverage for these projects can be provided by a separate Builders Risk Policy. Please contact Betsey Sullivan at 877-822-6161 to start the process of obtaining Builders Risk Coverage.

Report any additions/deletions throughout the year, via the NGU Member Portal. Property additions will result in an additional pro-rated charge. However, we do not charge an additional premium throughout the policy period for additions or deletions of vehicles that are value less than \$150,000.

TNRMT encourages all members to enroll in STOPit. If you are currently enrolled, this year you will find your annual STOPit billing enclosed. Please remit this payment to TNRMT by July 31st. If you are interested in this program, please contact Chris Salomon at 908-748-4522 (csalomon@stopitcyberbully.com)

TENNESSEE RISK MANAGEMENT CONTACT SHEET

NGU Risk Management		<ul style="list-style-type: none"> •All Property, Liability and Workers Compensation Coverage •TNRMT Premium, Renewals, Trust Information Packet •Education Programs for Risk Management •Safety Info/Questions •Safety Audits •Safety Manual & Safety Policies •Safety in Service •In Trust Newsletter
John Evans jevans@ngutn.com	1-877-822-6161	
Tom Montgomery tmontgomery@sectn.com	1-877-822-6161	
Betsey Sullivan bsullivan@ngutn.com	1-877-822-6161	
or Wendy Simpson wsimpson@ngutn.com	1-877-822-6161	
Dawn Wiles dwiles@tnrmt.com	1-888-743-4336, Ext. 396	<ul style="list-style-type: none"> •Workers Compensation Claims Processing and Claims Questions
Tom Stanley tstanley@tnrmt.com	1-888-743-4336, Ext. 138	<ul style="list-style-type: none"> •Property & Board Liability Claims Processing and Claims Questions •Student Accident

EMERGENCY CLAIMS REPORTING

In the event of a claim emergency, please notify:

Tennessee Risk Management Trust
404 BNA Drive, Suite 208
Nashville, TN 37217
888-743-4336

For Workers Comp Emergencies, contact Dawn Wiles, WC Claims Supervisor
@ 615-979-7519

For Property/Casualty Emergencies, contact Tom Stanley, PC Claims Supervisor @ 615-970-9537

Alternative Contact, Tom Montgomery, Vice President @ 615-714-2605



SEC

SAFETY ENGINEERING
& CLAIMS MANAGEMENT



TNRMT

T E N N E S S E E R I S K M A N A G E M E N T T R U S T

Safety Engineering & Claims Management

Tennessee Risk Management Trust

CLAIMS INTAKE INSTRUCTIONS

(Online Claims Reporting)

1

To access the claims reporting website: **From any browser, navigate to <http://www.tnrmt.com> OR <http://www.sectn.com>.**

From TNRMT website	From SECTN website
1. Click on 'Claims Reporting'	1. Click on 'File a New Claim'
2. Click on 'Report a Claim'	2. Click on 'Click Here'
3. Click on the link in the window	

Alternatively, you can navigate directly to the reporting site at:

<http://www.tnrmt.com/reportclaims> or <http://www.sectn.com/reportclaims>

2

Choose the type of claim you wish to report:

What would you like to report?

Student Accident
Athletic & Student Accident Notification of Injury Start

Worker's Compensation
An incident involving an employee who was injured Start

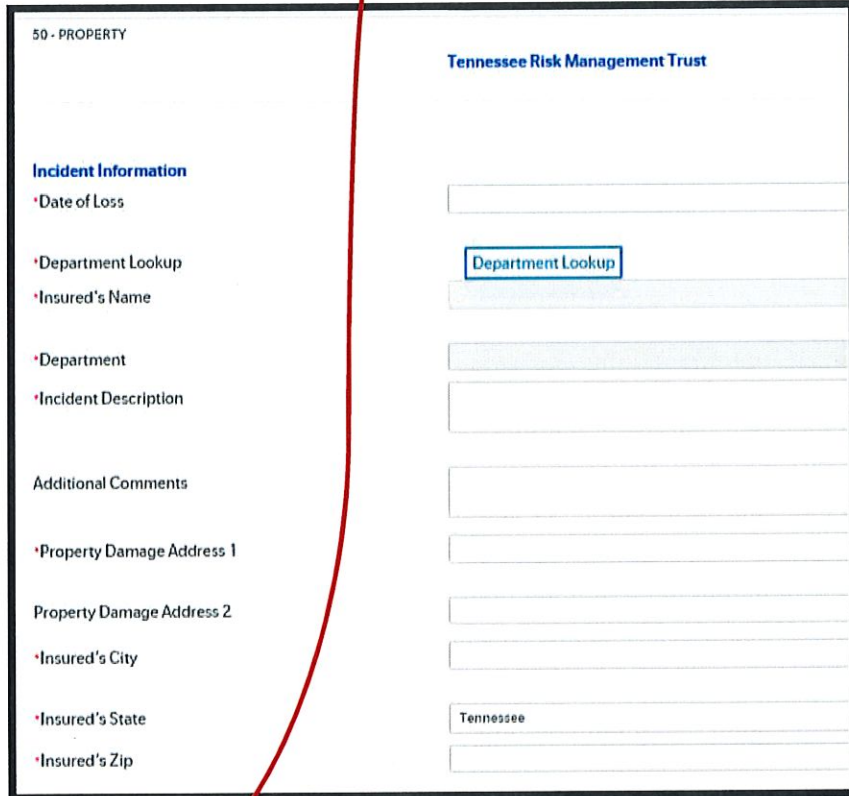
General Liability
An incident involving bodily injury or property damage to a third party. Also used for Errors and Omissions claims. Start

Auto Liability
An incident involving a vehicle and another person/object Start

Auto Collision/Comp
Auto Collision/Comp Start

Property
An incident involving damage to a property which you own (non-vehicle) Start

3 Complete form, then click on 'Preview':



50 - PROPERTY

Tennessee Risk Management Trust

Incident Information

- Date of Loss
- Department Lookup
- Insured's Name
- Department
- Incident Description

Additional Comments

- Property Damage Address 1
- Property Damage Address 2
- Insured's City
- Insured's State
- Insured's Zip

Preview

4 Review the information, then click 'Submit' to submit the claim. If you need to edit the information, click 'Back'. You may also print the page using the print button located at the top right of the screen.

Back

Submit

 Print  CLOSE  SAVE

Once Submitted, you will get an event number in the format 'EV-#####'. Keep this event number for your reference.

Schedule Management

via the new

NGU Member Portal



NGU

R I S K M A N A G E M E N T

NGU Risk Management is pleased to provide our Member and Agent Portal for usage at renewal and throughout the year. As a member of TNRMT, you will need to utilize this new portal to access, print, edit, and update your Property, Vehicle, and Mobile Equipment Schedules.

To gain access to the portal, go to <http://www.ngutn.com> and complete the 'NGU Portal Access' form. Once reviewed, you'll receive an email with login credentials and further instructions.

Once you have login credentials, you can access the portal at <http://www.ngutn.com/portal>.

This eliminates delays in processing of schedule changes. You can print vehicle ID Cards as soon as the changes have been approved by NGU Risk Management.

As you are aware, TNRMT appraises your buildings. Unless you have made major renovations or additions, please adjust only the contents and equipment values based on your GASB 34 inventory report. For Mobile Equipment, items valued under \$25,000 can be totaled into one lump amount.

If you have questions, please contact Betsey Sullivan (bsullivan@ngutn.com) or Wendy Simpson (wsimpson@ngutn.com) at 615-822-5454.

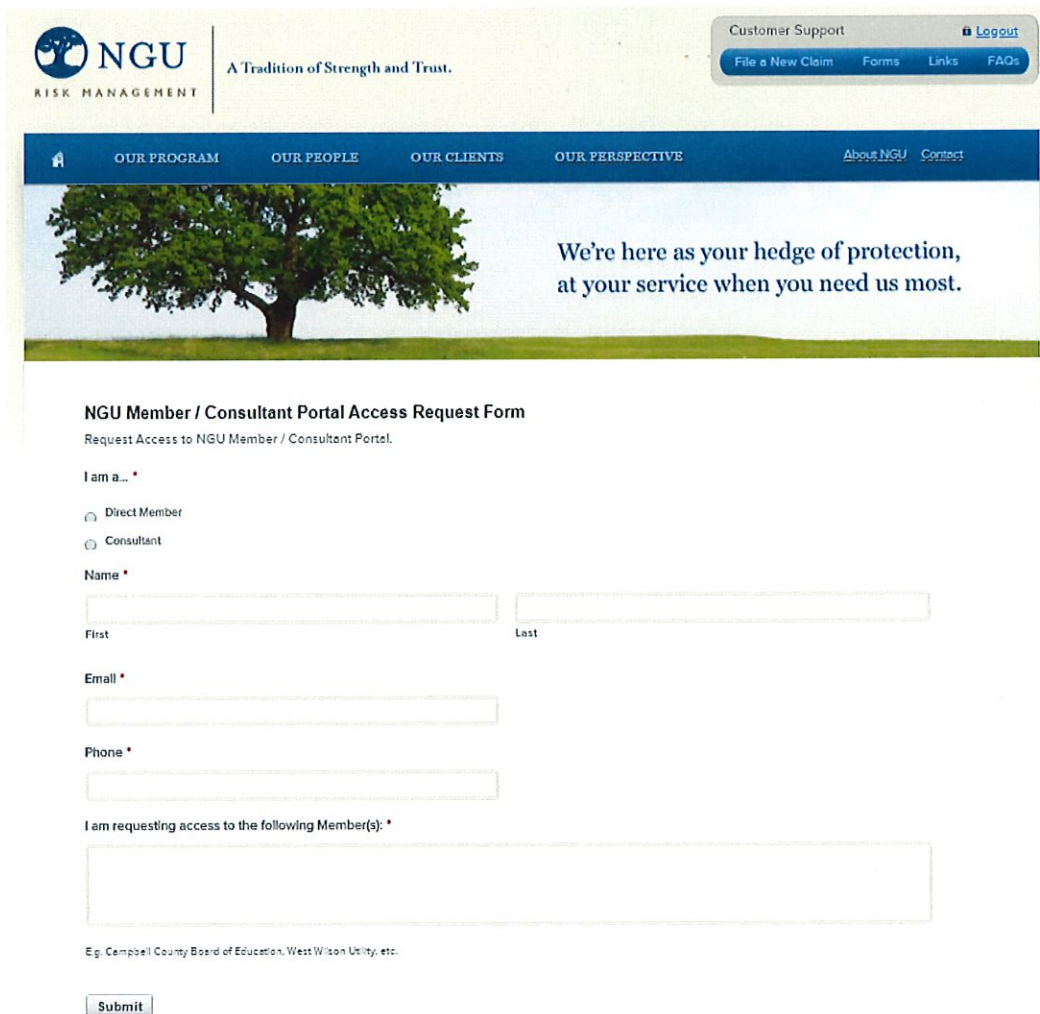
Schedule Maintenance

NGU Risk Management Member Portal

With the NGU Risk Management Member Portal, members and consultants can maintain their Property, Vehicle, and Mobile Equipment schedules for insurance coverage purposes. You'll be able to add, remove, and edit your schedules throughout the year.

Step 1: Request Access to the Portal

If you don't already have access to the NGU Member Portal, you can request access at <http://www.ngutn.com/ngu-portal-access/>. Simply fill in the form and click submit. The request will be sent to the NGU staff for review, and you will be contacted granting access to the portal.



The screenshot shows the NGU Risk Management website header with the logo and tagline "A Tradition of Strength and Trust." Navigation links include "OUR PROGRAM", "OUR PEOPLE", "OUR CLIENTS", "OUR PERSPECTIVE", "About NGU", and "Contact". A "Customer Support" menu contains "File a New Claim", "Forms", "Links", and "FAQs". A "Logout" link is also present.

The main content area features a banner with a tree and the text: "We're here as your hedge of protection, at your service when you need us most."

The form is titled "NGU Member / Consultant Portal Access Request Form" and includes the following fields:

- I am a... ***
 - Direct Member
 - Consultant
- Name ***
 - First:
 - Last:
- Email ***
 -
- Phone ***
 -
- I am requesting access to the following Member(s): ***
 -

Example text: "E.g. Campbell County Board of Education, West Wilson Utility, etc."

A "Submit" button is located at the bottom of the form.

Step 2: Login to the Portal

Once you have access to the NGU Member Portal, you can login at <http://www.ngutn.com/portal>.



Step 3: Getting Familiar with the Portal

After login, you'll see 'Member Info', 'Safety', 'Schedules', 'Reports' and 'Information' across the top and across the left navigation. To perform schedule maintenance, click on Schedules. If you need a schedule report(s), including Auto ID cards, click on 'Reports'. More on Reports later in this document.



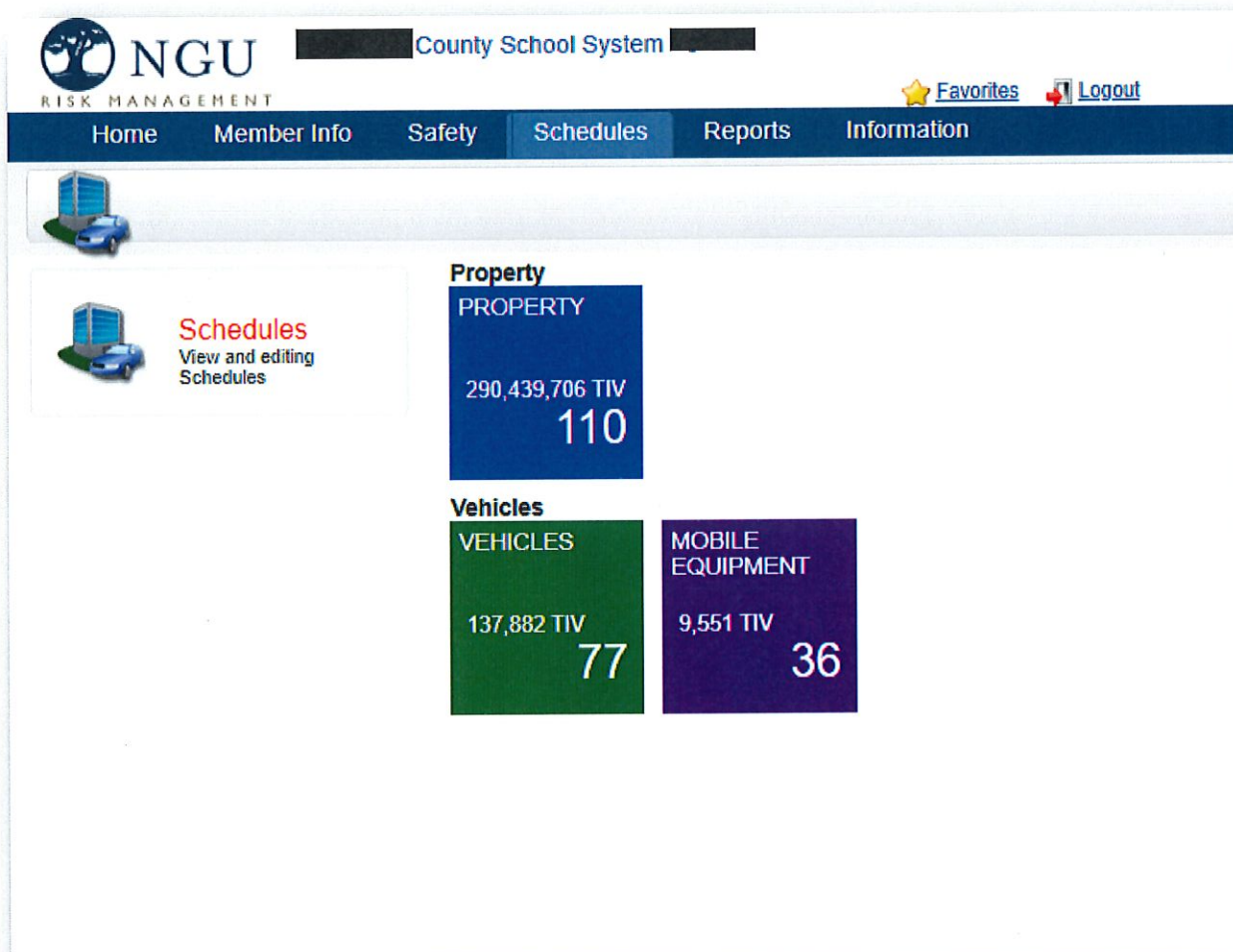
Step 4: Schedule Maintenance

You'll see three tiles representing the three schedule options: Property, Vehicles, and Mobile Equipment. The tiles have grand totals for convenience. In this example you can see that there is a total of 110 property locations with a total insured value (TIV) of \$290,439,706.

As you are aware, TNRMT appraises your buildings. Unless you have made major renovations or additions, please adjust only the contents and equipment values based on your GASB 34 inventory report.

STEP 4.1 – ADDING A PROPERTY RECORD

Let's do some schedule maintenance! For this example, let's choose to add a Property record. Click the blue 'PROPERTY' tile to begin.

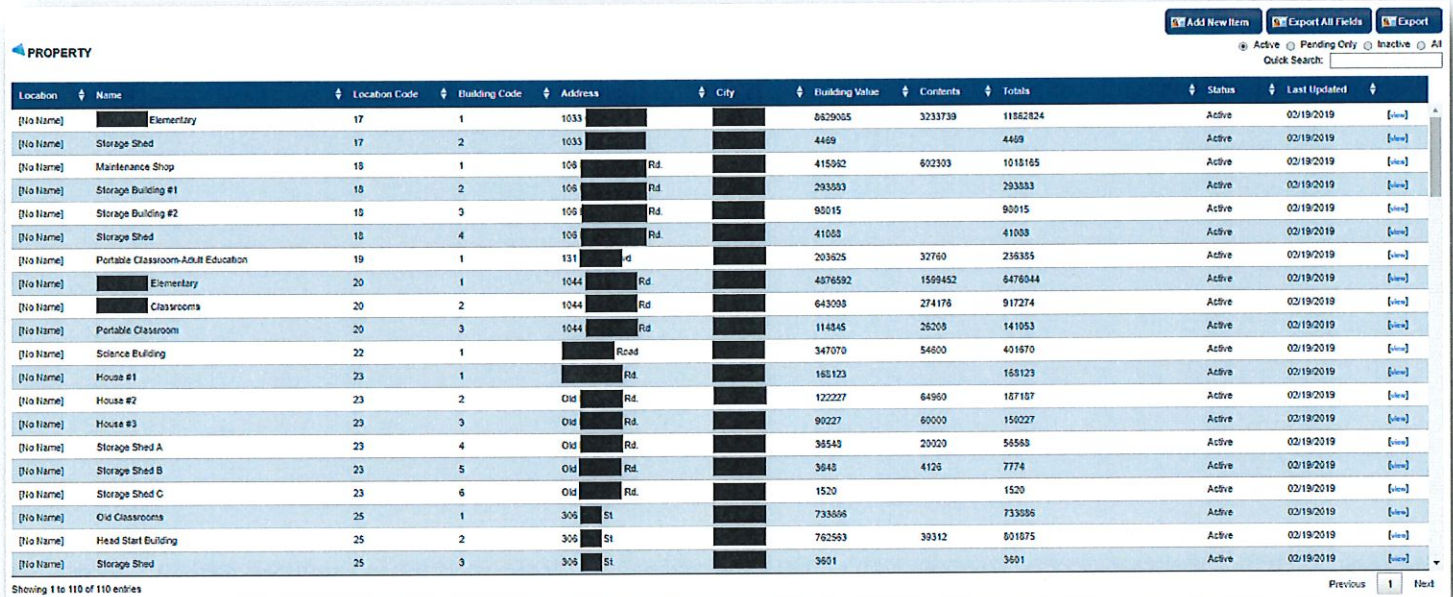


The screenshot shows the NGU Risk Management web application interface. At the top, the NGU logo and 'RISK MANAGEMENT' are visible, along with the user's name 'County School System'. A navigation bar includes links for Home, Member Info, Safety, Schedules, Reports, and Information. A 'Favorites' icon and a 'Logout' button are also present. The main content area features a 'Schedules' section with a sub-link 'View and editing Schedules'. Below this, three data tiles are displayed: a blue 'Property' tile showing 290,439,706 TIV and 110 locations; a green 'Vehicles' tile showing 137,882 TIV and 77 locations; and a purple 'MOBILE EQUIPMENT' tile showing 9,551 TIV and 36 locations.

Category	TIV	Count
Property	290,439,706	110
Vehicles	137,882	77
MOBILE EQUIPMENT	9,551	36

STEP 4.2 – VIEWING OR EDITING THE PROPERTY LISTING

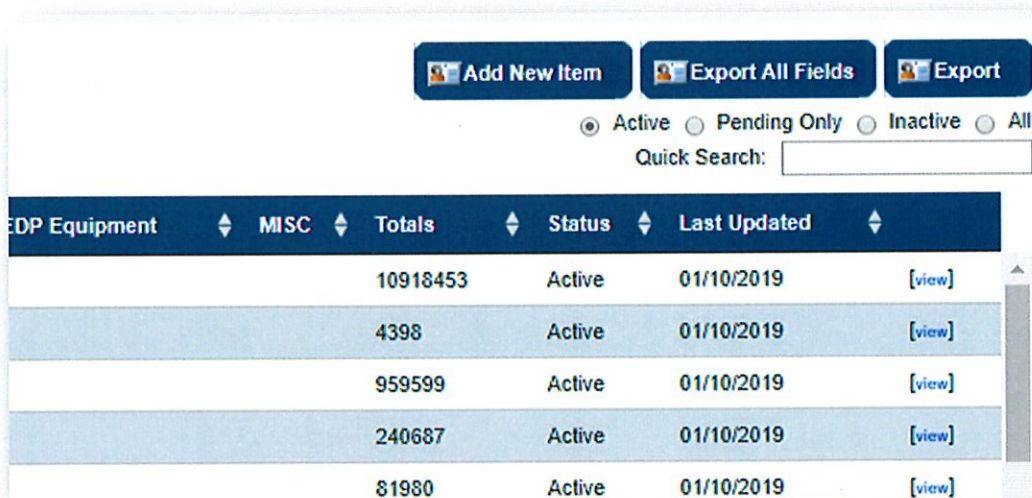
The first thing you see after you click on the PROPERTY tile is your property schedule in a grid format. From here you can edit locations by clicking '[view]' at the far right. If you need to search for a location, you can use the search feature or scroll vertically. Note that the locations are listed in order by Location Code and Building Code. While viewing a record, please refrain from 'Saving' the record unless you are actually making changes.



Location	Name	Location Code	Building Code	Address	City	Building Value	Contents	Totals	Status	Last Updated	
[No Name]	Elementary	17	1	1033		8629005	3233739	11862824	Active	02/19/2019	[view]
[No Name]	Storage Shed	17	2	1033		4469		4469	Active	02/19/2019	[view]
[No Name]	Maintenance Shop	19	1	109	Rd.	415982	602309	1018185	Active	02/19/2019	[view]
[No Name]	Storage Building #1	19	2	109	Rd.	293353		293353	Active	02/19/2019	[view]
[No Name]	Storage Building #2	19	3	109	Rd.	80015		80015	Active	02/19/2019	[view]
[No Name]	Storage Shed	19	4	109	Rd.	41003		41003	Active	02/19/2019	[view]
[No Name]	Portable Classroom-Adult Education	19	1	131	d	203625	32760	236385	Active	02/19/2019	[view]
[No Name]	Elementary	20	1	1044	Rd.	4576592	1569452	6476044	Active	02/19/2019	[view]
[No Name]	Classrooms	20	2	1044	Rd.	643008	274176	917274	Active	02/19/2019	[view]
[No Name]	Portable Classroom	20	3	1044	Rd.	114845	26208	141053	Active	02/19/2019	[view]
[No Name]	Science Building	22	1		Road	347070	54600	401670	Active	02/19/2019	[view]
[No Name]	House #1	23	1		Rd.	168123		168123	Active	02/19/2019	[view]
[No Name]	House #2	23	2	Old	Rd.	122227	64960	187187	Active	02/19/2019	[view]
[No Name]	House #3	23	3	Old	Rd.	90227	60000	150227	Active	02/19/2019	[view]
[No Name]	Storage Shed A	23	4	Old	Rd.	36543	20020	56563	Active	02/19/2019	[view]
[No Name]	Storage Shed B	23	5	Old	Rd.	3645	4126	7774	Active	02/19/2019	[view]
[No Name]	Storage Shed C	23	6	Old	Rd.	1520		1520	Active	02/19/2019	[view]
[No Name]	Old Classrooms	25	1	306	St	733556		733556	Active	02/19/2019	[view]
[No Name]	Head Start Building	25	2	306	St	762563	39312	801875	Active	02/19/2019	[view]
[No Name]	Storage Shed	25	3	306	St	3601		3601	Active	02/19/2019	[view]

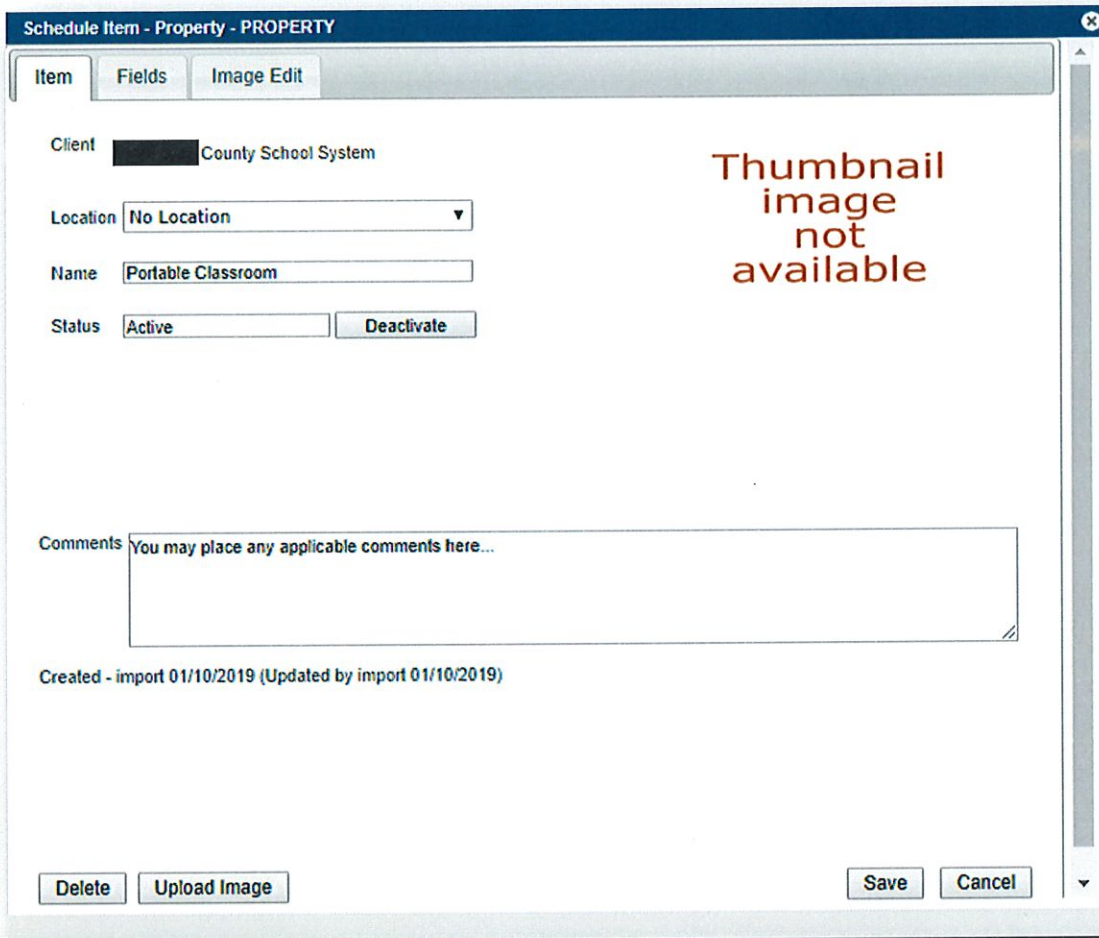
STEP 4.3 – ADDING A NEW LOCATION

- To add a new location, click on 'Add New Item' at the top right of the screen. The new location window will display.



EDP Equipment	MISC	Totals	Status	Last Updated	
		10918453	Active	01/10/2019	[view]
		4398	Active	01/10/2019	[view]
		959599	Active	01/10/2019	[view]
		240687	Active	01/10/2019	[view]
		81980	Active	01/10/2019	[view]

- On the Item tab, enter the name or description of the location. In this example, we're adding a portable classroom. Add comments if needed, then click 'Save'. Next, choose the 'Fields' tab.



Schedule Item - Property - PROPERTY

Item Fields Image Edit

Client

Location

Name

Status

Comments

Created - import 01/10/2019 (Updated by import 01/10/2019)

Thumbnail image not available

**Note you do not need to use the 'Location' field or the 'Status' field.*

- On the 'Fields' tab, fill in the applicable information. Required fields have a red asterisk. Once finished, click 'Save'. You can then close the form window using the close (x) icon at the top right.

Schedule Item - Property - PROPERTY

Item **Fields** Image Edit

General

Field Name	Value		
Date Added	07/01/20		[history]

Address

Field Name	Value		
Address	1044 [REDACTED] Rd.	*	[history]
City	[REDACTED]	*	[history]
State	[REDACTED]	*	[history]
Zip	37 [REDACTED]	*	[history]

Building Information

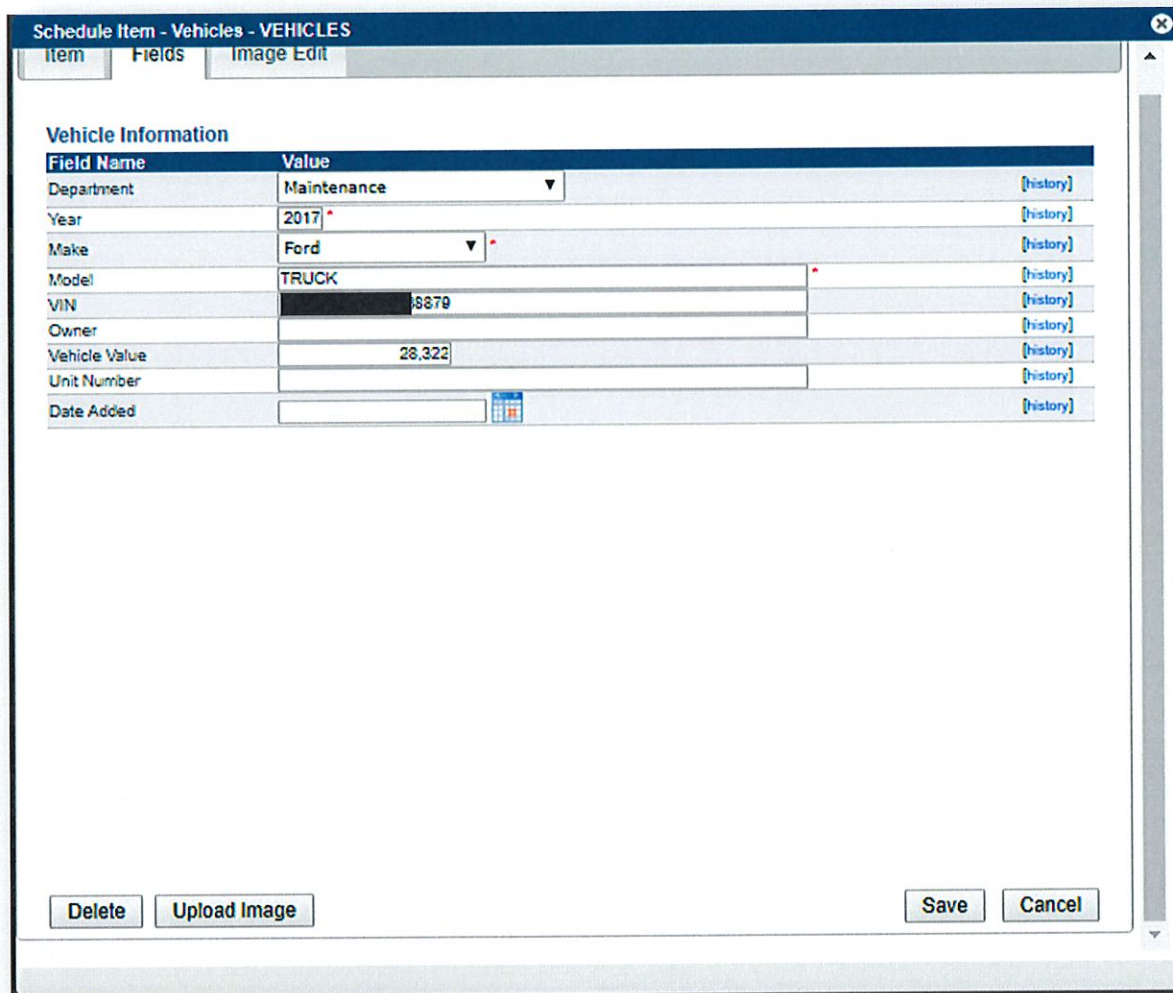
Field Name	Value		
Number of Stories	1		[history]
Square Footage	1269		[history]
Year Built	1978		[history]
Number of Employees	1		[history]
Number of Students			[history]
Sprinkler	No	▼	[history]
Construction Code	Frame Incl Masonry Vaneer	▼	[history]
Protection Class	04	▼	[history]
Hazard	L	▼	[history]
Alarm	Yes	▼	[history]
Building Value	114,158		[history]
Contents	26,208		[history]
Mobile Equipment			[history]
EDP Equipment			[history]

Step 5: Editing Vehicles and Mobile Equipment

Vehicle and Mobile Equipment schedule maintenance is very similar to the procedure used for Property schedule maintenance. Loosely following the details in Step 4 will serve as a good guide for schedule maintenance for your Vehicles and Mobile Equipment. One exception is that you do not need to supply a name for a vehicle or piece of equipment like you do for property in step 4.3, but you do have to click "Save" before you can access the fields tab. As before, required fields have red asterisks.

Please note, coverage does not apply to contract buses unless they have been identified to us.

STEP 5.1 - VEHICLE SCHEDULE FORM



Schedule Item - Vehicles - VEHICLES

Item Fields Image Edit

Vehicle Information

Field Name	Value	
Department	Maintenance	[history]
Year	2017*	[history]
Make	Ford	[history]
Model	TRUCK	[history]
VIN	8879	[history]
Owner		[history]
Vehicle Value	28,322	[history]
Unit Number		[history]
Date Added		[history]

Buttons: Delete, Upload Image, Save, Cancel

STEP 5.2 - MOBILE EQUIPMENT FORM

For Mobile Equipment, items valued under \$25,000 can be totaled into one lump amount.

Schedule Item - Vehicles - MOBILE EQUIPMENT

Item Fields Image Edit

Mobile Equipment

Field Name	Value	
Equipment Description	CONTINENTAL 20' TRAILER	[history]
Department	<input type="text"/>	[history]
Year	<input type="text"/>	[history]
Make	<input type="text"/>	[history]
Model	<input type="text"/>	[history]
Serial Number	007407	[history]
Equipment Value	<input type="text"/>	[history]
Unit Number	<input type="text"/>	[history]
Date Added	<input type="text"/>	[history]

Delete Upload Image
Save Cancel

Step 6: Printing PDF Reports











You can print PDF reports from the Member Portal. Your options are Property, Vehicle, Mobile Equipment, and Auto ID Cards. To access reports, simply click on 'Reports' in the navigation.

STEP 6.1 – CLICK ON 'REPORTS' IN THE NAVIGATION



STEP 6.2 – CHOOSE THE DESIRED REPORT

You have two output options, PDF or Excel. Each option will prompt you to download a file which is the report itself. Each web browser handles file downloads differently, and it is possible that you'll need to allow pop-ups from the portal site within your browser.

Reports		
NGU		
Report	Description	Output Options
Exposure Category	Exposure Category	 
Underwriting Detail	Underwriting Detail	 
Vehicle Schedule	Vehicle Schedule	 
Equipment Schedule	Equipment Schedule	 
Auto ID Cards (Portal)	Auto ID Cards (Portal)	 

REPORT DESCRIPTIONS

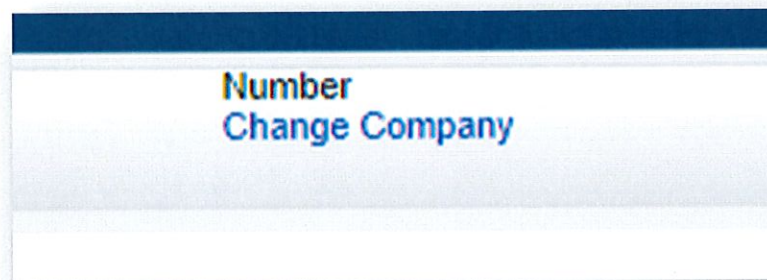
Report Name	Description
Auto ID Cards (Portal)	Under Current Law (TCA Title 55, Section 2), it is not necessary or required for you to have Auto ID Cards in government vehicles. Should you choose to do so voluntarily, you may access your Auto ID Cards with this report. Use 'CTRL+F' to quickly find the vehicle.
Equipment Schedule	Listing of Mobile Equipment, broken down by department
Exposure Category	Listing of all values associated with your Property Schedule
Underwriting Detail	Listing of Property including address, location and building code, building value, contents value, and grand total.
Vehicle Schedule	Listing of Vehicles, broken down by department.

ALTERNATIVE EXCEL REPORT FORMAT

While in the Schedule Maintenance section, you may have noticed a button called 'Export All Fields'. This button will export the entire schedule (Property, Vehicle, or Mobile Equipment) into a table-based Excel format.

A Note to Consultants

If you are a consultant and require access to multiple member schedules, you will be able switch between members by clicking the 'Change Company' feature along the top middle of the Home screen:



When you click 'Change Company', you'll see a list of members that have been assigned to you. You can switch between members in order to manage schedules, print reports, etc.

Support

If you have questions or need support, please contact:

Betsey Sullivan
or
Wendy Simpson

NGU Risk Management
111 Hazel Path
Hendersonville, TN 37075
615.822.5454
bsullivan@ngutn.com
wsimpson@ngutn.com

IMPORTANT NOTICE

Please distribute to School Director, Transportation Director, Athletic Director, Principals, Coaches and any others who transport students.

YOU MAY BE IN VIOLATION OF FEDERAL STANDARDS AND USING UNINSURED VEHICLES FOR PUPIL TRANSPORTATION!

If your school district is currently using passenger vans designed to carry more than 10 persons (including the driver) to transport students, you are in violation of federal safety standards. These vans do not meet federal motor vehicle safety standards for **any kind of pupil transportation** to or from school or school related activities. (Federal Motor Vehicle Safety Standards and Regulations 217, 220, 221, 222, 301)

Furthermore, these vehicles are not covered through your Tennessee Risk Management Trust (TNRMT) policy. Use of these vehicles for pupil transportation is very dangerous to the passengers and exposes the school district and responsible individuals to liability lawsuits. Any insurance policy, TNRMT included, has an exclusion for intentional acts. Failure to comply with federal motor vehicle safety standards could be considered an intentional act of negligence in a court of law. School districts and school officials do not have immunity for willful or wanton acts, or acts of gross negligence.

If you are currently using these vehicles to transport students,

STOP!

If you have any questions concerning your coverage, contact Betsey Sullivan or Tom Montgomery at 615-822-5454.

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

MEMORANDUM

To: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

From: Mary Ellen Heuton, Chief Financial Officer
Lindsay Cepero, Director of Procurement

Date: June 15, 2023

RE: Award Request for Proposal RFP File 23-25, On-The-Job-Injury
Program Provider

Award Request for Proposal No. 23-25, On-The-Job-Injury Program Provider to Brentwood Services Administrators, Inc., for handling of On-The-Job-Injury claims integrated with Hamilton County Schools Risk Management Department, for an initial term of three years with the option to renew for an additional three years. Fees shall be in accordance with Exhibit C of the associated agreement, with a minimum annual service fee of \$56,950.00. Expenditures will be from budgeted and approved Internal Service funds.

On March 10, 2023, the Procurement Department advertised Request for Proposal No. 23-25, On-The-Job-Injury Program Provider to obtain proposals for a third-party claim management company to provide a comprehensive On-Job-Injury Program. Three (3) vendors submitted RFP responses. Based on the evaluation criteria listed in the RFP and the selection committee's discussion, a recommendation was made for the award of this contract to the top ranked respondent Brentwood Services Administrators Inc.

Attachments:

Contract Agreement with Brentwood Services Administrator, Inc.

THIRD-PARTY ADMINISTRATOR AGREEMENT

ON-JOB INJURY PROGRAM

This THIRD-PARTY ADMINISTRATOR AGREEMENT (“Agreement”) is effective the 15th day of June 2023 (“Effective Date”), by and between Brentwood Services Administrators, Inc., a Tennessee corporation with principal offices located at 104 Continental Place, Suite 200, Brentwood, Tennessee 37027 (“BSAI”), and Hamilton County Department of Education, a Tennessee School District with principal offices located at 3074 Hickory Valley Road, Chattanooga, Tennessee 37421 (“Employer”) (each a “Party” and collectively, the “Parties”).

In consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree for themselves, their successors, and assigns as follows:

I. TERM AND APPOINTMENT

- A. Term.** This Agreement shall commence on the Effective Date and will terminate at 12:01 a.m., Eastern Time, on 14th day of June 2026, unless extended or earlier terminated as provided herein (“Term”). Upon mutual agreement of both parties, this Agreement may be renewed, in whole or in part, for a renewal term or terms not to exceed three (3) years. The increments of renewal shall be at the sole discretion of Employer as deemed in its best interest. The total contract term under this Agreement shall not exceed six (6) years.
- B. Appointment.** Employer represents it has an On-Job Injury (“OJI”) program. Employer hereby engages BSAI, as its third-party claims administrator to adjust claims under the OJI program (“Program”). BSAI accepts the engagement to provide the third-party administrator services.

II. DUTIES AND RESPONSIBILITIES OF BSAI

- A. Services.** BSAI shall, during the term of this Agreement, provide the “Services,” specified herein, consisting of:
1. Claims services, as set forth in Exhibit A attached hereto and incorporated herein by reference; and
 2. Loss control services, when applicable, as set forth in Exhibit B attached hereto and incorporated herein by reference.

All such services shall be provided by BSAI using its reasonable efforts, in conformance with the industry standard of performance, and in compliance with all applicable laws, rules, regulations, and regulatory advisory opinions.

- B. General Administration.** BSAI agrees to:
1. provide such clerical, secretarial, and administrative support, including necessary equipment and supplies, as may be necessary for the day-to-day compliance of the contractually agreed upon duties of BSAI in accordance with this Agreement;
 2. periodically, but no less than quarterly, render an accounting to Employer detailing all claims and related transactions performed by BSAI pertaining to the Program;

3. maintain for itself general liability, automobile liability, workers' compensation, fidelity bond, and errors and omissions insurance coverage, as may be customary in the industry, but in no event less than required by law; and
 4. maintain all applicable licenses required by the states in which it is administering claims and providing Services.
- C. **Other States.** Employer represents and warrants that BSAI is not obligated to provide Services in any states or jurisdictions not listed in Section I (B), without prior written agreement by BSAI to provide Services in such states or jurisdictions.

III. DUTIES AND RESPONSIBILITIES OF EMPLOYER

- A. **Fees.** Employer shall pay to BSAI the fees set forth in Exhibit C, attached to this Agreement and incorporated herein by reference..
- B. **Other Expenses.** Employer shall bear responsibility for all other expenses related to the Program, except for expenses directly relating to the performance by BSAI of its obligation under this Agreement. Employer acknowledges and warrants that BSAI is not responsible for expenses such as, but not limited to:
1. assessments;
 2. claim and loss payments;
 3. Allocated Loss Expense (as defined in Exhibit D attached to this Agreement and incorporated herein by reference); and
 4. Any other expense associated with the servicing of Employer's Program which is not specifically delegated to BSAI under this Agreement.
- C. **Bank Accounts.** BSAI shall open and maintain a separate trust claims fund bank account on behalf of Employer. If a BSAI-owned account is utilized, Employer must ensure adequate funding is provided and maintained from which BSAI may draw from at any time for claims, loss, and Allocated Loss Expense. Employer acknowledges and warrants that BSAI will not process payments until adequate funding is established. Employer will bear the cost of all expenses, fines, penalties, interest, and any other monies owed arising from inadequate funding of an account.
- D. **Compliance with Law.** Nothing in this Agreement shall be construed as relieving Employer of any duty, responsibility, or obligation it has to comply with any law or regulation. Employer remains responsible for performing all functions necessary to remain compliant with applicable law.
- E. **Employer's Additional Duties.** Employer shall provide BSAI with claims contact information, notice of any Employer specific claims rules and regulations relating the Services provided under this Agreement, and any other information necessary for BSAI to provide the Services under this Agreement. Employer shall provide BSAI with full and accurate information necessary to report to the Centers for Medicare and Medicaid Services, when such reporting is required. Employer shall immediately provide notice to BSAI of any change in operation that involves claims in states other than those listed in Section I (B) or if it begins work in any state not listed in Section I (B).

- F. Access to Electronic Information Maintained by BSAI.** Employer will be granted access to certain information in electronic format relative to its Program that is maintained by BSAI through BSAI's claims software. As a condition for such access, Employer shall have responsibilities relative to the confidentiality and protection of such software and information, as more fully delineated in Exhibit E, attached to and incorporated herein by reference.

IV. OWNERSHIP OF BOOKS AND RECORDS

To the extent legally applicable, BSAI shall maintain and retain custody of the books, records, files, and other information ("Employer Records") as required to perform the Services. BSAI may destroy any Employer Records after seven (7) years of file inactivity, unless ordered by Employer, in writing, to continue to maintain said Employer Records. Such Employer Records may be maintained by BSAI in electronic format. The Employer Records shall remain the exclusive property of Employer and shall be available for review by Employer during business hours, with reasonable written notice, at the premises of BSAI. Employer acknowledges that all software, source codes, licenses, and other intellectual property rights that are utilized by BSAI are not the property of Employer and remain the exclusive property of BSAI.

V. TERMINATION

- A. Termination for Convenience.** During the Term of this Agreement, either Party may terminate this Agreement by providing sixty (60) days' prior written notice of termination to the other Party.
- B. Termination for Cause.**
1. If any of the following events occur, Employer may immediately terminate this Agreement for cause.
 - a. BSAI materially and deliberately misapplies, misdirects, or misappropriates funds or other property received for Employer pursuant to this Agreement.
 - b. BSAI materially breaches the terms of this Agreement and BSAI fails to cure such material breach within thirty (30) days of written notice to BSAI of such material breach.
 - c. BSAI files a bankruptcy petition, is placed into bankruptcy, is declared insolvent by a court of competent jurisdiction, or is dissolved.
 - d. Employer, based on its reasonable and good-faith belief, is in immediate danger of suffering irreparable harm from the continued operation of this Agreement.
 - e. BSAI or BSAI's executive officers are convicted of:
 - i. a material violation of the insurance laws or regulations of any jurisdiction;
 - ii. any offense constituting a felony in the jurisdiction which committed; or
 - iii. a material violation of any law, which violation would in a material way, negatively reflect on the integrity of BSAI or hinder its ability to perform services required under applicable law.
 - f. BSAI's failure to maintain any license, regulatory approval, or other type of regulatory authorization to perform its obligations under this Agreement.
 2. If any of the following events occurs, BSAI may terminate this Agreement for cause.

- a. Employer fails to timely pay any fees in accordance with this Agreement.
 - b. Employer materially breaches this Agreement.
 - c. Employer files a bankruptcy petition, is placed into bankruptcy, is declared insolvent by a court of competent jurisdiction, or is dissolved.
 - d. BSAI, based on its reasonable and good-faith belief, that it is in immediate danger of suffering irreparable harm from the continued operation of this Agreement.
 - e. Employer or Employer's executive officers are convicted of:
 - i. a material violation of the insurance laws or regulations of any jurisdiction;
 - ii. any offense constituting a felony in the jurisdiction which committed; or
 - iii. a material violation of any law, which violation would in a material way negatively reflect on the integrity of BSAI or hinder its ability to perform services required under applicable law.
 - f. Employer's failure to maintain any license, regulatory approval, or other type of regulatory authorization to perform its obligations under this Agreement.
3. If a Party elects to terminate this Agreement for cause, the terminating Party must provide written notice to the other Party. The written notice must clearly state the alleged cause for immediate termination.

C. Billing Upon Termination. BSAI will furnish to Employer its final billing for services rendered as soon as practicable following termination of this Agreement. If such billing results in monies due to BSAI, Employer shall pay the entire invoice to BSAI within thirty (30) days of the invoice date, unless subject to a good-faith dispute. If such billing results in monies due to Employer, BSAI shall pay the entire invoice to Employer within thirty (30) days of the invoice date, unless subject to a good-faith dispute.

D. Transfer of Files Upon Termination. If Employer requests BSAI to transfer the Employer Records, either to Employer or any third-party, following termination, Employer must pay the file transfer fee ("File Transfer Fee"), as set forth in Exhibit C, and all amounts outstanding owed to BSAI. Employer acknowledges that BSAI is not obligated to transfer the Employer Records until the File Transfer Fee and all outstanding amounts owed to BSAI has been paid, unless required by law.

E. Employer's Options Upon Termination. Upon termination of this Agreement, Employer may:

1. Require BSAI to return all Employer Records in BSAI's possession to Employer or designated third party within sixty (60) days, with Employer paying all costs for the transfer of such Employer Records and any File Transfer Fee; or
2. Require BSAI to handle, to conclusion, all claims and other obligations reported during the Term. Should Employer choose this option, Employer shall compensate BSAI on a per-claim run-off basis at BSAI's then prevailing rate and pay all systems and administrative fees and charges set forth in Exhibit C. This compensation shall be in addition to any compensation otherwise set forth in this Agreement.

F. Duties Limited to Duration of Agreement. Employer acknowledges and warrants that BSAI will cease performing and have no obligation to carry out the Services upon termination of this Agreement, unless Employer elects to have BSAI handle runoff claims pursuant to subsection (E)(2) of this Section, in which case BSAI's obligations is strictly limited to providing the Services for claims reported to BSAI

during the Term. In the event Employer elects for BSAI to handle runoff claims, this Agreement will remain in effect until all claims are closed.

VI. INDEMNIFICATION AND HOLD HARMLESS

BSAI shall indemnify, defend, save and hold harmless Employer, the school board, administration, and their agents and employees from any and all suits, claims, actions or damages of any nature brought because of, arising out of, or related to the BSAI's performance under the terms of this contract, including the work of any sub-contractor, and without regard to any allegations of fault. This Section shall survive termination of this Agreement.

VII. MISCELLANEOUS

- A. Independent Contractor.** The Parties represent and warrant that this Agreement is intended to create and shall create between Employer and BSAI an independent contractor relationship, and nothing herein shall create the relationship of partner, joint venture, or any other relationship other than independent contractor.
- B. Entire Agreement.** This Agreement, along with all exhibits, schedules, and addenda to this Agreement which are hereby incorporated by reference into this Agreement as if fully set forth herein, contains all the terms agreed upon between the Parties with respect to the subject matter hereof and supersedes all prior oral and written communications between BSAI and Employer, including, if applicable, any prior written agreements. This Agreement shall include and incorporate by reference, as if hereby physically attached, the full content, terms, conditions, and provisions as stated within RFP 23-35, On-the-Job Injury Program Provider and BSAI's proposal to such dated March 31, 2023. No modification or amendment of this Agreement shall be valid unless made in writing and fully executed by the Parties.
- C. Notices.** All notices required herein shall be in writing and sent via certified mail with return receipt requested, or reputable private carrier (Federal Express, DHL, UPS, etc.), with proof of receipt, to the Parties at the following addresses:

If to Employer: Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

If to BSAI: Brentwood Services Administrators, Inc.
ATTN: President
104 Continental Place, Suite 200
Brentwood, Tennessee 37027

With copy to:

Acrisure, LLC
ATTN: Chief Legal Office

100 Ottawa Avenue, SW
Grand Rapids, MI 49503

- D. Assignment.** Neither Party is entitled to assign its rights or obligations under this Agreement without the prior written consent of the other Party. Notwithstanding the foregoing, BSAI may assign this Agreement to an affiliate or engage the services of subcontractors to perform the Services.
- E. Applicable Law and Venue.** The Agreement shall be governed by the laws of the State of Tennessee. Any action brought in law or in equity to enforce any provision of the entire Agreement shall be filed in the appropriate state court in Hamilton County, Tennessee. In any action to enforce this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees. Service of process, summons, notice or other document by hand delivery or certified mail in accordance with this Agreement shall be effective service of process for any suit, action or other proceeding brought in any such court. The Parties irrevocably and unconditionally waive any objection to venue of any suit, action or proceeding in such courts and irrevocably waive and agree not to plead or claim in any such court that any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum.
- F. Waiver.** No waiver by any Party of any of the provisions hereof shall be effective unless explicitly set out in writing and signed by the Party so waiving. No waiver by any Party shall operate or be construed as a waiver in respect of any failure, breach or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.
- G. Limitation of Liability.** **IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES. EACH PARTY TO THIS AGREEMENT IS EXEMPTED BY THE OTHER PARTY FROM LIABILITY IN TORT FOR HARM CAUSED BY THE FAILURE TO OBSERVE THE STANDARD OF REASONABLE CARE WITH RESPECT TO THE SUBJECT MATTER OF THIS AGREEMENT. THE PARTIES' RELATIONSHIP WITH RESPECT TO THE SUBJECT MATTER OF THIS AGREEMENT IS SOLELY CONTRACTUAL AS DEFINED HEREIN. FURTHERMORE, IN NO EVENT SHALL THE TOTAL LIABILITY OF BSAI TO EMPLOYER FOR ALL DAMAGES, LOSSES, SUITS AND CAUSES OF ACTION (WHETHER IN CONTRACT OR TORT, INCLUDING BUT NOT LIMITED TO, NEGLIGENCE, INDEMNIFICATION OR OTHERWISE) ARISING FROM THIS AGREEMENT EXCEED \$1,000,000 OR THE AMOUNT PAID TO BSAI BY EMPLOYER PURSUANT TO THIS AGREEMENT IN ANY CALENDAR YEAR, WHICHEVER IS GREATER.**
- H. Contractual Modification of Statute of Limitations.** No case, claim, suit, or cause of action may be pursued or prosecuted by either Party via arbitration or otherwise (and no damages awarded by an arbitrator or court of competent jurisdiction) unless initiated within one (1) year of the accrual of the case or claim.

- I. **Headings.** All headings in this Agreement are for convenience of reference only and shall be disregarded.
- J. **Regulatory Compliance.** The Parties acknowledge that it is the Parties' intent that all obligations performed hereunder shall comply with all applicable federal and state laws and regulatory standards.
- K. **Interpretation.** The Parties represent that both Parties have participated jointly in the drafting and negotiation of this Agreement. Accordingly, this Agreement will be construed as drafted equally by each Party, with no presumption favoring or disfavoring either Party.
- L. **No Third-Party Beneficiaries.** This Agreement is not intended to confer upon any person other than the parties hereto any rights or remedies hereunder. There are no third-party beneficiaries to this Agreement.
- M. **Severability.** If any one or more of the provisions contained in this Agreement is, for any reason, held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability does not affect any other provisions of this Agreement. The court or tribunal which holds such provision to be invalid, illegal, or enforceable is empowered by the Parties to amend the terms of this Agreement to give effect to the intentions of the Parties, as reflected in the struck provision, to the greatest extent possible.
- N. **Privacy and Confidential Information.** BSAI and Employer shall maintain confidentiality as it pertains to employee records.
- O. **Force Majeure.** A Party is not liable for failure to perform the Party's obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane, epidemic, pandemic, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout, or interruption or failure of electricity, telecommunication, or third-party software service. If a Party asserts force majeure as an excuse for failure to perform the Party's obligation, then the nonperforming Party must take reasonable steps to minimize delay or damages.
- P. **Counterparts.** This Agreement may be executed in counterparts, each of which will be deemed an original, and all of which will constitute one and the same agreement. This Agreement may be executed and delivered by facsimile transmission, electronic mail, or other electronic means and shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.
- Q. **Non-Appropriation:** All funds for payment by HCS are subject to the availability of an annual appropriation for this purpose by the Hamilton County Board of Education. In the event of non-appropriation of funds by HCS for the services provided, HCS will terminate the contract or Purchase Order, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement,

cancellation shall be accepted by the Vendor on thirty (30) calendar days' prior written notice, but failure to give such notice shall be of no effect and HCS shall not be obligated under the contract or Purchase Order beyond the date of termination.

IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective on the Effective Date.

Hamilton County Department of Education

Brentwood Services Administrators, Inc.

By: _____

By: Ryan J. Foley
Executive Vice President/Chief

Title: _____

Title: Legal Officer and Secretary

Date: _____

Date: May 19, 2023

EXHIBIT A

CLAIMS SERVICES

In accordance with Section II of the Third-Party Administrator Agreement (“Agreement”), this Exhibit is attached to and is incorporated within the Agreement between Brentwood Services Administrators, Inc. (“BSAI”) and Hamilton County Department of Education (“Employer”).

- A. BSAI shall use reasonable efforts to provide to Employer certain claims services necessary for the day-to-day servicing of the Program. The obligation to provide such services is limited to “Qualified Claims” herein defined as claims made under Employer’s Program that are:
 - 1. reported to BSAI by Employer during the Term and occur in a state in which BSAI is appointed to handle claims on behalf of Employer under Section I (B) of the Agreement;
 - 2. old claims previously reported to BSAI by Employer pursuant to a previous third-party administrator agreement; or
 - 3. old claims that have been serviced by a previous administrator and which BSAI has agreed to assume servicing responsibility for provided such claims are in a state in which BSAI is appointed to handle claims on behalf of Employer under Section I (B) of the Agreement.

- B. Furthermore, BSAI assumes servicing responsibility, as provided herein, for other states, as and when requested by Employer, so long as Employer has added such states to the Program, and:
 - 1. BSAI may lawfully perform third-party administrator services in that state for the lines requested; or
 - 2. BSAI successfully subcontracts with a subcontractor in that state for the lines requested.

- C. BSAI shall:
 - 1. service, review, investigate, adjust, and process Qualified Claims;
 - 2. establish claims reserves for each Qualified Claim and provide periodic review of claims reserves to reflect changes in claims reserves;
 - 3. acknowledge to Employer, in writing, the receipt of all Qualified Claims, on an as-agreed basis;
 - 4. acknowledge to Employer, in writing, all Qualified Claims that have been closed, on an as-agreed basis, with such acknowledgement containing the closure date and the amount paid;
 - 5. acknowledge to Employer, in writing and on an as-agreed basis, the receipt of all lawsuits, with such acknowledgement containing the assigned defense firm and a copy of the complaint or bill filed. As litigation proceeds, BSAI shall keep Employer apprised, to the extent reasonable, of discovery request deadlines, depositions, conferences, and trials;
 - 6. provide a narrative report to Employer on any Qualified Claims where the total reserves exceed One Hundred Thousand Dollars (\$100,000.00);
 - 7. prepare and maintain an electronic claim file for each Qualified Claim with the file open, during BSAI’s normal business hours, for inspection and copying by Employer and its agents, servants, employees, and officers, at Employer’s expense upon written request;
 - 8. prepare, maintain, and file all records and reports that may be required by any state regulatory agencies in connection with BSAI’s handling of Qualified Claims, as instructed by Employer;
 - 9. coordinate the assignment of and provide utilization management services and case management services on Qualified Claims needing, within BSAI’s reasonable discretion, such services. Charges for such services are Allocated Loss Expense, and thus Employer shall make payment for all such

expenses in addition to the claims service fees delineated in Exhibit C. BSAI may utilize the services of a subcontractor or an affiliate to perform all or a portion of such services. Employer acknowledges that BSAI or its affiliate may be compensated for its administrative expense in connection with the provision of such services. Periodically, the rates charged for these services may be adjusted;

10. provide medical provider bill review services to reduce the bill to the fee schedule or reasonable and customary amounts, as applicable, at the rate set forth in Exhibit C. Further reductions on the bill to reflect preferred provider organization (PPO) savings and other types of savings below the fee schedule or reasonable and customary amounts will also be provided for the percentage of savings fee set forth in Exhibit C. Furthermore, BSAI may procure, on Employer's behalf, drug utilization review services, pharmaceutical PPO network services, durable medical equipment bill review services, durable medical equipment PPO services, home health care services, and home health care PPO network services. Charges for all services delineated in this paragraph are Allocated Loss Expense, and thus Employer shall make payment for all such expenses in addition to the claims service fees delineated in Exhibit C. BSAI may utilize the services of a subcontractor or an affiliate to perform all or a portion of such service. Employer acknowledges that BSAI or its affiliate may be compensated for its administrative expense in connection with the provision of such services. Periodically, the rates charged for the services may be adjusted;
11. coordinate the assignment of and provide translation, transportation, surveillance, and investigation services on Qualified Claims needing, within BSAI's reasonable discretion, such services. Charges for such services are Allocated Loss Expense, and thus Employer shall make payment for all such expenses in addition to the claims service fees delineated in Exhibit C. BSAI may utilize the services of a subcontractor or an affiliate to perform all or a portion of such services. Employer acknowledges that BSAI and its affiliate may be compensated for its administrative expense in connection with the provision of such services. Periodically, the rates charged for the services may be adjusted;
12. recommend panel physicians, as required or permitted by law, and assist in the implementation of the services such panel physicians provide;
13. investigate and, where appropriate, refer to defense counsel, subrogation possibilities and subsequent injury fund recovery possibilities. For all subrogation and subsequent injury fund recoveries, BSAI is entitled to a percentage of the recovery as set forth in Exhibit C. Charges for all subrogation and subsequent injury fund recoveries are Allocated Loss Expense, and thus Employer shall make payment for all such charges in addition to the claims service fees delineated in Exhibit C. For subrogation and subsequent injury fund recoveries, BSAI may utilize the services of a subcontractor to perform all or a portion of such services, which services shall be billed as a pass through to Employer. Employer acknowledges that BSAI may add an administrative fee in connection with the provision of such services as set forth in Exhibit C;
14. pay, out of Employer's claims fund account, such disability (lost time and indemnity) benefits, medical benefits, death benefits, Allocated Loss Expense, and any other loss and expense as may be required to comply with applicable workers' compensation laws and regulations, including any judgments or expenses as set forth in this Exhibit and the Agreement;
15. act as an agent for Employer and report to the Centers for Medicare and Medicaid Services, as required by Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007, otherwise known as the Medicare Secondary Payor Provision, and rules promulgated thereunder, and

otherwise assist Employer, as the Responsible Reporting Entity, to comply with Section 111 and provide other Centers for Medicare and Medicaid Services compliance services, through a subcontractor or an affiliate. Employer acknowledges that BSAI and its affiliate may be compensated in connection with the provision of such services;

- 16. provide any information requested by any appropriate reinsurance or excess insurance carriers; and
- 17. provide to such certified public accountants, attorneys, or actuaries any claim cost information as may be reasonably directed by Employer.

D. The claims services provided by BSAI under this Exhibit and the Agreement are to be provided in accordance with (a) the reasonable rules and regulations adopted by Employer and provided, in writing, to BSAI; (b) the rules and regulations of any governmental or regulatory authority; and (c) the express lawful, requirement of any reinsurance or excess insurance contracts issued to Employer.

Employer _____
Initial

BSAI RF
Initial

EXHIBIT B
Loss Control Services

In accordance with Section II of the Agreement, this Exhibit is attached to and incorporated within the Third-Party Administrator Agreement ("Agreement") between Brentwood Services Administrators, Inc. ("BSAI") and Hamilton County Department of Education ("Employer").

- A. BSAI shall provide to Employer the following loss control services subject to the hours and terms agreed to between the parties in Exhibit C. BSAI shall:
 - 1. provide qualified loss control consultants to visit Employer on an as needed and agreed upon basis to review and advise Employer of its current loss control program;
 - 2. assist the management of Employer in the development and modification of a loss control program;
 - 3. conduct safety training seminars, as agreed upon;
 - 4. perform on-site surveys for hazard identification and work practice evaluation, including accident analysis, to identify trends and problem areas for loss control focus;
 - 5. provide written reports to Employer with an appropriate summary of activities, listing hazards and loss problems, along with recommendations for improvements; and
 - 6. provide to Employer information on third-party independent contractors which may be utilized, at Employer's expense, to secure industrial hygiene and OSHA compliance.

- B. BSAI is entitled to reimbursement for loss control services in accordance with the fee schedule in Exhibit C. BSAI, or its subcontractors, time spent preparing, writing reports, providing loss control services, and traveling time is billable as loss control services pursuant to this Agreement.

- C. Employer acknowledges that it is ultimately and solely responsible for its own safety program. BSAI makes no representation that all unsafe conditions or procedures will be discovered, even if such unsafe conditions or procedures were reasonably discoverable. BSAI makes no representation that any location, workplace, operation, machinery, or equipment is safe, healthful, or in compliance with any laws, rules, or regulations.

Employer _____
Initial

BSAI 
Initial

**EXHIBIT C
Fee Schedule**

In accordance with Section 2 of the Third-Party Administrator Agreement (“Agreement”), this Exhibit is attached to and incorporated within the Agreement between Brentwood Services Administrators, Inc. (“BSAI”) and Hamilton County Department of Education (“Employer”).

- A. Claim Service Fee.** Employer shall pay to BSAI a claims service fee (“Service Fee”) according to the schedule below. The Annual Minimum Service Fee only includes those items identified as Standard Services and only to the amount of the Annual Anticipated Number of Claims listed in the table below. For any claims that occur above the Annual Anticipated Number of Claims in a given category, those claims will be charged the standard per claim fee in addition to the Annual Minimum Service Fee.

ANNUAL ANTICIPATED NUMBER OF CLAIMS

Incident Only	100
OJI Medical Only	190
OJI Lost Time	20
OJI Administration Fee	1
Total	310

Annual Minimum Service Fee (Life of Agreement)

Year 1	Year 2	Year 3
\$56,950	\$58,670	\$60,450

Standard Services	Year 1	Year 2	Year 3
Indemnity Claim (per claim)	\$850.00	\$875.00	\$900.00
Medical Only Claim (per claim)	\$155.00	\$160.00	\$165.00
Information Only (per claim)	\$30.00	\$35.00	\$40.00
Annual Administration Fee	\$7,500.00	\$7,750.00	\$8,000.00
System Fee (view only annual) 24/7 system access	Up to 3 users free, \$300.00 annually per each add'l user	Up to 3 users free, \$300.00 annually per each add'l user	Up to 3 users free, \$300.00 annually per each add'l user
Other			
Loss Control Fee	\$175.00 per hour plus Expense	\$180.00 per hour plus Expense	\$185.00 per hour plus Expense
Medical Bill Review (per bill)	\$8.00	\$8.00	\$8.00
All Medical Bill Review PPO Savings (% of savings)	28%	28%	28%
All Pharmaceutical Bill Review Savings (% of savings)	28%	28%	28%
All Other Savings (% of savings)	28%	28%	28%
24/7 Nurse Triage for Claim Intake Services (only upon			

request and pre-approved by HCS)	\$500.00 one-time setup fee and \$125.00 per call	Prevailing Rate	Prevailing Rate
Takeover OPEN Per Claim Fee	\$400.00 per open indemnity claim or liability claim; \$0.00 for medical only and incident claims	Prevailing Rate	Prevailing Rate
OSHA Tracking (if requested by HCS)	\$2,000.00 for up to 150 claims	Prevailing Rate	Prevailing Rate
Index Bureau Filing Services	\$17 per claim or standard rate	Prevailing Rate	Prevailing Rate
CMS Reporting (annual)	\$0.00	\$0.00	\$0.00
Subsequent claim fee	\$400.00	\$412.00	\$425.00
Life of Claim/Run off Fee	\$400.00	Prevailing Rate	Prevailing Rate

B. Loss Control Fee. Employer shall pay to BSAI the Loss Control Fee contained in the Section A schedule. "Expense" is defined as time spent traveling, preparing risk evaluation reports, time re-preparing loss analyses, writing benchmark reports, conducting phone consultation, and other similar expenses. The Loss Control Fee may be adjusted by BSAI with thirty (30) days' notice prior to the end of each Agreement year.

C. Data Conversion Charges. Employer shall pay to BSAI an initial data conversion charge of Seven thousand five hundred Dollars (\$7,500.00). Should Employer request that BSAI convert additional data during the Term of this Agreement, then Employer will pay an additional data conversion charge of prevailing rate per hour of time expended by BSAI or its subcontractor to convert the data. Employer shall pay the full invoice amount to BSAI within thirty (30) days of the invoice date. Any fee under this Section is fully earned once the data is converted to BSAI's information system.

D. Bank Reconciliation Fee. Employer shall pay to BSAI an annual fee of ZERO Dollars (\$ 00 .00) for BSAI to reconcile Employer's claims fund account, including the reconciliation of beginning balance, checks issued, checks cleared, checks outstanding, checks voided, deposits, and ending balance.

E. Subrogation, Subsequent Injury, and Secondary Injury Fund Recoveries. For each subrogation, Subsequent Injury Fund, and Secondary Injury Fund recovery, Employer shall pay to BSAI an administrative fee equal to fifteen percent (15%) of the net recovery. Such recovery fees are an Allocated Loss Expense in accordance with Exhibit D herein and are paid off the respective claim file. All such recovery fees are in addition to the service fees listed above. BSAI is not entitled to any additional fees for its time expended pursuing such recoveries.

F. Custom Reports and IT Time. All system menu reports are included in the Service Fee. Should Employer request any customized claims, loss control, or risk management reports or need any other service from BSAI's information technology personnel, then Employer shall pay to BSAI a fee of Two Hundred Dollars (\$200.00) per hour for time expended by BSAI's personnel. The per hour fee is earned

as the time is expended. Employer must pay to BSAI the entire invoice amount within thirty (30) days of the invoice date.

- G. Billing, Payment, and Audit.** Employer shall pay to BSAI the Service Fee in equal quarterly installments. **Payment of the entire invoice amount is due thirty (30) days after the invoice date.**

Within ninety (90) days following the end of each Agreement year, BSAI will complete an audit for the previous Agreement year. Upon completion of the audit, BSAI will provide to Employer a statement showing the amount owed by Employer with an invoice for such amount or a statement showing the amount to be refunded to Employer by BSAI. If Employer owes monies to BSAI after the audit, payment of the amount owed shall be made to BSAI within thirty (30) days of the invoice date. If BSAI owes monies to Employer, BSAI shall apply such amount as a credit for Employer for the next Agreement year or, upon the written request of Employer, refund the overpayment to Employer within thirty (30) days of the audit statement date.

- H. Definition of Claim; Earning of Per-Claim Fees.** For purposes of calculating the number of claims, each injured worker with a reportable injury is considered a “claim”, even if there are multiple workers injured as a result of the same occurrence. All per-claim fees are completely earned when the claim is reported to BSAI.

- I. Medical Cost Containment Fees.** BSAI shall receive fees for bill review and PPO services, utilization review services, pharmaceutical bill review and PPO procurement services, durable medical equipment bill review and durable medical equipment PPO services, and medical cost containment services in addition to the Service Fee, in accordance with the following schedule.

1. For each medical bill reviewed, Employer shall pay BSAI the fee indicated in the Section A schedule to reconcile the bill to the usual customary charge.
2. For all medical bill review PPO savings, Employer shall pay BSAI the percentage indicated in the Section A schedule of all savings achieved below the usual and customary charge or fee schedule.
3. For all pharmaceutical bill review savings, Employer shall pay BSAI the percentage indicated in the Section A schedule of all savings achieved below the usual and customary charge or fee schedule.
4. For all other PPO savings, Employer shall pay BSAI the percentage indicated in the Section A schedule of all savings achieved below the billed amount or the usual and customary charge, whichever is lower.

All medical cost containment fees are an Allocated Loss Expense in accordance with Exhibit D and are paid off the respective claim file. All such fees are in addition to the Service Fee.

- J. Claim Run-off Fee (“Life of Claim fee”).** In the event Employer or Employer’s insurance carrier requests BSAI handle Qualified Claims to conclusion following termination of this Agreement, Employer shall pay to BSAI the Claim Run-off Fee, at the rate indicated above, per open claim, per year, for the life of the Qualified Claim. The Claim Run-off Fee may be adjusted by BSAI with thirty (30) days’ notice prior to the end of each Agreement year.

- K. CMS Reporting Fee.** Employer shall pay to BSAI the annual CMS Reporting Fee listed in the Section A schedule for services performed for Section 111 reporting to CMS. The CMS Reporting Fee is earned pro-rata.

- L. Subsequent Claim Fee.** Employer shall pay to BSAI a Subsequent Claim Fee for any indemnity claim that is open two (2) years after inception, at the rate indicated above, per open claim, per year, for the life of the Qualified Claim.
- M. Transportation, Translation, and Investigation Fees.** Employer shall reimburse BSAI fees for transportation, translation, third-party investigation, and other similar expenses incurred by BSAI. Such expenses are an Allocated Loss Expense in accordance with Exhibit D and are paid off the respective claim file.
- N. Late Fees.** Should any payment required herein not be received by BSAI within thirty (30) days of the date due, Employer shall pay to BSAI a late fee of one percent (1%) per month, or the maximum amount permitted by law, whichever is lower, of the amount outstanding.
- O. Transfer of Files Upon Termination.** If Employer requests transfer of files following termination of the Agreement, Employer shall pay a file transfer fee to BSAI as follows:
 1. Twenty Thousand and 00/100 Dollars (\$5,000.00), if the termination is during the first year of the business relationship between BSAI and Employer;
 2. Fifteen Thousand and 00/100 Dollars (\$5,000.00), if the termination is during the second year of the business relationship between BSAI and Employer; or
 3. Ten Thousand and 00/100 Dollars (\$5,000.00), if the termination is during the third year of the business relationship between BSAI and Employer or any time thereafter.

Nothing in this Exhibit or the Agreement may be construed as prohibiting BSAI or any of its affiliates from receiving ordinary and reasonable commissions from an insurance carrier, for producing Employer’s workers’ compensation policy or from any other insurance company or reinsurer providing reinsurance or other insurance coverage. Such commissions may not be considered a setoff against the fees due under this Agreement.

Unless otherwise specified herein, the fees listed in the Section A schedule contemplate BSAI providing the services described in this Agreement only during the Term or a renewal thereof, is in full force and effect.

For Maximum, Fixed, or Flat Fee Service Agreements, if a force majeure event, as defined in the Agreement, or a multiple-employee injury event occurs and such event results in claims volume increasing greater than ten percent (10%) over what would have been the claims volume in the absence of such event, then BSAI shall be entitled to additional claims service fees, at BSAI’s then prevailing rate, which shall not be less than BSAI’s prevailing indemnity claim rate listed in the Section A schedule per claim.

Employer _____
Initial

BSAI 
Initial

EXHIBIT D
Allocated Loss Expense

In accordance with Section III of the Third-Party Administrator Agreement (“Agreement”), this Exhibit is attached to and incorporated within the Agreement between Brentwood Services Administrators, Inc. (“BSAI”) and Hamilton County Department of Education (“Employer”).

Under this Exhibit and the Agreement, “Allocated Loss Expense” is defined as and includes the following:

- 1) attorneys’ fees;
- 2) court reporter’s fees, court costs, fees, and expenses;
- 3) pre- and post-judgment interest;
- 4) costs of depositions, including, but not limited to, transcript fees;
- 5) costs of obtaining copies of public records;
- 6) costs of obtaining copies of medical records;
- 7) service of process fees;
- 8) witness fees and expenses;
- 9) expert fees and expenses;
- 10) costs of independent medical examinations and evaluations;
- 11) medical cost containment services, including, but not limited to, utilization management services;
- 12) extraordinary travel expenses incurred by BSAI at Employer’s;
- 13) bill review service costs;
- 14) costs associated with indexing and submitting claims information to the Insurance Service Office, rate advisory service organizations, claims compilation or transmission agencies, and state agencies and their designees;
- 15) subrogation costs and expenses;
- 16) operative, investigative, and detective service costs;
- 17) costs associated with making any regulatory filings with the Centers for Medicare and Medicaid Services, including, but not limited to, filings in connection with the Medicare Secondary Payor provisions of the Social Security Act;
- 18) medical case management service costs;
- 19) costs associated with disputing or complying with Medicare Section 111 conditional payment liens;
- 20) costs associated with creating or obtaining a Medicare Set Aside; and
- 21) any other similar fee, cost, or expense that is reasonably chargeable for the investigation, negotiation, settlement, adjustment, or defense of a Qualified Claim, whether charged by BSAI or a third party, or as required for the protection of the rights or collectability of subrogation on behalf of Employer.

Employer _____
Initial

BSAI 
Initial

EXHIBIT E
Electronically Accessible Information and Cybersecurity

In accordance with Section III of the Agreement, this Exhibit is attached to and shall be incorporated within the Agreement between Brentwood Services Administrators, Inc. (“BSAI”) and Hamilton County Department of Education (“Employer”).

The Agreement is hereby amended to add the following:

1. Definitions.

a. Information System. “Information System” means and refers to a discrete set of electronic information resources organized for the collection, processing, maintenance, use, sharing, dissemination or disposition of electronic information, as well as any specialized system such as industrial/process control systems, telephone switching and private branch exchange systems, and environmental control systems.

b. Nonpublic Information. “Nonpublic Information” means and refers to:

i. Confidential business-related information of:

- 1) BSAI or any of its affiliates;
- 2) Insurance companies whose insurance policies BSAI sells or solicits, and other insurance intermediaries involved in the sale or solicitation of such policies (collectively, the “Insurers”); and
- 3) Any past, actual or prospective insureds under such policies (collectively, the “Insureds”),

the tampering with, unauthorized disclosure of, or access or use of which could cause an adverse impact to the business, operations or security of BSAI, the Insurers or the Insureds;

ii. Any information concerning an individual which, because of name, number, personal mark or other identifier, can be used to identify such individual, in combination with any one or more of the following data elements: (1) social security number; (2) driver’s license number or non-driver identification card number; (3) checking, savings, money market, credit card, debit card or any other financial account (collectively, a “Financial Account”) number; (4) any security code, access code or password that would permit access to an individual’s Financial Account; or (5) biometric records; and

iii. Any information or data, except age or gender, in any form or medium created or derived from a health care provider or an individual that relates to any actual or proposed past, present or future medical treatment or payment for provision of healthcare.

2. Access to Information Systems and Nonpublic Information. Employer agrees that any access to and use of BSAI’s Information Systems and Nonpublic Information shall only be as required to perform its duties and obligations under the Agreement and shall at all times be in accordance with all applicable laws and regulations. Subject to all other terms and conditions of this Exhibit, Employer shall limit access to BSAI’s Information Systems and Nonpublic Information to only those Employer employees, agents and subcontractors who (a) have a “need to know” in order for Employer to perform its duties and obligations under the Agreement and (b) are subject to a legal obligation (whether by agreement,

applicable law or regulation or otherwise) to maintain the confidentiality of such Information Systems and Nonpublic Information, as required herein.

3. Data Privacy. Employer represents, warrants and covenants that it maintains and will continue to maintain for the duration of the Agreement a data privacy plan and written policy for Nonpublic Information (the "Data Privacy Plan and Policy").
 - a. Employer represents, warrants and covenants that its Data Privacy Plan and Policy addresses Employer's methods for protecting, storing, disposing, accessing and making accessible, using and communicating Nonpublic Information.
 - b. Employer shall provide a current copy of its Data Privacy Plan and Policy to BSAI upon BSAI's request.
4. Data Security. Employer represents, warrants and covenants that it maintains and will continue to maintain for the duration of the Agreement a data security plan and written policy for protecting Nonpublic Information (the "Data Security Plan and Policy").
 - a. Employer represents, warrants and covenants that its Data Security Plan and Policy contains organizational and technological safeguards reasonably calculated to protect Nonpublic Information from unauthorized and unintended disclosure, and before it accesses BSAI's or BSAI's affiliates' Nonpublic Information will include, but will not be limited to: (i) application and software access controls; (ii) multi-factor authentication; (iii) database encryption technology to encrypt Nonpublic Information at rest; (iv) secure sockets layer (SSL) encryption for data in transit; (v) firewall, anti-malware and intrusion protection software capable of identifying and eliminating unauthorized threats; (vi) internal review, maintenance, monitoring and auditing guidelines, which call for periodic assessment of vulnerabilities; and (vii) appropriate training of personnel with access to Nonpublic Information.
 - b. Employer shall provide a current copy of its Data Security Plan and Policy to BSAI upon BSAI's request.
5. Transfer of Nonpublic Information. Employer agrees that it shall not provide any subcontractor, vendor or other third party (each, a "Subcontractor") with access to BSAI's Information Systems, or allow any Subcontractor to transmit, store or process Nonpublic Information, unless it has received the prior written consent of BSAI. Prior to providing any Subcontractor with such access, or allowing such transmission, storage or processing, Employer shall: (a) conduct a reasonable investigation of such Subcontractor's information security to ensure that such security is reasonable and consistent with Employer's obligations under this Exhibit; and (b) contractually impose upon such Subcontractor the same or substantially similar contractual duties regarding data privacy and security that are set forth herein or as required by all applicable laws and regulations.
6. Incident Notification. Employer shall notify BSAI promptly, and in any event within forty-eight (48) hours or sooner as required by law, in writing, after it becomes aware of any: (a) confirmed or potential unauthorized disclosure, loss, misuse or theft of Nonpublic Information; or (b) confirmed unauthorized access to or breach of Employer's Information Systems, computer and other technological infrastructure (each, a "Cybersecurity Incident"). Employer shall take prompt steps to remedy the Cybersecurity Incident and mitigate any harmful effects. Employer shall also cooperate with BSAI in any subsequent investigation, litigation or provision of notices related to the Cybersecurity Incident. Unless required by applicable laws or regulations, Employer shall not inform any third party of any Cybersecurity Incident without first obtaining BSAI's written consent.
7. Representation and Warranties; Covenants
 - a. Employer represents and warrants that, together, its Data Privacy Plan and Policy and Data Security Plan and Policy are effective to protect BSAI's Information Systems and Nonpublic Information from Cybersecurity Incidents to the extent Employer has access to or uses such

systems or information. Employer further represents and warrants that it is in compliance with all applicable information privacy and data security laws and regulations, and with its own Data Privacy Plan and Policy and Data Security Plan and Policy. Employer further represents and warrants that Employer has cyber insurance coverage in place that would respond to any breach of this Exhibit.

- b. Employer covenants that during the period of time in which the Agreement remains in effect and any period thereafter in which Employer continues to have access to or use BSAI's Information Systems or Nonpublic Information:
 - c. Upon request, Employer shall produce to BSAI evidence of its cyber insurance coverage as required herein.
8. Oversight and Security Compliance. Upon BSAI's written request, Employer shall promptly and accurately complete a written information security questionnaire provided by BSAI or a third party on BSAI's behalf regarding Employer's business practices and information technology program and environment in relation to all Nonpublic Information handled and/or services provided by Employer.
9. Conflicts. Except to the extent hereby amended, the Agreement shall remain in full force and effect. In the event of any conflict between the provisions of this Exhibit and the Agreement, the provisions of this Exhibit shall control.

Employer _____
Initial

BSAI 
Initial

Hamilton County Department of Education
 Bid Opening – May 9, 2023 – 11:00 AM.
 Bid 23-41 Minor Paving & Repair Related Services
Tabulation Sheet

Bidder	Asphalt Mill/Overlay 1.5" topping per SY	Full Depth Asphalt Repair 8",2",1" per SY	Full Depth Asphalt Repair w/cement treated base 8",2" per SY	Fine Grading per SY	Extruded Curb per LF	Extruded Curb Mobilization - EACH
Caldwell Paving & Grading, LLC	\$28.64*	\$66.89*	\$75.65	\$5.00	\$15.00	\$1,500.00

Bidder	Striping per LF	Striping Mobilization EACH	Traffic & ADA Signage (installed) EACH	Seal Coat per SY
Caldwell Paving & Grading, LLC	\$1.00	\$1,500.00	No Bid	\$4.00

*Minimum 1200 SY

Hamilton County Department of Education
 Bid Opening – May 9, 2023 – 11:00 AM.
 Bid 23-41 Minor Paving & Repair Related Services
Tabulation Sheet

Bidder	Seal Coat Mobilization EACH	Mobilization EACH	Handicap Parking Space-Single EACH	
Caldwell Paving & Grading, LLC	1,500.00	2,500.00	500.00	

Recommend Award of Bid To: Caldwell Paving & Grading, LLC

Funds To Be Provided By: Various Department Budgets: Maintenance,
Capital, Grant, and School Budgets

Initial Contract Period: 5/12/2023 to 6/30/2025 with option for a renewal term of two (2) years.

DE.dj

Hamilton County Department of Education
 Bid Opening – May 24, 2023 – 10:30AM
 Bid 24-13 Fire Equipment Inspection Services & Related Repairs
Tabulation Sheet

Bidders:	Wet Sprinkler System Inspection Per Each	Dry Sprinkler System Inspection Per Each	Backflow Device Inspection Per Each	Floor Devices Inspection Per Each
Servant Fire Protection	145.00	105.00	45.00	30.00
Pye Barker Fire & Safety	115.00	125.00	65.00	35.00

Bidders:	Journeyman Per Hour	Helper Per Hour	Material Markup Percentage (%)
Servant Fire Protection	90.00	80.00	10
Pye Barker Fire & Safety	95.00	65.00	10

Recommend Award of Bid To: Pye Barker Fire & Safety and Servant Fire Protection

Funds To Be Provided By: Various Department Budgets: Maintenance, Capital, Grant, and School Budgets

Initial Contract Period: 7/1/2023 – 6/30/2025 w/option for a renewal term of two (2) years.

DJ:de

Hamilton County Department of Education

Bid Opening – May 18, 2023 – 2:00 PM.

Bid File 24-15 Tab Sheet Furnish & Install Mechanical Equipment, Materials, and Supplies

Bidder	Foreman Rate	Journeyman Rate	4 th Year Apprentice Rate	3 rd Year Apprentice Rate	2 nd Year Apprentice Rate	1 st Year Apprentice Rate	Helper Rate
Chase Plumbing & Mechanical, Inc.	48.00	44.00	41.00	38.00	35.00	32.00	29.00

Bidder	Laborer Rate	Percentage Material Markup			
Chase Plumbing & Mechanical, Inc.	29.00	10%			

Recommend Award of Bid To: Chase Plumbing & Mechanical, Inc.

Funds To Be Provided By: Various Department Budgets: Maintenance, Capital, Grant, and School Budgets

Initial Contract Period: 7/1/23 – 6/30/25 w/option for a renewal term of two (2) years.

Hamilton County Department of Education
 Bid Opening – May 18, 2023– 2:30 PM.
 Bid 24-16 Acoustical Ceiling Grids & Panels
Tabulation Sheet

Bidders:	Wallace Tile, Inc.	
CATEGORY 1:		
Unit Cost 2'x 4' Grid System & Panels – Per Sf	3.65	
Unit Cost 2'x 2' Grid System & Panels – Per Sf	3.85	
Unit Cost 6" Unfaced Fiberglass Insulation Batts, Installed – Per Sf	.95	
CATEGORY 2:		
Unit Cost 2'x 2' Grid System Using USG #415 Frost – Per Sf	4.15	
Unit Cost 2'x 2' Grid System Using USG #76779 Eclipse – Per Sf	4.18	
Unit Cost 2'x 2' Grid System Using USG #715 Glacier – Per Sf	4.78	
CATEGORY 3:		
Unit Cost 2'x 4' Grid System & Panels – Per Sf	3.16	
Unit Cost 2'x 2' Grid System & Panels – Per Sf	3.36	
Unit Cost 6" Unfaced Fiberglass Insulation Batts, Installed – Per Sf	.95	
CATEGORY 4:		
Unit Cost 2'x 2' Grid System Using USG #414 Frost – Per Sf	4.18	
Unit Cost 2'x 2' Grid System Using USG #76775 Eclipse – Per Sf	4.06	
Unit Cost 2'x 2' Grid System Using USG #707 Glacier – Per Sf	4.56	
CATEGORY 5:		
Unit Cost 2' X 4' Grid System Using National Gypsum Fireshield - Sf	3.60	
CATEGORY 6:		
Unit Cost 2' X 2' Grid System Using National Gypsum Fireshield – Sf	3.60	
CATEGORY 7:		
Unit Cost Replace Existing Ceiling Panels – Per Sf	1.99	
CATEGORY 8:		
Unit Cost 2'x 4' Grid System and Panels High NRC Tiles – per Sf	3.40	
Unit Cost Replace Existing Tile w/High NRC; No Grid System – per Sf	2.32	

Recommend Award of Bid To: Wallace Tile, Inc.

Funds To Be Provided By: Various Department Budgets: Maintenance, Capital,
Grant, and School Budgets

Initial Contract Period: 7/1/23 – 6/30/25 w/option for a renewal term of two (2) years.

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Hamilton County Department of Education
 Bid Opening – May 23, 2023 – 10:00AM
 Bid 24-17 Drywall Installation, Repair and Related Project Services
Tabulation Sheet

Bidders:	Project Manager Per Hour	Foreman Per Hour	Journeyman Per Hour	4th Yr. Apprentice Per Hour	3rd Yr. Apprentice Per Hour
Pointe General Contractors	44.00	32.00	28.50	---	---

Bidders:	2nd Yr. Apprentice Per Hour	1st Yr. Apprentice Per Hour	Helper Per Hour	Laborer Per Hour	Material Markup (%)
Pointe General Contractors	---	---	---	---	10
					10
					10
					10
					10

Recommend Award of Bid To: Pointe General Contractors

Funds To Be Provided By: Various Department Budgets: Maintenance, Capital, Grant, and School Budgets

Initial Contract Period: 7/1/2023 – 6/30/2025 w/option for a renewal term of two (2) years.

DJ:de

Hamilton County Department of Education
 Bid Opening – May 23, 2023 – 10:30AM
 Bid 24-18 Carpentry & Framing Installation, Repairs & Related Project Services
Tabulation Sheet

Bidders:	Project Manager Per Hour	Foreman Per Hour	Journeyman Per Hour	4th Yr. Apprentice Per Hour	3rd Yr. Apprentice Per Hour
J & J Contractors	70.00	48.00	43.00	40.00	38.00

Bidders:	2nd Yr. Apprentice Per Hour	1st Yr. Apprentice Per Hour	Helper Per Hour	Laborer Per Hour	Material Markup Percentage (%)
J & J Contractors	36.00	34.00	32.00	29.00	10

Recommend Award of Bid To: J&J Contractors

Funds To Be Provided By: Various Department Budgets: Maintenance, Capital, Grant, and School Budgets

Initial Contract Period: 7/1/2023 – 6/30/2025 w/option for a renewal term of two (2) years.

DJ:de

Hamilton County Department of Education
 Bid Opening – May 23, 2023 – 11:00AM.
 Bid 24-19 Masonry Work Installation, Repair & Related Project Services
Tabulation Sheet

Bidders:	Foreman Per Hour	Journeyman Per Hour	4th Yr. Apprentice Per Hour	3rd Yr. Apprentice Per Hour	2nd Yr. Apprentice Per Hour
Jenkins Masonry, Inc.	55.24	52.27	47.03	41.81	36.58

Bidders:	1st Yr. Apprentice Per Hour	Helper Per Hour	Laborer Per Hour	Material Markup Percentage (%)
Jenkins Masonry, Inc.	31.36	35.64	32.67	10

Recommend Award of Bid To: Jenkins Masonry, Inc.

Funds To Be Provided By: Various Department Budgets: Maintenance,
Capital, Grant, and School Budgets

Initial Contract Period: 7/1/2023 – 6/30/2025 w/option for a renewal term of two (2) years.

DJ:de

Hamilton County Department of Education
 Bid Opening – May 18, 2023 – 3:00PM
 Bid 24-20 HVAC Equipment Parts & Supplies
Tabulation Sheet

Bidder	Carrier motor assy induce 48SS400626	# 90-290q Stevco relay	Climate Master 68173408 motor	McQuay P C board Mark IV A C Kit 056792401K	Copeland Compressor 230V, 1PH	240 to 24 volt 20 va transformer
Trane Supply	281.12	8.46	500.96	343.71	742.05	16.88
Wholesale Supply Group	189.00	7.65	430.00	370.00	307.00	12.44
Bidder	Run Capacitor 10 @ 370	2 pole 40 amp 208/240 contactor	AX 35 Belts	Cutler Hammer AN16NN0A Starter	½" x 10' EMT Conduit	½" Seal Tight Flex Conduit
Trane Supply	10.61	16.88	7.41	2500.00	6.50	81.00
Wholesale Supply Group	1.35	8.86	11.40	2000.00	7.50	1.65 per ft.
Bidder	50 Amp 3 Pole Breaker	% Off all other products provided by vendor & not separately listed				
Trane Supply	100.00	Not on Contract- Use Cooperative				
Wholesale Supply Group	80.55	10%				

Recommend Award of Bid To: All Vendors

Funds To Be Provided By: Various Department Budgets:
Maintenance, Capital, Grant, and School Budgets

Initial Contract Period: 7/1/23 – 6/30/25 w/option for a renewal term of two (2) years.

LB:de



**HAMILTON
COUNTY
SCHOOLS**

School
Nutrition

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Justin Robertson, HCDE Superintendent

FROM: Dr. Robert Sharpe, Chief Operations Officer
Kristen Nauss, School Nutrition Director

DATE: June 15, 2023

RE: Recommendation for Approval for the School Nutrition Program

It is recommended that the following vendors be approved to provide the following products/services listed below for the School Nutrition Program for SY 2023-2024:

<u>Food Company/Vendor</u>	<u>Product/Service</u>	<u>Bid File Number</u>	<u>Bid/Renewal</u>
Institutional Wholesale Company	Main Food Bid	23-24	New Bid
Bimbo Bakeries	Fresh Bread Products	23-31	New Bid
DFA Milk Brands	Milk and Dairy Products	23-28	New Bid
Schwann's	Commodity Processing Cheese Item # 8	23-22	New Bid
<u>Non-Food Company/Vendor</u>	<u>Product/Service</u>	<u>Bid File Number</u>	<u>Bid/Renewal</u>
American Paper and Twine	Disposables	21-29	Renewal
Portion PAC	Dish Machine Chemical, Ware-washing and Sanitation	23-37	New Bid
Waynes Pest Control	Pest Control	23-38	New Bid
Food Equipment Service /Fesco	Maintenance - Kitchen Equip	23-35	New Bid
Food Equipment Service /Fesco	Maintenance- Cooling and Freezing Eq.	23-35	New Bid
Food Equipment Service /Fesco	Maintenance - Ice Machines	23-35	New Bid
Food Equipment Service /Fesco	Maintenance - Dish Machines	23-35	New Bid

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Hamilton County Department of Education
Bid Opening – May 25, 2023 – 2:30PM
RFP#23-24 Main Food Items for the School Nutrition Program

TABULATION SHEET

BIDDERS:	IWC	SySco
<u>Total Main Food for FY 24.</u>	<u>\$7,607,465.03</u>	<u>Non-Responsive</u>


RECOMMEND AWARD OF BID TO: Institutional Wholesale Company/ IWC

FUNDS TO BE PROVIDED BY: School Nutrition Budget



Hamilton County Department of Education
 Bid Opening – May 25, 2023 – 2:00PM
 Bid 23-31 Fresh Bread Products for the School Nutrition Program

Bidder	Bread-Loaf Sandwich Sliced	Buns - Hamburger Sliced	Buns Hoagie Sliced	Buns Hot Dogs Hinge	Total Bid
Bimbo Bakeries	\$2.49	\$2.67	\$1.79	\$3.54	\$275,440.00

Recommend Award of Bid To: Bimbo Bakeries 

Funds To Be Provided By: School Nutrition

This institution is an equal opportunity provider.

Hamilton County Department of Education
Bid Opening – May 15, 2023 – 2:00PM
BID # 23-28 Milk, Dairy Products and Beverages for the School Nutrition Department

TABULATION SHEET

<u>BIDDERS:</u>	<u>Total Bid Group 1</u>	<u>Total Bid Group 2</u>
<u>Borden Dairy</u>	<u>No Bid</u>	<u>\$1,857,968.00</u>
<u>DFA Dairy Brands</u>	<u>No Bid</u>	<u>\$1,414,800.77</u>
<u>Emergency Service Fee</u>	<u>Non-Responsive</u>	<u>Non-Responsive</u>

RECOMMEND AWARD OF BID TO: DFA Dairy Brands – Group # 2



FUNDS TO BE PROVIDED BY: School Nutrition Budget

COMMODITY PROCESSING Hamilton County 2023-24					Complete	
Item #	Product	Case Size	Brand	Bid Cost per Case	Serving Cost	
BEEF BULK COARSE 100154 OR BEEF BONELESS CHILLED 100155 (LOWEST PRICE PREFERRED)						
1	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 25% FAT, NO SOY ADDED, <200MG SODIUM, LOOSE BITE, BULK. ONE BURGER TO EQUAL AT LEAST 2 OZ M/MA PER CN LABEL OR PFS.	115 2.21 OZ PER CASE	TYSON 10000015320	\$66.47	\$ 0.87	
1	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 25% FAT, NO SOY ADDED, <200MG SODIUM, LOOSE BITE, BULK. ONE BURGER TO EQUAL AT LEAST 2 OZ M/MA PER CN LABEL OR PFS.	115 2.21 OZ PER CASE	INTEGRATED C32225B	\$59.00	\$ 1.03	
1	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 25% FAT, NO SOY ADDED, <200MG SODIUM, LOOSE BITE, BULK. ONE BURGER TO EQUAL AT LEAST 2 OZ M/MA PER CN LABEL OR PFS.	115 2.21 OZ PER CASE	MAID RITE 75156-93320	\$44.70	\$ 0.78	
1	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 25% FAT, NO SOY ADDED, <200MG SODIUM, LOOSE BITE, BULK. ONE BURGER TO EQUAL AT LEAST 2 OZ M/MA PER CN LABEL OR PFS.	115 2.21 OZ PER CASE	DON LEE CNQ092253	\$63.43	\$ 0.80	
1	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 25% FAT, NO SOY ADDED, <200MG SODIUM, LOOSE BITE, BULK. ONE BURGER TO EQUAL AT LEAST 2 OZ M/MA PER CN LABEL OR PFS.	115 2.21 OZ PER CASE	JTM CP5670	\$37.92	\$ 0.82	
2	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 30% FAT, NO SOY ADDED, <375 MG SODIUM, LOOSE BITE, BULK, NO WRAPPERS. ONE BURGER TO EQUAL AT LEAST 2.5 OZ M/MA PER CN LABEL OR PFS.	100 3 OZ PER CASE	TYSON 10000015932	\$36.96	\$ 1.06	
2	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 30% FAT, NO SOY ADDED, <375 MG SODIUM, LOOSE BITE, BULK, NO WRAPPERS. ONE BURGER TO EQUAL AT LEAST 2.5 OZ M/MA PER CN LABEL OR PFS.	100 3 OZ PER CASE	INTEGRATED C32300B-NF	\$48.00	\$ 1.35	

2	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 30% FAT, NO SOY ADDED, <375 MG SODIUM, LOOSE BITE, BULK, NO WRAPPERS. ONE BURGER TO EQUAL AT LEAST 2.5 OZ M/MA PER CN LABEL OR PFS.	100 3 OZ PER CASE	MAID RITE 75156-93322	\$44.70	\$ 0.98	
2	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 30% FAT, NO SOY ADDED, <375 MG SODIUM, LOOSE BITE, BULK, NO WRAPPERS. ONE BURGER TO EQUAL AT LEAST 2.5 OZ M/MA PER CN LABEL OR PFS.	100 3 OZ PER CASE	DON LEE CNQ093003	\$61.50	\$ 1.10	
2	BEEF - BURGER, 100% BEEF, LIGHTLY SEASONED, F/C, NOT MORE THAN 30% FAT, NO SOY ADDED, <375 MG SODIUM, LOOSE BITE, BULK, NO WRAPPERS. ONE BURGER TO EQUAL AT LEAST 2.5 OZ M/MA PER CN LABEL OR PFS.	100 3 OZ PER CASE	JTM CP5683	\$49.08	\$ 1.09	
3	BEEF - CHOPPED, UNSAUCED, SEASONED WITH SPICES, NO VEGETABLES	192 2.5 OZ SERVINGS PER 30 LB CASE	TYSON 10000097868 OR PRE-APPROVED EQUAL	\$100.84	\$ 1.27	
4	BEEF - PATTY, NO SOY, W/ WG BREADING, BREADING SEASONED, EACH TO EQUAL 2 OZ M/MA AND AT LEAST 1 OZ GRAIN	85 3.80 OZ SERVINGS PER CASE	TYSON/ADVANCE PIERRE 10000068131 9860	\$93.86	\$ 1.24	
CHEESE BARREL 110242 OR MOZZARELLA 110244						
5	CHEESE - COLBY JACK, STRING STICK, REDUCED FAT, IW, EACH = 1 M/MA	168/ 1 OZ PER CASE	BONGARDS 402941	\$20.93	\$ 0.27	
5	CHEESE - COLBY JACK, STRING STICK, REDUCED FAT, IW, EACH = 1 M/MA	168/ 1 OZ PER CASE	LAND O'LAKES 44878 44875	\$25.05	\$ 0.29	
6	CHEESE - JALAPENO AMERICAN, PULLMAN SLICES, 2 SLICES EQUALS 1 M/MA	160/ 0.5 OZ PER CASE	BONGARDS 103451 113451	\$21.21	\$ 0.17	
7	CHEESE - MOZZARELLA, STRING STICK, REDUCED FAT, IW, EACH = 1 M/MA	168/ 1 OZ PER CASE	BONGARDS 402991	\$15.60	\$ 0.2351	
7	CHEESE - MOZZARELLA, STRING STICK, REDUCED FAT, IW, EACH = 1 M/MA	168/ 1 OZ PER CASE	LAND O'LAKES 59703	\$16.65	\$ 0.2414	
8	CHEESE FILLED BREADSTICK - MOZZARELLA CHEESE, 100% CHEESE, YEAST-STYLE BREAD, WG, EACH STICK = 1 M/MA AND 1 GRAIN	144/ 2 OZ PER CASE	TYSON 17020111120	\$35.95	\$ 0.39	
8	CHEESE FILLED BREADSTICK - MOZZARELLA CHEESE, 100% CHEESE, YEAST-STYLE BREAD, WG, EACH STICK = 1 M/MA AND 1 GRAIN	144/ 2 OZ PER CASE	SCHWAN'S 73338	\$37.55	\$ 0.30	
8	CHEESE FILLED BREADSTICK - MOZZARELLA CHEESE, 100% CHEESE, YEAST-STYLE BREAD, WG, EACH STICK = 1 M/MA AND 1 GRAIN	144/ 2 OZ PER CASE	WILD MIKES		#DIV/0!	NOT PRE A

It was not awarded at April Board Meeting

9	CHEESE SAUCE - CHEDDAR WITH JALAPENO, SHELF-STABLE, CUPS, CREDITS IN THE SN PROGRAM	140/ 3 OZ	LAND O LAKES 39912	\$60.75	\$ 0.58	
10	CHEESE SAUCE - CHEDDAR, SHELF-STABLE, POUCHES, CREDITS IN THE SN PROGRAM	6/ 106 OZ PER CASE	LAND O'LAKES 39945	\$44.24	\$ 0.35	
11	CHEESE SAUCE - WHITE, SHELF-STABLE, POUCHES, CREDITS IN THE SN PROGRAM	6/ 106 OZ POUCHES	LAND O'LAKES 39947	\$50.13	\$ 0.39	
12	MACARONI AND CHEESE - WG, BOIL IN BAG, FAT ≤12G, SODIUM ≤700MG, 1 SERVING = 2 M/MA, 1 OZ. GRAIN	6 /5 LB	LAND O LAKES 43274	\$57.93	\$ 0.93	
12	MACARONI AND CHEESE - WG, BOIL IN BAG, FAT ≤12G, SODIUM ≤700MG, 1 SERVING = 2 M/MA, 1 OZ. GRAIN	6 /5 LB	JTM 5756	\$42.49	\$ 0.70	
12	MACARONI AND CHEESE - WG, BOIL IN BAG, FAT ≤12G, SODIUM ≤700MG, 1 SERVING = 2 M/MA, 1 OZ. GRAIN	6 /5 LB	ES FOODS 05915	\$42.52	\$ 0.74	
CHICKEN LEGS 100113						
13	CHICKEN - DARK MEAT CHUNKS, WG BREADING/BATTER, CHERRY BLOSSOM OR ORANGE SAUCE IN SEPARATE PACKAGING, NO MSG, ONE SERVING TO EQUAL 2 OZ M/MA	6 / 5 lb (CHICKEN) 6 / 32 oz (SAUCE) 176 SERVINGS PER CASE	ASIAN FOOD SOLUTIONS 72005	\$137.00	\$ 0.92	
13	CHICKEN - DARK MEAT CHUNKS, WG BREADING/BATTER, CHERRY BLOSSOM OR ORANGE SAUCE IN SEPARATE PACKAGING, NO MSG, ONE SERVING TO EQUAL 2 OZ M/MA	6 / 5 lb (CHICKEN) 6 / 32 oz (SAUCE) 176 SERVINGS PER CASE	SCHWAN'S 69020	\$179.94	\$ 1.26	
13	CHICKEN - DARK MEAT CHUNKS, WG BREADING/BATTER, CHERRY BLOSSOM OR ORANGE SAUCE IN SEPARATE PACKAGING, NO MSG, ONE SERVING TO EQUAL 2 OZ M/MA	6 / 5 lb (CHICKEN) 6 / 32 oz (SAUCE) 176 SERVINGS PER CASE	YANG'S 15552	\$150.69	\$ 0.93	
BULK PACK LARGE CHICKEN 100103 - LINE ITEM BID						
14	CHICKEN - CORN DOG WITH WG BREADING, MINI, UTILIZES WHITE & DARK MEAT, WHITE/DARK RATIO MUST MATCH PROCESSOR'S REQUIRED RATIO, NO ADDED NITRATES OR NITRITES, 1 SVG TO EQUAL 2 OZ M/MA AND 2 OZ GRAINS	6 / 5 LB	HOUSE OF RAEFORD #20466	\$72.90	\$ 0.81	
BULK PACK LARGE CHICKEN 100103 - GROUP BID #1						

ALL OR NOTHING: MANUFACTURER MUST BE ABLE TO PROCESS ALL OF THE ITEMS IN THIS GROUP IN ORDER TO BID ON THIS GROUP.						
15	CHICKEN - CORN DOG WITH WG BREADING, MINI, UTILIZES ALL DARK MEAT, NO ADDED NITRATES OR NITRITES, 1 SVG TO EQUAL 2 OZ M/MA AND 2 OZ GRAINS	6 EACH, 120 SERVINGS PER CASE	TYSON 10270240928 OR PRE-APPROVED EQUAL		#DIV/0!	
16	CHICKEN - DRUMSTICK, UNBREADED, UTILIZES DARK MEAT. FULLY COOKED. EACH TO EQUAL AT LEAST 2 M/MA	92 SERVINGS	TYSON 10264350928 OR PRE-APPROVED EQUAL		#DIV/0!	
17	CHICKEN - FILET, MADE-WITH-WHOLE-MUSCLE, WG BREADING, UTILIZES ALL WHITE MEAT, FULLY COOKED, EACH TO EQUAL 1 OZ M/MA AND 0.5 OZ GRAINS	226 SERVINGS	TYSON 10703030928 OR PRE-APPROVED EQUAL		#DIV/0!	
18	CHICKEN - POPCORN, USES ALL WHITE MEAT, SPICY FLAVOR, WG BREADING, 8-12 TO EQUAL 2 OZ MA/MA AND 1 OZ GRAIN	112 SERVINGS	TYSON 10286860928 OR PRE-APPROVED EQUAL		#DIV/0!	
19	CHICKEN - POPCORN, USES ALL WHITE MEAT, MAPLE FLAVOR, WG BREADING, 5 OR 6 TO EQUAL 1 OZ MA/MA AND 1 OZ GRAIN	149 SERVINGS PER CASE	TYSON 29494928 OR PRE-APPROVED EQUAL		#DIV/0!	
20	CHICKEN - THIGH, UNBREADED, UTILIZES DARK MEAT. FULLY COOKED. EACH TO EQUAL AT LEAST 2.5 M/MA	AVG 90 SERVINGS PER CASE	TYSON 10000044196 OR PRE-APPROVED EQUAL		#DIV/0!	
21	CHICKEN - TACO MEAT, FULLY COOKED. ALL DARK MEAT. CN LABEL OR CN SUMMARY.	107 SERVINGS PER CASE 20.13 lb IN CASE	TYSON 10199570378 OR PRE-APPROVED EQUAL		#DIV/0!	
EGGS 100047						
22	EGG MUFFINS - EGG W/ TURKEY SAUSAGE AND CHEESE, NO NITRATES/NITRITES, EACH TO CREDIT AT LEAST 1 OZ M/MA	200 SERVINGS PER 25 LB CASE	SUNNY FRESH 40265 OR PRE-APPROVED EQUAL		#DIV/0!	
FISH (FRZ AK POLLOCK) 110601						
23	FISH - SPICY FLAVOR, WG BREADING, 3-4 PIECES TO EQUAL 2 OZ M/MA AND AT LEAST 1 OZ GRAIN	40 SERVINGS PER CASE	TRIDENT 429077 OR PRE-APPROVED EQUAL		#DIV/0!	
PEANUTS RAW SHELLLED 110700						
24	PEANUT BUTTER - INDIVIDUAL CUP, SMOOTH, EACH = 1 M/MA	100 1.1 OZ	SMUCKERS 92100	\$28.68	\$ 0.30	
25	PEANUT BUTTER - SANDWICH, GRAPE JELLY, WG CRUSTLESS BREAD, IW, EACH = 1 OZ M/MA & 1 GRAIN	72 2.6 OZ PER CASE	SMUCKERS 6960	\$41.58	\$ 0.66	
26	PEANUT BUTTER - SANDWICH, STRAWBERRY JELLY, WG CRUSTLESS BREAD, IW, EACH = 1 OZ M/MA & 1 GRAIN	72 2.6 OZ PER CASE	SMUCKERS 6961	\$43.52	\$ 0.69	
27	PEANUT BUTTER - SANDWICH, GRAPE JELLY, WG CRUSTLESS BREAD, IW, EACH = 2 OZ M/MA & 2 GRAIN	72 5.3 OZ PER CASE	SMUCKERS 21027	\$74.99	\$ 1.16	
28	PEANUT BUTTER - SANDWICH, STRAWBERRY JELLY, WG CRUSTLESS BREAD, IW, EACH = 2 OZ M/MA & 2 GRAIN	72 2.6 OZ PER CASE	SMUCKERS 21028	\$78.88	\$ 1.21	
PORK 100193						
29	PORK - BBQ, PIT COOKED, SEMI DRY, NO NITRATES/NITRITES, NO ARTIFICIAL COLORS	8 / 5 LB	BROOKWOOD FARMS 12302	\$64.00	\$ 0.65	
29	PORK - BBQ, PIT COOKED, SEMI DRY, NO NITRATES/NITRITES, NO ARTIFICIAL COLORS	8 / 5 LB	NICKS FAMOUS BBQ #23453	\$69.00	\$ 0.69	
TURKEY - GROUP BID #1						

	ALL OR NOTHING: MANUFACTURER MUST BE ABLE TO PROCESS ALL OF THE ITEMS IN THIS CATEGORY IN ORDER TO BID ON THIS CATEGORY.					
30	TURKEY - DELI MEAT, CUT IN 1.5-2.0" ROUNDS, NO NITRATES OR NITRITES	116 1.65 OZ SERVINGS PER CASE, 12 LB CASE	JENNIE-O 257412	\$39.60	\$ 0.53	not to award
31	TURKEY - HAM-STYLE DELI MEAT, SLICED, NO NITRATES OR NITRITES, CONTAINS POTASSIUM CHLORIDE	96 3 OZ SERVINGS PER CASE, 18 LB CASE	JENNIE-O 256818	\$42.12	\$ 0.79	not to award
32	TURKEY - STICK, UTILIZES ALL WHITE MEAT, BREAST MEAT, SMOKEY FLAVOR, IW, NO NITRATES OR NITRITES, GLUTEN AND ALLERGEN FREE. ONE STICK TO EQUAL 1 OZ M/MA. ONE STICK TO MEET SMART SNACK STANDARDS.	400/1.2 oz. SERVINGS PER CASE, 30 lb CASE	JENNIE-O 207130	\$205.20	\$ 0.65	not to award
TURKEY - GROUP BID #2						
	ALL OR NOTHING: MANUFACTURER MUST BE ABLE TO PROCESS ALL OF THE ITEMS IN THIS CATEGORY IN ORDER TO BID ON THIS CATEGORY.					
33	TURKEY - SAUSAGE PATTIES, UTILIZES ALL DARK MEAT, NO NITRATES OR NITRITES, EACH TO EQUAL 1 OZ M/MA	226 1.41OZ SERVINGS PER CASE, 10 LB	BUTTERBALL 22655 30773 22655 89208	\$31.18	\$ 0.30	
34	TURKEY - DELI MEAT, UTILIZES ALL WHITE MEAT, NO NITRATES OR NITRITES, PRE-SLICED	114 SERVINGS PER CASE, 24 LBS	BUTTERBALL 22655 89200	\$79.08	\$ 1.06	
35	TURKEY - TENDERLOIN, SLICED, UTILIZES ALL WHITE MEAT	133 SERVINGS PER CASE 30 LBS	BUTTERBALL 22655 89209	\$69.94	\$ 0.89	
36	TURKEY - HAM-STYLE DELI MEAT, SLICED, NO NITRATES OR NITRITES, DOES NOT CONTAIN POTASSIUM CHLORIDE	80 3.58 OZ SERVINGS PER CASE, 18 LB CASE	BUTTERBALL 22655 89202	\$34.53	\$ 1.01	



HAMILTON COUNTY SCHOOLS

School Nutrition

Date: May 5, 2023

Re: RFP Bid File 21-29 (Group #2)
Non Food Items and Supplies

Mr. Brian Leitch
American Paper & Twine
2134 Amnicola Hwy.
Chattanooga, TN 37406

Mr. Leitch:

The School Nutrition Program would like to renew our contract with American Paper and Twine for Non- Food Items and Supplies that ended on June 30, 2022. As stated in the original bid conditions, the contract may be renewed for up to four additional years (five years total). However, quantities may vary as needed.

Original Contract Period: July 1, 2021– June 30, 2022
Renewal Contract Period: July 1, 2023 -- June 30, 2024

According to the bid conditions, a petition for a price redetermination is allowed at the time of renewal. The request to increase/decrease prices has been approved. New price list is included as part of this document.

The School Nutrition Program and American Paper and Twine agree that:

- All bid Conditions and specifications of the original bid # RFP 21-29 remain in effect.
- Price adjustments are accepted based on bid language.
- Final approval is pending Board Approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education June 15, 2023. Written notice will be emailed to American Paper and Twine following approval.

**A response to this extension agreement is requested by noon May 10, 2023.
Please email response to Ms. Martha Marrufo at Marrufo_m@hcde.org**

Brian Leitch
APT Representative

V.P.- Eastern Region
Title

5-10-23
Date

Kristen Nauss
Kristen Nauss

Director of School Nutrition
Title

5/5/23
Date

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

This institution is an equal opportunity provider.

1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**
(833) 256-1865 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

This Institution is an equal opportunity provider.

HAMILTON CO BOE NUTRITION
 3074 HICKORY VALLEY RD
 ATTN: Martha/Kristen
 CHATTANOOGA, TN 37421

Item	Description	6 mo qty	Current Price	Mfg Item Number	Vendor Name	New Price for 23' - 24' year	New Item #	Price for FY24
047544	School Lunch Tray Foam 5 Compartment Black	3784	\$ 31.98	PCTYTHB0500	PACTIV CORPORATION	\$30.65		
031248	School Lunch Tray White Foam 5 Comp	1767	\$ 31.98	FP98024F	FOOD-PAK	\$31.42		
040751	Cutlery Kit PP White Spork 10" x 10" Napkin Milk Straw	1759	\$ 26.08	RPP3KP203WC	AMERCAREROYAL, LLC	\$26.08		
030619	38 x 58 Black 0.9 mil Low D Liner 60 Gal on Rolls 4/25	1361	\$ 19.47	PC58100BK	REVOLUTION BAG	\$20.88		
1112095	Smartstock TriTower Teaspoon Black Polystyrene Mediumweight	422	\$ 36.76	DXEDUSST5	GEORGIA-PACIFIC (DIXIE)	\$38.92		
280055	Victoria Bay 5.5 oz Clear Portion Cup Polypropylene	212	\$ 68.50	V8550ZPC	DIRECT LINK USA LLC	\$63.23		
315073	Dart 7 oz Polypropylene Translucent Cup	150	\$ 90.50	Y7	DART CONTAINER CORP	\$83.21	037441	\$59.74
046835	10820 Foam Bowl White 10oz 50 Count Per Pack	148	\$ 87.95	DCC10820	DART CONTAINER CORP	\$87.95		
1112092	Smartstock TriTower Fork Black Polystyrene Mediumweight	352	\$ 36.76	DXEDUSSF5	GEORGIA-PACIFIC (DIXIE)	\$38.92		
280004	5.5 oz Clear Portion Cup Polypropylene	152	\$ 72.82	FPP550PP	LOLLICUP USA INC DBA KARAT	\$70.95	280055	\$68.50
030748	0562 1/2 Lb Tray #50 Hearthstone	307	\$ 29.64	SCH0562	SOUTHERN CHAMPION TRAY	\$29.64		
370035	Full Sheet Baking Pan Liner 16 3/8 x 24 3/8 White	160	\$ 56.75	PL251	HANDY WACKS CORP	\$27.50		
380012	38 x 58 Black 1.5 mil Low D Liner on rolls 60 gallon 100/cs	275	\$ 27.50	APT2200	HAMILTON PLASTICS, INC	\$45.11		
048085	Hinged Food Container 8" Med 3 Compartment Clear	152	\$ 47.15	PCTYC81123	PACTIV CORPORATION	\$43.30		
034141	Victoria Bay 3.25-5.5 oz PET Portion Cup Lid Clear	158	\$ 43.30	VBLID4OZ	DIRECT LINK USA LLC	\$11.25		
033540	6.5 x 6 Double Zip Sandwich Bag with 2 Write-on Blocks	596	\$ 11.25	RPPZBS66	AMERCAREROYAL, LLC	\$34.63		
030749	0563 1 Lb Tray #100 Hearthstone	171	\$ 34.63	SCH0563	SOUTHERN CHAMPION TRAY	\$55.43		
744690	Tide Ultra With Bleach Laundry Detergent Powder 144 OZ	104	\$ 55.43	PGC84998CT	PROCTER & GAMBLE DIST	\$2.95		
047991	22993 Anchor Powder Free Vinyl Glove Size Large 100/BX	1650	\$ 3.25	RPP22993	AMERCAREROYAL, LLC	\$50.96		
405519	Tork 1/4 Fold Napkin Natural 1 Ply 500 Count	110	\$ 49.84	TRKDX906E	ESSITY (PREV SCA TISSUE)	\$37.61		
440761	5BWWC Concorde Foam Bowl White 5 oz 125 Count	129	\$ 39.97	DCC5BWWC	DART CONTAINER CORP	Repl	034141	\$43.30
031713	3.25, 4 and 5.5 oz PET Portion Cup Lid Clear	108	\$ 45.61	FPPL400PET	LOLLICUP USA INC DBA KARAT	\$98.42		
310067	Victoria Bay 9 oz Translucent Polypropylene Cold Cup	39	\$ 120.32	VBPP9CUP	IMPERIAL DADE (INVENTORY)	Repl	280053	\$38.21
280001	2 oz Clear Portion Cup Polypropylene	105	\$ 39.47	FPP200PP	LOLLICUP USA INC DBA KARAT	\$2.95		
047990	22992 Anchor Powder Free Vinyl Glove Size Medium 100/BX	1199	\$ 3.25	RPP22992	AMERCAREROYAL, LLC	\$37.64		
033549	Nacho Tray Hinged Clear OPS 11.6 x 4.1	113	\$ 36.11	WNA21509	WNA HOUSTON	\$2.95		
047992	22994 Anchor Powder Free Vinyl Glove Size XL 100/BX	1128	\$ 3.25	RPP22994	AMERCAREROYAL, LLC	\$94.74		
033550	Snack Tray 1 Pocket Clear OPS 6.5 x 5 x 1.5	42	\$ 91.42	WNA21920	WNA HOUSTON	\$59.74		
037441	Plastic Souffle Lid Clear for Souffle Cup	57	\$ 67.33	DCCPLAN	DART CONTAINER CORP	Repl	034137	\$34.50
031712	1, 1.5 and 2 oz PET Portion Cup Lid Clear	104	\$ 35.00	FPPL200PET	LOLLICUP USA INC DBA KARAT	\$73.25		
265603	14116 J Cup Foam Cup White 14 oz	43	\$ 75.77	DCC14J16	DART CONTAINER CORP	\$55.91		
030362	12 oz invisibowl Black	50	\$ 55.91	WNA24013	WNA HOUSTON	\$17.91		
046606	10 1/2 x 11 Clear Triple Zip Lock Write On Block Gallon Bag	142	\$ 17.91	2DFH60	FOODHANDLER, INC	\$49.46		
269209	20JL Plastic Vented Translucent Lid Fits 20 oz Cup	50	\$ 49.46	DCC20JL	DART CONTAINER CORP	\$63.82		
260004	6oz Paper Food Container White	38	\$ 63.82	CKDP6WU	LOLLICUP USA INC DBA KARAT	\$38.94		
1060808	3 Compartment Tray Large 9" x 9" 100/BG White	60	\$ 41.12	DCC9OHT3R	DART CONTAINER CORP	\$36.63		
048699	880NS Preserve Hardwood Roll Towel Natural 8" x 800'	64	\$ 35.65	880NS	VON DREHLE CORPORATION	\$10.45		
033643	8.5 x 11 Pan Grabber Pot Holder w/ Steam & Wrist Strap Canvas	213	\$ 9.98	911BP	BUCCANEER INC	Repl	034739	\$51.67
033814	Interfolded Pop-Up Foil Sheets 12 x 10 3/4 Silver 500/BX	101	\$ 18.83	635	WESTERN PLASTICS FOOD SERVICE	\$50.71		
030737	24 oz Salad Entree Base	41	\$ 46.33	WNA82638	WNA HOUSTON	\$22.42		
033548	Atrium Portion Tray 10 oz Black	87	\$ 20.80	WNA21743	WNA HOUSTON	\$51.61		
030738	24 oz Salad Entree Lid	34	\$ 51.61	WNA82639	WNA HOUSTON	\$48.38		
430020	Polar Pak 5" Square Black Bowl PET 8 oz Capacity	36	\$ 48.38	WNA5B008B	WNA HOUSTON	\$18.18		
180027	Victoria Bay 18" x 2000' Food Film Cutter Box	94	\$ 18.18	307006	ANCHOR PACKAGING	\$29.92		
033092	Jif-Foil Aluminum Foil Standard Weight 18" x 500'	56	\$ 29.92	HFA8780	HANDI-FOIL OF AMERICA	\$55.65		
033557	10 x 6.7 Platter Laminated Foam White	26	\$ 62.99	DCC9PRWQR	DART CONTAINER CORP	\$26.75		
023608	H81990A Tork 2 Ply Kitchen Roll Towel 84SH/RL	64	\$ 24.47	TRKHB1990A	ESSITY (PREV SCA TISSUE)	\$69.88		
310058	Victoria Bay 12-14 oz Clear PET Cup	22	\$ 69.88	VG14CF	DIRECT LINK USA LLC	\$12.31		
371203	4 x 6 Clear 2 Mil Zip Lock Low Density Poly Bag	118	\$ 12.31	F20406	ELKAY PLASTICS CO, INC	\$46.48	034141	\$44.75
032732	3.25, 4 and 5.5 oz PP Portion Cup Lid Clear	28	\$ 46.48	FPPL400PP	LOLLICUP USA INC DBA KARAT	\$10.16		
370010	6.5 x 7 + 1.75 Flip Top 0.5 Mil Clear Saddle Pack Sandwich Bag	125	\$ 10.16	DP657	ELKAY PLASTICS CO, INC	\$21.00		
049257	TH10009 Placesetter Satin Foam Non Laminated White Plate 9"	59	\$ 21.00	PCTOTH10009	PACTIV CORPORATION	\$43.22		
260028	Flat lid for 6 oz Bowl PP Vented Clear	28	\$ 43.22	CKDL96PP	LOLLICUP USA INC DBA KARAT	\$14.05		
033644	17 x 20 Ribbed Bar Mop Terry Towels - 100% Cotton	85	\$ 13.56	BMRB1DZ	BUCCANEER INC	\$39.37		
030363	High Dome Lid for 8 & 12 oz InvisiBowl	27	\$ 38.12	WNA24400	WNA HOUSTON	\$17.69		
311542	6 x 3 x 15 Clear .75 Mil Low D Food Utility Poly Bags	54	\$ 17.69	7G063015	ELKAY PLASTICS CO, INC	\$99.32		
033910	Snack Tray 2 Pocket Clear OPS 6.5 x 5 x 1.5	9	\$ 99.32	WNA21921	WNA HOUSTON	\$110.45		
260032	Flat Lid Straw Slot PET Clear for 10 oz Cup	4	\$ 214.32	SCC600TS	DART (PREV SOLO CUP)	\$16.38		
770128	Cutlery Kit Mediumweight PP White F, S, K, Napkin	49	\$ 16.38	RPP4KP203WC	AMERCAREROYAL, LLC	\$18.18	180027	\$18.18
180016	Prestige Foodservice Film 32 Ga Clear 18" x 2000'	44	\$ 18.18	182P	WESTERN PLASTICS FOOD SERVICE	\$46.72		
041930	Dry Wax Basket Liner Grease and Moisture Resistant 12 x 12 Red	17	\$ 46.72	110840	MCAIRN PACKAGING	\$19.63		
023694	21" x 6" x 35" 0.6 Mil High D Bun Pan Cover	39	\$ 19.63	BOR21635	ELKAY PLASTICS CO, INC	\$14.25	180026	\$13.13
180015	Prestige Foodservice Film 32 Ga Clear 12" x 2000'	53	\$ 14.25	122P	WESTERN PLASTICS FOOD SERVICE	\$40.68		
264606	8J8 J Cup Foam Cups White 8 oz	17	\$ 40.68	DCC8J8	DART CONTAINER CORP	\$42.97		
745439	* Sparclean Delimer GAL	10	\$ 41.99	705504	SPARTAN CHEMICAL COMPANY	\$37.29		
266007	16SL Straw Slot Translucent Lid for 16 oz Cup	18	\$ 37.29	DCC16SL	DART CONTAINER CORP	\$14.84	740046	\$14.84
744798	Novel Wash 5.25% Bleach Gallon	47	\$ 14.84	37846	HAWKINS, INC	\$30.42		
033547	Atrium Lid for Portion Tray 8-10 oz Clear	20	\$ 29.17	WNA21879	WNA HOUSTON	\$23.93		
047213	52 x 80 Bun Pan Rack Cover	23	\$ 23.93	22S852D	FOODHANDLER, INC	\$3.25		
394403	16 OZ Cut End Cotton Wet Mop Head 1.25" Headband	153	\$ 3.25	60116	THE O'DELL CORPORATION	\$5.35		
040219	Scrubber Pad 35 GM 12 Pads/Bag	74	\$ 5.35	4345PB	ACS SCRUBBLE	\$38.99	260057	\$38.50
260038	12-24 oz PET Straw Slot Lid Clear 98mm	10	\$ 38.99	RPPCTCEL1424	AMERCAREROYAL, LLC	\$15.15		
770049	7.75" Jumbo Plastic Straw with Paper Wrapper Clear	25	\$ 15.15	C9093	LOLLICUP USA INC DBA KARAT	\$57.41		
370029	12 x 10.75 White Pan Liner Interfolded	6	\$ 52.50	DXEHR12	GEORGIA-PACIFIC (DIXIE)	Repl	260057	\$38.50
030107	Flat PET Straw Slot Lid for 14, 16, & 24 oz Cup	5	\$ 63.21	PTLDP9855	EATERY ESSENTIALS			

1098969	Flat Lid Straw Slot Translucent Polystyrene for 8 oz Cup	10	\$	31.28	DCC8SL	DART CONTAINER CORP	\$31.28		
382140	24 X 32 Natural 8 Mic High D Liner 12-16 Gal on Roll 20/50	10	\$	30.20	382140	IBS SOLUTIONS	Repl	380134	\$30.20
034556	Taylor Pocket Thermometer Blue 5" Probe 1" Dial	24	\$	13.08	6092N	BUCCANEER INC	\$13.08		
1112251	Pizza Wedge Tray White Paperboard 7 3/4 x 8-7/16 in	9	\$	32.23	SCH1480	SOUTHERN CHAMPION TRAY	\$32.23		
370031	Economy Apron Bib White with Pen Pocket Poly Cotton Blend	6	\$	46.90	NDT1010	BUCCANEER INC	\$46.90		
1114675	* Oven and Grill Cleaner, 24 oz Aerosol, 6/ Carton	7	\$	38.76	RAC85261	ESSENDANT	\$41.74		
033710	Duo Sweep Lobby Broom with Metal Handle Blue	27	\$	9.98	CFS3686314	CARLISLE SANITARY MAINT	\$10.56		
033551	Full Size Steam Table Poly Pan Liner 34" x 25"	9	\$	29.62	FH1225TL34	FOODHANDLER, INC	\$29.62		
033765	Grocery Bag 6# Kraft 35# Paper 6 x 3 5/8 x 11 1/16	11	\$	22.62	BAGGK6500	NOVOLEX	\$22.62		
393405	60" Wood Stirrup Mop Handle	33	\$	7.42	19360	THE O'DELL CORPORATION	\$7.42		
464069	Preserve White Multifold Towel 250 Count	9	\$	24.43	548W	VON DREHLE CORPORATION	\$26.85		
048931	Medium Weight Plastic Spoon White	14	\$	13.87	RPPP2203W	AMERCAREROYAL, LLC	\$13.87		
049442	Heavy Duty Scour Pad 6 x 9 Green	22	\$	8.52	86606	ACS SCRUBBLE	\$8.52		
032052	Refrigerator/Freezer Thermometer	56	\$	3.13	914HRFT	WEBSTAIRANTSTORE	\$3.13		
265207	12112 J Cup Foam Cup White 12 oz	2	\$	67.23	DCC12J12	DART CONTAINER CORP	\$67.23		
265454	12SL Straw Slot Lid Translucent Fits 12 oz Cup	3	\$	41.28	DCC12SL	DART CONTAINER CORP	\$41.28		
180026	Victoria Bay 12" x 2000' Food Film Cutter Box	8	\$	14.25	307005	ANCHOR PACKAGING	\$14.25		
032049	Wire Saddle Bag Rack	9	\$	11.09	11030	FOODHANDLER, INC	\$11.09		
033536	FoodGuard XP Embossed Poly Glove PF Clear Size Medium	36	\$	2.60	RPP14992	AMERCAREROYAL, LLC	\$2.60		
033538	FoodGuard XP Embossed Poly Glove PF Clear Size Large	36	\$	2.60	RPP14993	AMERCAREROYAL, LLC	\$2.60		
033788	Grocery Bag 6# White 35# Paper 6 x 3 5/8 x 11 1/16	4	\$	22.62	DROGW6500	NOVOLEX	\$22.62		
380069	Flock Lined Latex Glove Medium Neptune Yellow	7	\$	12.40	RPP5992	AMERCAREROYAL, LLC	\$12.40		
048930	Medium Weight Plastic Fork White	4	\$	16.57	RPPP1203W	AMERCAREROYAL, LLC	\$16.57		
033584	12" x 21" Clear 1.2 Mil Ice Bag 10#	1	\$	60.28	H21MET	ELKAY PLASTICS CO, INC	\$60.28		
380070	Flock Lined Latex Glove Large Neptune Yellow	6	\$	10.18	RPP5993	AMERCAREROYAL, LLC	\$10.18		
740046	Novel Wash 5.25% Bleach Gallon	4	\$	14.84	37846	HAWKINS, INC	\$14.84		
380060	30 x 36 Natural .45 Mil Low D Liner 20-30 Gallon Rolls 10/25	3	\$	17.99	PC36MRN	REVOLUTION BAG	\$17.99		
033642	17" Oven Mitt Tan Fire Retardant OSFA	4	\$	13.41	NDT17FR	BUCCANEER INC	\$14.53		
260057	Victoria Bay 12-24 oz PET 98mm Straw Slot Cup Lid Clear	1	\$	49.55	F98HCF	DIRECT LINK USA LLC	\$49.55		
401429	RM Lobby Pro Upright Black Plastic Dust Pan with Handle	5	\$	9.88	RCP253100BK	NEWELL BRANDS DISTRIBUTION LLC	\$12.41		
033541	Thank You Bag 11.5 x 6.5 x 21 1/2 mic	2	\$	23.04	RPPRPTYB6	AMERCAREROYAL, LLC	\$23.04		
024208	22991 Vinyl Glove Powder Free Small 100/BX	10	\$	3.98	RPP22991	AMERCAREROYAL, LLC	\$2.95		
171518	32# Janitor Broom	5	\$	7.95	171518	THE O'DELL CORPORATION	\$7.95		
033539	FoodGuard XP Embossed Poly Glove PF Clear Size XL	8	\$	3.98	RPP14994	AMERCAREROYAL, LLC	\$2.60		
F770160	VB Cutlery Kit MWPP White Fork Spoon Knife Napkin S&P	1	\$	16.38	MK97	DIRECT LINK USA LLC	\$15.00		
033645	Economy Oven Thermometer Stainless Steel	1	\$	6.75	UNEOT1K	BUCCANEER INC	\$6.75		
370028	Apron White Poly 24" x 42"	1	\$	4.25	PA2442	CELLUCAP/MELCO MFG	\$4.25		

Hamilton County Department of Education
Bid Opening – May 25, 2023, 3:00PM
RFP 23-37 Dish Machine Chemicals, Ware Washing and Sanitation Program

TABULATION SHEET

<u>BIDDERS:</u>	<u>Total</u>
<u>Portion Pac Chemical Corporation</u>	<u>\$121,723.20</u>
<u>C.W. Nowlin Enterprises LLC</u>	<u>Non-Responsible</u>
<u>Kelsan</u>	<u>Non-Responsible</u>

RECOMMEND AWARD OF BID TO: SFSPAC – PORTION PAC



FUNDS TO BE PROVIDED BY: School Nutrition Budget

Hamilton County Department of Education
Bid Opening – May 25, 2023 – 2:30PM
RFP # 23-38 Pest Control Services for the School Nutrition Department

TABULATION SHEET

BIDDERS:	Bug Busters	Waynes Pest Control	Orkin LLC
Initial Treatment	\$50.00	\$0.00	\$208.00
Monthly Treatment	\$50.00	\$75.00	\$165.00
Emergency Service Fee	\$250.00	\$0.00	TBD

RECOMMEND AWARD OF BID TO: Waynes Pest Control

FUNDS TO BE PROVIDED BY: School Nutrition Budget



Hamilton County Department of Education
 Bid Opening – May 25, 2022 – 1:00PM
 RFP 23-35 Maintenance, Repairs, parts and Removal of School Nutrition Equipment

TABULATION SHEET

<u>BIDDERS:</u>	<u>ATECH</u>	<u>FESCO</u>	<u>REMCO</u>
<u>Service Visit Fee / Minimum Fee</u>	<u>\$150 /hr</u>	<u>\$53 /hr</u>	<u>\$139.48/hr</u>
<u>LABOR RATES</u>			
<u>Technician – Regular time hourly rate</u>	<u>\$127.95 /hr</u>	<u>\$106 /hr</u>	<u>\$98 /hr</u>
<u>Technician – Overtime hourly rate</u>	<u>\$191.93 /hr</u>	<u>\$159 /hr</u>	<u>\$147 /hr</u>
<u>Technician’s helper – Regular hourly rate</u>	<u>\$127.95 /hr</u>	<u>\$53 /hr</u>	<u>\$98 /hr</u>
<u>Technician’s helper – Overtime hourly rate</u>	<u>\$191.93 /hr</u>	<u>\$79.5 /hr</u>	<u>\$147 /hr</u>

RECOMMEND AWARD OF BID TO: Food Equipment Service/FESCO Groups # 1,2,3 and 4 

FUNDS TO BE PROVIDED BY: School Nutrition Budget



MEMO

To: Hamilton County Board of Education
Dr. Justin Robertson

From: Justin Witt

Date: June 15, 2023

Subject: Engineering/Design Services

I request approval from Hamilton County Board of Education to utilize the services of the attached list of architectural/engineering and design firms on an "as-needed basis" for HCDE projects.

These are considered "Professional Services" and as such are not required to be bid or quoted. This list is presented annually to the Board for approval; with updates as may be necessary

This is a list of engineering firms proposed for 2023/2024. The list may be expanded as needed.

SBI Engineers 325 Cherokee Blvd. Chattanooga, TN 37405	A D Engineering Services 651 East 4th Street, Ste. 407 Chattanooga, TN 37403	MBI / TWH Architects 651 E. Fourth St, Ste 500 Chattanooga, TN 37403
Campbell & Associates, Inc Attn: Matt Williams 651. E. Fourth St. Chattanooga, TN 37403	DH&W Attn: Andrew Haulser 1001 Carter Street Chattanooga, TN 37402	Asa Engineering & Consulting 109 East MLK Blvd Volunteer Building Chattanooga, TN 37402
Aquaterra Engineering 4521 Bonny Oaks Drive Chattanooga, TN 37416	Bennett & Pless Inc 1301 Riverfront Parkway, Ste 104 Chattanooga, TN 37402	Moreland Altobelli Associates, Inc 5959 Shallowford Rd., Ste 2113 Chattanooga, TN 37421
March Adams & Associates Inc. Attn: Jeff Westbrook 310 Dodds Ave Chattanooga, TN 37404	SCH Engineering Attn: Stephen Horne 1407 Prater Rd. Chattanooga, TN 37412	Franklin Architects 142 N. Market Street PO Box 4048 Chattanooga, TN 37405
Townsend Engineering Attn: Terry Townsend 5611 Ringgold Road, Ste 200 East Ridge, TN 37412	Roof Design & Consulting Services Inc. Attn: Sid Hankins 300 N. Forest Park Blvd, Ste 101 Knoxville, TN 37919	SBI Engineers Jason McGlohan, P.E. - Struct. Eng. 325 Cherokee Blvd. Chattanooga, TN 37405
Thompson Engineering 630 Chestnut St. Chattanooga, TN 37402	S & ME Engineering 4291 Highway 58, Ste 101 Chattanooga, TN 37416	Betts Engineering 2800 South Market St Chattanooga, TN 37410
Barge, Waggoner, Sumner & Cannon, Inc 1110 Market St, Ste 200 Chattanooga, TN 37402	K. S. Ware and Associates LLC 54 Lindsley Ave Nashville, TN 37210-2039	Donald L. Tindell 6257 East Brainerd Rd. Chattanooga, TN 37421
Hopkins Surveying Group LLC 175 Hamm Rd Chattanooga, TN 37405	Geo Services, LLC 506 Maryville Highway #1B Seymour, TN 37865-5747	Cornerstone Surveying 7023 Snow Hill Road Ooltewah, TN 37363
Terracon Engineering 51 Lost Mound Drive, Ste 135 Chattanooga, TN 37406	Arcadis U. S. Inc. 1210 Permier Dr., Ste 200 Chattanooga, TN 37421	Marion Environmental Inc. 115 Parmenas Ln Chattanooga, TN 37405
Volkert Inc 1428 Chestnut St., Ste 110 Chattanooga, TN 37402 423-842-3335	R.Clay, Inc. Jeff Clay, P.E. - Elect 1505 E. 27th Street Chattanooga, TN 37404	Helton and Associates, Inc 3769 Old Knoxville Hwy. Rockford, TN 37853 865-970-3932
Environmental & Civil Engineering Svcs. 702 Old Jamestown Highway Crossville, TN 38555 931-484-9321	Ed Blake Company P.O. Box 4277 240 Forrest Ave., Suite 601 Chattanooga, TN 37405	Excel Energy Group #4 Longwood Road Little Rock, Arkansas 72223 501-821-8840
PDM Engineering Associates Mack McCarley, Ric Gibbs 9410 Cathowken Drive Chattanooga, TN 37421 Phone: 423-899-5662	Elder Consulting Garrison Elder, P.E. - MEP 316 High Street, Unit 15 Chattanooga, TN 37403 Phone: 423-309-1377	Chattanooga Engineering Group Rocky Chambers, P.E. - Civil Eng. 400 W Main Street, Suite 130 Chattanooga, TN 37408 Phone: 423-600-9110
Matthew Twitchell, AIA, LEED AP MTa Architecture & Planning 200 W M.L.K. Blvd Suite 200a Chattanooga, TN 37402 Phone: 423-464-7175		

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Justin Robertson
Superintendent

FROM: Shannon Moody
Chief Strategy Officer

DATE: June 15, 2023

RE: Approval of MOU between Erlanger and Hamilton County Department of Education

The Office of the Chief Strategy Officer requests the Board of Education’s approval of the Memorandum of Understanding between the school district and Erlanger Community Health Centers. The MOU outlines the details of the School-Based Health Clinic scheduled to open in Fall 2023 at the Howard School/Howard Connect.

As a part of our district Strategic Plan, *Opportunity 2030*, our community and Board articulated a belief that well-being is essential to student success. This belief was a driver to our district commitment of Every Community Served. The purpose of the school-based health clinic is to support in making treatment and primary care accessible to all students whether they are insured, under-insured, or uninsured.

Hamilton County Schools (HCS) has secured initial funding for the first two years through the Tennessee Department of Health Resiliency Grant. This funding will cover the cost of hiring a Full-Time Nurse Practitioner, Full-time Medical Assistant and a Part-Time Licensed Clinical Social Worker for the first two years. Erlanger and HCS will work together on a sustainability plan through federally qualified health clinic funding after the initial two-year funding period.



MEMORANDUM OF UNDERSTANDING

BETWEEN

HAMILTON COUNTY DEPARTMENT OF EDUCATION TN SCHOOL DISTRICT

AND

ERLANGER COMMUNITY HEALTH CENTERS

This Memorandum of Understanding, herein referred to as "MOU," is entered into by and between the Hamilton County Department of Education, TN School District (herein HCDE) and the Chattanooga-Hamilton County Hospital Authority d/b/a Erlanger Community Health Centers (herein ECHC) who elects to accept its terms pursuant to all sections herein, collectively referred to herein as the "parties".

PREAMBLE

HCDE is committed to providing a safe and healthy learning environment for its students and recognizes the importance of addressing the health needs of its students to achieve this goal. However, many of its students come from underserved communities and lack access to basic healthcare services.

ECHC operates federally-qualified health centers that provide comprehensive healthcare services to underserved communities in the Chattanooga area. ECHC operates a network of clinics that offer medical, dental, and behavioral health services to individuals regardless of their ability to pay. ECHC recognizes the importance of addressing the health needs of children and believes that school-based health clinics are an effective way to provide access to healthcare services to children who might not otherwise receive them.

The purpose of this agreement is to establish the parameters of the partnership between HCDE and ECHC as HCDE seeks to establish a School-Based Health Clinic (herein "SBHC") at one or more schools that will provide medical and behavioral health services to students enrolled in HCDE schools and their families, with a focus on improving health outcomes and reducing absenteeism due to illness.

This MOU will outline the roles of both parties in the development, implementation, and ongoing operation of any ECHC operated SBHC, including but not limited to the sharing of student data related to the support of HCDE's efforts relevant to student achievement and ECHC's efforts relevant to student health. ECHC will perform institutional services or functions for which the school district would otherwise use employees. It is necessary, therefore, for the parties to collaborate and share data on a reciprocal basis for the purpose of evaluating and analyzing their respective educational programs.

THEREFORE, HCDE and ECHC agree to the following terms of this MOU:

I. GENERAL PROVISIONS

- A.** This MOU shall become effective on June 1, 2023 and shall remain in continuous effect in accordance with the terms of this MOU. This MOU shall undergo an annual review, to be completed with both parties by June 30 each calendar year.

- B.** Either party may terminate this MOU without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate.
- C.** This MOU is not intended to create any rights or interests for any person or entity other than HCDE and ECHC.
- D.** This document states the entire agreement between HCDE and ECHC with respect to the establishment of SBHCs in HCDE schools and supersedes any previous and contemporaneous or oral representations, statements, negotiations, or agreements.
- E.** Each of the persons signing this MOU on behalf of HCDE and ECHC represent that he or she has authority to sign on behalf and to bind such parties.
- F.** Signatories of this MOU may not assign their rights, duties, or obligations under this MOU, either in whole or in part, without the prior written consent of the other signatories to this MOU, with the understanding that such designations and designees must adhere to any and all MOU parameters. Provided however, HCDE acknowledges that the Chattanooga-Hamilton County Hospital Authority is currently planning to transition from a governmental entity to nongovernmental non-profit entity, and HCDE hereby consents to any assignment of this MOU by ECHC that may be necessitated by such transition.
- G.** If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU, such provision shall be fully severable. This MOU shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this MOU.
- H.** Waiver by any signatory to this MOU of any breach of any provision of this MOU or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this MOU shall not operate as a waiver of such right. All rights and remedies provided for in this MOU are cumulative.
- I.** In an effort to support the objectives of this MOU, HCDE and ECHC may enter into future agreements for goods and services whereby funds are exchanged for the receipt of such goods and services. These future agreements shall be completed separately from this MOU, shall meet all HCS required policies and procedures and shall support the goals, objectives, outcomes, strategic plan, and/or equivalent expressed within the MOU. No funds may be released to ECHC without issuance of a valid HCS Purchase Order.
- J.** If any of the Parties to this MOU, are dissatisfied with the performance of any of the obligations imposed on the other Parties under the terms of this Memorandum, the dissatisfied Parties shall give written notice to the non-performing Parties of the duties which the dissatisfied parties believe have not been performed. The non-performing Parties shall have 10 days in which to correct any failure to perform the duties so specified or to communicate with the dissatisfied Parties to resolve any disagreement between the Parties.
- K.** This MOU may be amended or modified at any time by written mutual agreement of the authorized representatives of the signatories to this MOU. HCDE and ECHC further agree to

amend this MOU to the extent amendments are required by an applicable law or policy issued by an appropriate regulatory authority if the amendment does not materially affect the provisions of this MOU. However, if new laws, policies, or regulations applicable to HCDE and/or ECHC are implemented which materially affect the intent of the provision of this MOU, the authorized representatives of the signatories to this MOU shall meet within a reasonable period of time (e.g., 20 business days from the date of notice of such change of law, policy, or regulations) to confer regarding how and/or if those laws, policies, or regulations will be applied or excepted.

- L. This MOU shall be governed and construed in accordance with the laws of the State of Tennessee.

II. DATA SHARING

- A. When necessary, HCDE and ECHC shall provide one another with data concerning teachers, education leaders, students, and parents/guardians in addition to any other relevant and available data source. This reciprocal agreement does not include data identified in TCA 49-1-606. Available data shall be provided in the manner and form as specified by the designated representatives or designee from the educational institutions represented in this MOU. Primary data sets will be made available to ECHC or HCDE through a secured data sharing platform or by an alternate, agreed upon method.
- B. The data shall be used only for conducting studies and to assist with the design, evaluation, delivery, and instruction; assisting in the services or functions for which HCDE would otherwise use their employees. ECHC or HCDE will share data-related work products via secure, electronic transmission or similarly fortified method. This data may include personally identifiable information including but not limited to names, date of birth, gender, and ethnicity as well as admissions information and terms of enrollment. HCDE may also provide ECHC with unidentifiable information including but not limited to grades and attendance in order to assess broad implications of the school-based health clinic model on measures of student success. Any data received pursuant to this Memorandum shall be destroyed or permanently, securely housed when it is no longer needed for the studies.
- C. ECHC will retain and maintain paper and electronic records to facilitate patient care and comply with relevant statutes, regulations, contracts and accreditation standards regarding retention and destruction. ECHC will require Contractors used by it to assist with records retention or destruction to enter into a HIPAA-compliant Business Associate Agreement as required by law.

III. CONFIDENTIALITY

HCDE and ECHC will ensure that all of their employees shall maintain the confidentiality of HCDE student records at all times, in accordance with HCDE policies and procedures, Tennessee law, FERPA, and HIPAA. ECHC and HCDE will maintain the confidentiality of any and all data exchanged as a part of this MOU. The confidentiality requirements under this paragraph shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU. To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, ECHC and HCDE shall establish a system of safeguards that will at minimum include the following:

- A. Procedures and systems that ensure all student records are kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data under this section of the MOU.
- B. All designated members, staff and faculty at educational institutions involved in the handling, transmittal, and/or processing of data provided under this MOU will be required to execute a confidentiality agreement requiring said personnel to maintain the confidentiality of all student related personally identifiable information.
- C. Procedures and systems that shall require the use of secure passwords to access computer databases used to process, store, or transmit data provided under this MOU.
- D. Procedures and systems, such as good practices for assigning passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided under this MOU.
- E. Procedures and systems that ensure that all confidential student data processed, stored, and/or transmitted under the provisions of this MOU shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.
- F. The procedures and systems developed and implemented to process, store, or transmit data provided under this MOU shall ensure that any and all disclosures of confidential student data comply with all provisions of FERPA and Tennessee law relating to the privacy rights of students and educators, including but not limited to, relevant statutes listed in Title 49 - Education insofar as such laws are applicable to the parties to this MOU.

IV. SERVICES & ACCESS

For purposes of this MOU, "Enrollees" shall mean: Any student of HCDE or siblings of those students from newborn to age 18-years-old who enrolls to receive services with parental consent or who have provided their own consent if 18-years-old or older; adult, consenting family members of HCDE students; and consenting staff of Howard High School and Howard Connect.

A. ECHC Services: Throughout the term of this MOU, ECHC will provide the following medical services (the "Services") at the SBHC for Enrollees. All services furnished shall comply with all applicable Federal, State, and local laws, codes, and regulations, including but not limited to all HCDE policies, procedures, operating guidelines, and/or regulations that are provided by HCDE to ECHC.

1. Core Services: On-site diagnosis, treatment, and appropriate triage and referral mechanisms will be in place for minor, acute, and chronic problems, including:

- a) Primary and preventative health care, diagnosis and treatment of medical conditions and management of chronic conditions (e.g., asthma, diabetes, etc. as long as laboratory testing space is provided);
- b) Development and implementation of asthma action plans;

Prescriptions may be written for minor problems, acute problems; and chronic conditions.

2. Preventative Health Services:

- a) Health screening (Early Periodic Screening and Diagnostic Testing (“EPSDT screening”) only if laboratory testing is available);
- b) Disease prevention (e.g. immunizations, vaccinations, communicable diseases, etc.);
- c) Preventative services and education such as nutritional education, mental health screening and high-risk assessments, and health maintenance; and

3. Primary Health Care Services:

- a) Health Maintenance (well care, immunizations);
- b) Chronic Disease Maintenance;
- c) Mental Health Screening & Assessment;
- d) Acute illness care;
- e) Non-specialty medical, mental health, and substance abuse intervention; and
- f) Referrals for other services not available at the SBHC. When providing services by referral, the SBHC will offer as many options as possible. If services are provided by referral, financial, geographical, and other barriers should be minimized.

4. Laboratory Testing: If appropriate physical space is available, ECHC will provide laboratory testing.

5. Mental Health: ECHC will address the mental health needs of enrollees, either on-site at the SBHC or by referral. The range of on-site mental health services to be offered will be determined by student/family needs and the availability of school and community resources.

On-site SBHC services, to the extent staffing is available, will include mental health care, such as:

- a) Primary prevention;
- b) Individual mental health assessment, treatment, and follow-up;
- c) Short and long-term counseling; and
- d) Linkage with community counseling

The following mental health services will be made available by referral:

- a) Group and family counseling;
- b) Crisis intervention;
- c) Psychiatric evaluation and treatment;
- d) Smoking cessation;
- e) Nutritional counseling;
- f) Support for an eating disorder

6. Support Services:

- a) Mental health counseling;

- b) Drug and alcohol awareness;
- c) Health education;
- d) System of Care outreach;
- e) Physical Activity and Exercise Awareness

B. Access & Cost: The SBHC will be open 8:30am-3:30pm, Monday through Friday. The SBHC will operate during school break periods (such as summer, fall, winter, and spring breaks). ECHC will make available a schedule of holiday closures to HCDE and the parents/legal guardians of students attending Howard Connect and Howard High. The SBHC will be staffed by a designated medical professional chosen by ECHC. The medical professional(s) will be responsible for providing preventative care, acute care, and behavioral health services to students enrolled in primary care services. These services may include but are not limited to wellness exams, sick visits, immunizations, mental health counseling, and management of chronic conditions.

The SBHC will not turn any Enrollee away because of insurance status, health status, or because an Enrollee has an existing primary care provider. If an Enrollee has a primary care provider, the SBHC will make reasonable efforts to coordinate services with the Enrollee's primary care provider to avoid duplication of service.

The SBHC will establish a sliding fee schedule as dictated by the Federal Poverty Guidelines in accordance to U.S. Department of Health and Human Services ("HRSA") governance. In keeping with Federal governance a sliding fee discount program that meets program requirements allows individuals and families who are uninsured or underinsured to receive services for a fee that is adjusted based on their ability to pay and assures equitable charges for services are applied across all health center patients. No Enrollee will be denied access to service due to inability to pay.

V. CONSENT & COMMUNICATION

A. ECHC, at its cost, will make written information about the SBHC services available to HCDE and the parents/legal guardians of students attending Howard Connect and Howard High School, including without limitation:

1. The scope of services offered, including the ability of the SBHC to serve as the designated primary care provider or to provide services in collaboration with the Enrollee's primary care provider'
2. Information on how Enrollees can access medical coverage when Howard Connect and/or Howard High School is closed.
3. Disclosure information clearly stating that the SBHC is independently owned and operated by ECHC; is separate and distinct from HCDE; and that ECHC is solely responsible for the services provided at the SBHC.

B. HCDE will provide all Howard Connect and Howard High School students with access to a consent form approved by ECHC and will support ECHC in procuring consent forms by

collecting completed forms granting consent of the Enrollee to participate in receiving services from the SBHC with ECHC.

HCDE will provide students with an opportunity to reinstate consent on an annual basis, as is required to receive services from the SBHC.

C. ECHC agrees to and shall procure all required consents in advance of providing medical services at the SBHC. Each Enrollee must have a properly executed form signed by the Enrollee's parent or legal guardian on record with ECHC (or by the Enrollee if he/she is over the age of 18 years) before the Enrollee may receive services at the SBHC. ECHC must make consent forms available to all current and incoming students of Howard Connect and Howard High School and obtain the informed written consent of parents or legal guardians. If the Enrollee receiving services is 18 years of age or older or is otherwise qualified to give consent under applicable law, and is competent to give such consent, such consent will be obtained. ECHC will be solely responsible for procuring all required consents. At a minimum, the enrollment and parental consent forms should request the following information:

1. Enrollee's name
2. Names of all siblings of enrollee (if applicable)
3. Address of enrollee
4. Parent/guardian name
5. Enrollee's social security number (not required)
6. Enrollee's health care coverage (if any) including the name of the managed care plan insurance and/or Medicaid identification number (if applicable)
7. Enrollee's primary care provider name and address, or designation of SBHC/backup facility as the Primary Care Provider
8. Medical release authorization
9. Written authorization for HCDE to verify the school enrollment status of students attending Howard Connect and/or Howard High School

D. The SBHC will also communicate with the parents and legal guardians of Enrollees. SBHC providers should make efforts to be family-centered and to involve the Enrollee's family, as age-appropriate and within the guidelines of adolescent confidentiality, and with consent as necessary, regarding the care of the student. Whenever possible and within the parameters of adolescent confidentiality and all applicable legal requirements, parents/legal guardians should receive prior notification of any services to be provided to an Enrollee and should be given the option of joining the Enrollee during the provision of services or declining services. As appropriate and allowed by law, parents/legal guardians should also receive notification after services are provided, informing them of the outcome of the SBHC visit.

VI. LIABILITY OF THE PARTIES

A. Neither party will be liable for the acts and omissions of the other party.

VII. JOINT OBLIGATIONS

A. **Confidentiality:** (See Section III: Confidentiality)

B. **Services & Access:** (See Section IV: Services & Access)

C. Consent & Communication: (See Section V: Consent & Communication)

D. Funding: Both parties shall seek and apply for funding opportunities to support the growth and sustainability of the SBHC.

E. Objectives: Both parties agree to the following objectives of the SBHC:

1. To improve school attendance;
2. To educate and promote good physical and mental health;
3. To prevent illness leading to disability and hospitalization; and
4. To promote healthy living by providing school-based primary and preventive healthcare and education to medically underserved youth.

F. Reporting & Assessment: Both parties will collaborate to create quarterly and annual reports on key performance measures, financials, and visits/encounter data. Specifically,

1. ECHC will provide: Visit/encounter data, quality measures, and clinical standards
2. HCDE will provide: School attendance data, student wellbeing data through annual Student Wellbeing Survey, BMI data through bi-annual Acuity Screener data, and experience surveys

G. Staffing: Pending available funding for the first two years of operation, ECHC will provide the following staffing for the SBHC ("SBHC Staff"):

1. A full-time nurse practitioner (1.00 FTE)
2. A part-time Licensed Clinical Social Worker (.50 FTE)
3. A full-time Medical Assistant (1.00 FTE)
4. A portion of a full-time supervising physician (.10 FTE)

For the first two years the SBHC is in operation, HCDE is solely responsible for securing grant funding for all costs associated with the SBHC Staff incurred by ECHC, including but not limited to wages, benefits, and employment-related taxes including any unemployment compensation fund payments and workers' compensation insurance. ECHC will invoice HCDE for all such costs.

ECHC will be responsible for the cost of continuing education fees, malpractice insurance and background checks. Following the first two years of implementation, ECHC will be solely responsible for the costs associated with the SBHC Staff.

The SBHC Staff must be certified or licensed in Tennessee. The SBHC Staff must be trained in child abuse-mandated reporting requirements, infection control, and emergency care, including general first aid, basic life support, and in the use of Automated External Defibrillator (AED) Equipment. SBHC Staff will be present at the SBHC in accordance with their FTE allocations.

ECHC will provide HCDE with a list of the SBHC Staff. The list will include name, position, address, phone number, and email. This list will periodically be updated by ECHC such that a current roster is on file with HCDE.

- H. HCDE Student Health Services:** The parties acknowledge and agree this MOU is not intended to, and does not, alter or change the services currently by HCDE Student Health Services at Howard Connect Academy or the Howard High School. HCDE Student Health Services shall continue to render its services in accordance with HCDE's policies and procedures. HCDE Student Health Services may, however, refer a student of HCDE who is also an Enrollee, to the SBHC for services if HCDE Student Health Services deems the referral appropriate or necessary.
- I. Management of Emergencies:** The parties agree that: The school nurse is the primary provider of first aid and routine medications to students of Howard Connect Academy and Howard High School, and is among the first line of responders to other school emergencies. If the school nurse is not available in an urgent or emergent situation, other appropriate school personnel will respond to the situation. SBHC providers will follow ECHC's direction and procedures regarding their involvement in responses to urgent or emergent situations. ECHC policies and procedures shall be fully communicated to the school nurse and principal of Howard Connect Academy and Howard High School so that these can be taken into account in emergency response planning.
- J. Outreach & Education:** HCDE and ECHC will collaborate on educational and healthcare outreach, which shall include but are not limited to:
1. Communication to students and their families about accessible health services;
 2. Education on the availability and benefit of health screenings (for example vision screenings, hearing screenings, scoliosis screenings, etc.);
 3. Nutrition Education;
 4. Classroom or school-wide presentations that educate students on healthy living practices; and
 5. Health campaigns to educate on adolescent risk-taking and health issues (examples: campaigns focusing on exercise, smoking cessation or weight management).
- K. Advisory Committee:** HCDE and ECHC will form an advisory committee to review the objectives and outcomes of the SBHC program. The committee will meet a minimum of four times per year. Advisory committee members will include, without limitation, representatives of ECHC, principals of schools housing the SBHC, the HCDE School Health Manager, parent and teacher representatives for HCDE Schools, and the area Superintendent.

VIII. HCDE OBLIGATIONS

- A. Operations:** HCDE agrees to provide the following at no cost to ECHC for the establishment and operation of an SBHC at Howard High School and Howard Connect Academy:
1. One renovated non-instructional room at Howard High School;
 2. Initial purchase of clinical supplies and equipment allowable under ELC grant;
 3. Utilities for ECHC-occupied space;
 4. Routine maintenance and repairs to the physical space, including but not limited to replacing light bulbs and ceiling tiles, in line with the physical maintenance performed on behalf of school buildings (this does not include maintenance on equipment within the physical space);

5. Custodial services, removal of trash, and non-hazardous waste removal; and
6. An internal phone line with a direct extension to the SBHC.

HCDE shall also ensure the appropriate SBHC staff have access to the designated SBHC site.

- B. Student Support:** HCDE shall refer students to the SBHC as needed and shall assist students in scheduling SBHC appointments.
- C. IEP & Section 504 Provisions:** HCDE acknowledge that some students of HCDE who become Enrollees may receive services through HCDE through Individual Education Plans ("IEPs") developed pursuant to the Individuals with Disabilities Education Act ("IDEA") and/or Section 504 plans pursuant to Section 504 of the Rehabilitation Act ("Section 504"). The parties agree that HCDE remains solely responsible for providing all services to any student specified in an IEP and/or Section 504. The parties further agree that, under no circumstance, shall HCDE provide or interfere with the provision of any such services. Nothing in this MOU shall prohibit ECHC from providing similar services to students, provided that such services are in addition to, and not instead of, services provided through an IEP and/or Section 504 plan.

IX. ECHC OBLIGATIONS

A. [Intentionally omitted.]

- B. Independent Status:** ECHC is and shall remain solely responsible for the supervision of the SBHC Staff. HCDE is not responsible or liable for the hiring, termination, or discipline of SBHC Staff.

If there are allegations of misconduct involving the SBHC Staff, HCDE reserves the right to require ECHC to promptly remove said personnel from HCDE's premises pending the resolution of the misconduct allegation. ECHC agrees to promptly comply with any such request from HCDE and to cooperate in any investigation with HCDE. The failure to cooperate with HCDE may result in the termination of the MOU or non-renewal, which will be determined by HCDE's sole discretion.

- C. Background Checks:** ECHC shall require SBHC Staff to affirm that these individuals are not listed as sex offenders on Tennessee's sex offender registry.

1. ECHC shall further ensure SBHC Staff shall undergo all background check procedures established by ECHC. All background check procedures established by ECHC shall adhere to the provisions set forth in Tenn. Code Ann. § 49-5-413. ECHC will provide the results of such background checks to HCDE.
2. Alternatively, the SBHC Staff may make arrangements to undergo a fingerprint-based criminal background check in accordance with the provisions set forth in Tenn. Code Ann. § 49-5-413. These individuals will coordinate this fingerprint check through HCDE's Human Resources Office. The individual must provide the results of the fingerprint check to HCDE.

- D. Record Maintenance:** ECHC shall maintain adequate medical records for Enrollees who receive services at the SBHC and comply with all applicable standards and procedures for

maintaining medical records. The medical records, subject to all applicable privacy and confidentiality requirements, shall be kept in a locked, fireproof file or a secure Electronic Medical Record (EMR) System.

- E. Operations:** ECHC agrees to and shall provide and maintain the following at no-cost to HCDE:
1. Medical malpractice insurance for all appropriate staff;
 2. Health care equipment, supplies, and proper hazardous waste disposal for the SBHC;
 3. Computer equipment used in the operation of the SBHC;
 4. Policies and procedures for the operation of the SBHC;
 5. Invoicing, billing, and patient insurance processing for SBHC services, with collected reimbursements as SBHC property;
 6. Clear signage identifying ECHC as the SBHC operator; and
 7. Complete responsibility over SBHC operation at Howard High School.

Further, except for the initial supplies to be purchased by HCDE identified above (see Section VIII: HCDE Obligations, Subsection A.2) and the incurred SBHC Staff costs for which HCDE is responsible for during the first two years of implementation identified above (see Section VII: Joint Obligations, Subsection G), ECHC will assume sole responsibility for all costs associated with SBHC operation, including personnel, travel, supplies, and materials.

- F. Outcome Measurement:** ECHC shall distribute and collect periodic surveys to evaluate the SBHC program and students' needs.

The following signatories agree to execute the above MOU:

Name, Title
Erlanger Community Health Centers

Date

Name, Title
Hamilton County Schools

Date

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Justin Robertson
Superintendent

FROM: Blake Freeman
Chief Academic Officer

Yvette Stewart
Director, Elementary Teaching and Learning and K-12 Literacy

DATE: June 15, 2023

RE: TNTP Contract

Hamilton County Schools (HCS) Office of Teaching and Learning proposes to extend our current partnership with TNTP from July 1, 2023 through June 15, 2024 to provide continued support to scale best practices around literacy curriculum implementation in service of developing students as readers, writers, and thinkers, with the specific emphasis on strengthening early literacy supports. This is in direct alignment with the Opportunity 2030 goal of “Every Student Learns”.

The goal proposed through the scope of work outlined is to continue to support the literacy practices K-12 in the implementation of best practices align to the HCS Academic Press and Personalization Framework.

This total contract amount of \$398,948 will be funded through FY24 general purpose budget.

Expanding the Vision for Excellent Literacy Instruction and Coaching in Hamilton County Schools

TO: Dr. Sonia Stewart and Mr. Blake Freeman, Hamilton County Schools

FROM: Nicola Martin

DATE: April 12, 2023

RE: K-12 Literacy Curriculum Implementation and Leadership Development Support

Introduction

TNTP is grateful for the opportunity to continue our partnership with Hamilton County Schools for the 2023 – 2024 school year. Over the course of the 2022-2023 school year, TNTP partnered with HCS' district leaders to support the implementation of the Academic Press and Personalization Framework across all learning communities, create and begin the process of implementing HCS' Teacher Development Framework, provide strategic advising to the Executive Director of Academics, support the onboarding and development of the Director of Elementary and K-12 Literacy, strengthen the Teaching and Learning team's capacity to develop and facilitate impactful professional learning for stakeholders, and strengthen curriculum implementation supports through partnership with 16 spotlight schools across the district. We are pleased that the structures put in place during this year's partnership have positioned HCS to assume full ownership of several of these workstreams. As HCS embarks on the journey toward meeting the commitments of the district's 2024-2030 strategic plan, *Opportunity 2030*, HCS' leaders are committed to building on the progress made this school year to ensure sustainability and lasting impact on student learning.

TNTP proposes to extend our current partnership with HCS from July 1, 2023 through

June 15, 2024 to provide continued support to the Director of Elementary and K-12 Literacy and her team to scale best practices around literacy curriculum implementation in service of developing students as readers, writers, and thinkers, with specific emphasis on strengthening early literacy supports (every student learns). Our goal through the proposed scope of work outlined below is to support Hamilton County Schools to be a system in which every student learns, every student belongs, every school is equipped, every employee is valued, and every community is served as outlined in *Opportunity 2030*.

Our Approach

TNTP's approach to academic strategy support is centered around key tenets in instructional change management:

- **Curriculum:** High-quality curriculum is essential but changing curriculum alone will not result in changes in teacher practice. Leaders and teachers need a deep understanding of the standards and what they call for. Then, and only then, can teachers make appropriate decisions about when and how to adjust the curriculum to meet the needs of their students.
- **Vision and Alignment:** From the classroom to the central office, sharing a common vision and aligned strategies along the vertical spine is critical to implementation success. Continuing to build capacity at the central office- and school based- leadership levels will be essential to ensure long-term sustainability. Therefore, TNTP will utilize a capacity-building approach to continue to transfer ownership and expertise over to central office- and school based- leaders over the course of our work together. Through training, practice, technical assistance and side-by-side coaching, we will work directly with leaders to ensure they have the skills needed to execute on the vision for literacy.
- **Collaboration for School Support:** As different teams and departments are planning supports for students, strong cross-functional collaboration is critical to success. These teams need to understand their role in supporting the vision and have an opportunity to continuously learn and to share their insights about what schools, educators, and students need.
- **Goals and Data:** Thoughtful and strategic data usage is the single most powerful lever to ensure rigorous content is making its way appropriately to students. Therefore, our support will center around formative data collection, analysis, and response to monitor the progress of implementation.

Through each priority, we are supporting major stakeholders along the vertical spine of HCS so that improvement happens cohesively. Together with school and district leadership we will adjust our focus and respond to needs of each stakeholder as we progress.

Scope of Work

Strategic Advising for Director of Elementary and K-12 Literacy and Curriculum Implementation Support

TNTP proposes to partner directly with HCS's Director of Elementary and K-12 Literacy, under the guidance of the Executive Director of Learning to deepen her capacity to clearly articulate and generate districtwide investment in the vision for literacy and K-12 Literacy curriculum implementation. Through weekly, virtual check-ins and quarterly in-person site visits, TNTP will provide strategic advising and support to the T&L Director of Elementary and K-12 Literacy to strengthen her capacity to lead, manage and develop her team, clarify roles and responsibilities, identify clear goals and progress monitoring structures, establish a cycle of feedback in service of ensuring all students in Hamilton County Schools are provided with equitable access to strong instruction, deep engagement, grade-appropriate assignments and teachers with high expectations.

Direct Support for the Director of Elementary and K-12 Literacy

- Support with the planning and facilitation of a beginning of year project launch for the Director of Elementary and K-12 Literacy and her team to:
 - Align on priorities for Literacy curriculum implementation for 2023-2024
 - Set measurable goals for 2023-2024 curriculum implementation
 - Clarify roles and responsibilities
 - Create a strong workplan structure that includes a plan for ongoing collaboration, progress monitoring, communication and feedback cycles
 - Support the articulation and refinement of the K-12 ELA vision, refine the plan to achieve it, and reflect and refine the strategy to ensure investment of stakeholders at all levels of the system
 - Determine the effectiveness of curriculum implementation measures and adjust strategy for the 2023 – 2024 school year
- Provide strategic advising, resources, coaching and feedback to deepen the Director of Elementary and K-12 Literacy's capacity to:
 - Refine overall quality of curriculum implementation
 - Develop and execute a Principal PLC scope and sequence that deeply invests administrators in the work of curriculum implementation and coach/teacher development
 - Refine and implement a strategy to scale literacy best practices districtwide
 - Articulate and invest the team, colleagues, and stakeholders districtwide in a clear vision for Literacy implementation
 - Lead and develop a team through professional learning, feedback loops, effective project planning structures, strong and clear communication in service of consistent district-wide Literacy curriculum implementation
 - Create a scope and sequence for content lead development to build the knowledge and capacity of her team to deeply understand:
 - The research behind adopted materials, and best practices in Literacy and coaching best practices
 - Best practices in Literacy curriculum implementation and the resources/tools that support implementation of those practices
 - Best practices in project and change management
 - Best practices in coaching and teacher development
 - How to leverage the APP to build leader, coach, and teacher capacity to move the work forward

Direct Support for the K-12 Literacy Coordinator

- In collaboration with the Director of Elementary and K-12 Literacy, organize and facilitate biweekly virtual meetings to support the K-12 Literacy Coordinator to develop and refine strategies around the following capacity-building initiatives:
 - Developing a scope and sequence for Spotlight school supports (original spotlight schools and new additions), including plans for data collection and progress monitoring.
 - Reviewing data to determine the impact of spotlight school support on students' experiences and outcomes
 - Improving quality of curriculum implementation and school level coach effectiveness across the district

Direct Support for Literacy Content Leads

- Support Content Leads in their efforts to fully own the Spotlight School work, including:
 - Monthly, virtual strategy-building sessions to provide consultation around content creation, data driven school supports, and progress monitoring to determine the impact of support on coach and teacher development and student outcomes/experiences.

K-2 Literacy Support

- In collaboration with the Director of Elementary and K-12 Literacy, provide direct coaching and support to the K-2 Literacy content lead to:
 - Develop and implement a K-2 assessment strategy, focused on Foundational Skills, specifically the need for EL Benchmark and comparing/assessing alignment to the already established benchmark process.
 - Develop a scope and sequence and design professional learning to deepen school based coaches and teachers' understanding of the Science of Reading
 - Provide 1 on 1 bi-weekly virtual support/strategy meetings for K-2 Literacy Content Lead
 - Monthly - Bi-monthly, in-person, job-embedding coaching and side by side school visits

Monthly Check-ins with Executive Director of Learning

- TNTP will provide light-touch strategic advising support to the Executive Director of Learning through monthly virtual meetings. During these meetings, TNTP will share progress updates on Literacy supports and provide thought-partnership on Teaching and Learning initiatives.

Project Budget

As detailed above, we project the proposed scope of work would begin on July 1, 2023 and conclude on June 15, 2024. **We estimate the total cost of the services to be \$398,948 for one full year (11.5 months) of districtwide support.** This cost is inclusive of staff time as well as all travel costs, program materials, access to TNTP's national network of experts, and all additional supports outlined above. We anticipate that the team will consist of a Partner, one Director, and one Senior Manager.

PROJECT BUDGET	COST
Program Staff	\$357,767
Program Expenses	\$41,181
TOTAL	\$398,948

Next Steps

We are excited by the opportunity to partner with Hamilton County Schools to improve the instruction students experience and, ultimately, support them to become proficient readers, writers and thinkers. We look forward to the opportunity to hear your reactions and feedback on the proposed scope of work and budget, and are happy to adjust the details according to Hamilton County Schools' needs. For questions or to discuss next steps, please contact Nicola Martin, TNTP Partner at nicola.martin@tntp.org or (413) 885-6262.

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

FROM: Blake Freeman, Chief Academic Officer
Dr. Yvette Stewart, Director, Elementary T&L/K-12 Literacy
Dr. John Rice, Director, Middle School Teaching & Learning
Dr. Jamie Parris, Director, High School Teaching & Learning

DATE: June 15, 2023

RE: One-year Contract Renewal with Discovery Education

We are requesting approval of a one-year renewal of the digital content and support of **Discovery Education**. This partnership will continue to transform teaching and learning with award-winning digital textbooks, multimedia content, and professional development.

This will be a one-year renewal contract for a total of \$700,905.25. With your approval, this purchase will be funded out of the general-purpose budget.

The proposal and agreement are attached.

Thank you for your consideration.



ORDER FORM

Subscriber: HAMILTON COUNTY SCHOOL DISTRICT

Address: 3074 HICKORY VALLEY RD CHATTANOOGA, TN 37421-1273

Term: 6/1/2023 to 5/31/2024

1. Pursuant to this Order Form, Subscriber shall receive the Services from Discovery Education, Inc. that are described in this Section 1 below. The total fees for the services are also detailed in this Section 1. As set forth in Section 2 below, a portion of such fees shall be paid by a corporate sponsor or Discovery Education, rather than the Subscriber. As set forth in Section 3, Subscriber shall be responsible for paying to Discovery Education the remaining portion of the total fees that are not funded by the Sponsor.

Services	Start Date	End Date	Qty - Unit of Measure	Prorated Price per Unit	Total
Discovery Education Science Techbook, Modular (Per Site)	6/1/2023	5/31/2024	12 - Site	\$5,000.00	\$60,000.00
Discovery Education Science Techbook, Modular (Per Student)	6/1/2023	5/31/2024	2305 - Student	\$14.80	\$34,114.00
Discovery Education Coding	6/1/2023	5/31/2024	42 - Site	\$0.00	\$0.00
Discovery Education Experience	6/1/2023	5/31/2024	74 - Site	\$3,150.00	\$233,100.00
Discovery Education Experience	6/1/2023	5/31/2024	2 - Site	\$0.00	\$0.00
Discovery Education Social Studies Techbook (Per Site)	6/1/2023	5/31/2024	25 - Site	\$4,200.00	\$105,000.00
Discovery Education Social Studies Techbook (Per Student)	6/1/2023	5/31/2024	2305 - Student	\$10.50	\$24,202.50
Discovery Education Social Studies Techbook (Per Student)	6/1/2023	5/31/2024	3392 - Student	\$10.50	\$35,616.00
Mystery Science	7/1/2023	5/31/2024	41 - Site	\$1,278.75	\$52,428.75
Mystery Science	7/1/2023	5/31/2024	1 - Site	\$0.00	\$0.00
TN Science TB Gr 3 9781682202067	6/1/2023	5/31/2024	3537 - Student	\$6.20	\$21,929.40
TN Science TB Gr 4 9781682202074	6/1/2023	5/31/2024	3471 - Student	\$6.20	\$21,520.20
TN Science TB Gr 5 9781682202081	6/1/2023	5/31/2024	3392 - Student	\$6.20	\$21,030.40
TN Science TB Gr 6 9781682202098	6/1/2023	5/31/2024	3140 - Student	\$6.20	\$19,468.00
TN Science TB Gr 7 9781682202104	6/1/2023	5/31/2024	3003 - Student	\$6.20	\$18,618.60
TN Science TB Gr 8 9781682202111	6/1/2023	5/31/2024	2945 - Student	\$6.20	\$18,259.00
TN Science TB HS Bio 9781682202128	6/1/2023	5/31/2024	3400 - Student	\$7.40	\$25,160.00
TN Science TB HS Chem 9781682202135	6/1/2023	5/31/2024	3400 - Student	\$7.40	\$25,160.00
TN Science TB HS Phys 9781682202142	6/1/2023	5/31/2024	716 - Student	\$7.40	\$5,298.40
Total:					\$720,905.25



2. For clarity, a corporate sponsor has agreed to partially fund the Services described herein, as set forth in further detail below (the “**Sponsorship**”). Sponsor or Discovery Education shall fund the amounts described in Section 2 below and Subscriber shall pay to Discovery all fees described in Section 3 below. In consideration for the Sponsorship, Subscriber agrees that Discovery Education may disclose certain product, services, and website usage data (“**Sponsorship Data**”) to the Sponsor. The Sponsorship Data shall be categories of de-identified, anonymized, and/or aggregated data, including, but not limited to, aggregate channel views of content channel by teachers, aggregate count of student log ins, aggregate count of administrator log-ins, school lists based on number of students using the Services, and top courses used by students. The Sponsorship Data shall not include confidential information, personally identifiable information or student education records as defined under applicable state or federal laws.

Services	Start Date	End Date	Qty - Unit of Measure	Prorated Funding per Unit	Total
Discovery Education Science Techbook, Modular (Per Site)	6/1/2023	5/31/2024	12 - Site	\$1,666.67	\$20,000.00

3. The Subscriber shall be responsible for paying to Discovery Education the remaining portion of the total fees as set forth in further detail below (the "Subscriber Fees").

Services	Start Date	End Date	Qty - Unit of Measure	Prorated Price per Unit	Total
Discovery Education Science Techbook, Modular (Per Site)	6/1/2023	5/31/2024	12 - Site	\$3,333.33	40,000.00
Discovery Education Science Techbook, Modular (Per Student)	6/1/2023	5/31/2024	2305 - Student	\$14.80	\$34,114.00
Discovery Education Coding	6/1/2023	5/31/2024	42 - Site	\$0.00	\$0.00
Discovery Education Experience	6/1/2023	5/31/2024	74 - Site	\$3,150.00	\$233,100.00
Discovery Education Experience	6/1/2023	5/31/2024	2 - Site	\$0.00	\$0.00
Discovery Education Social Studies Techbook (Per Site)	6/1/2023	5/31/2024	25 - Site	\$4,200.00	\$105,000.00
Discovery Education Social Studies Techbook (Per Student)	6/1/2023	5/31/2024	2305 - Student	\$10.50	\$24,202.50
Discovery Education Social Studies Techbook (Per Student)	6/1/2023	5/31/2024	3392 - Student	\$10.50	\$35,616.00
Mystery Science	7/1/2023	5/31/2024	41 - Site	\$1,278.75	\$52,428.75
Mystery Science	7/1/2023	5/31/2024	1 - Site	\$0.00	\$0.00
TN Science TB Gr 3 9781682202067	6/1/2023	5/31/2024	3537 - Student	\$6.20	\$21,929.40
TN Science TB Gr 4 9781682202074	6/1/2023	5/31/2024	3471 - Student	\$6.20	\$21,520.20
TN Science TB Gr 5 9781682202081	6/1/2023	5/31/2024	3392 - Student	\$6.20	\$21,030.40
TN Science TB Gr 6 9781682202098	6/1/2023	5/31/2024	3140 - Student	\$6.20	\$19,468.00
TN Science TB Gr 7 9781682202104	6/1/2023	5/31/2024	3003 - Student	\$6.20	\$18,618.60
TN Science TB Gr 8 9781682202111	6/1/2023	5/31/2024	2945 - Student	\$6.20	\$18,259.00
TN Science TB HS Bio 9781682202128	6/1/2023	5/31/2024	3400 - Student	\$7.40	\$25,160.00
TN Science TB HS Chem 9781682202135	6/1/2023	5/31/2024	3400 - Student	\$7.40	\$25,160.00



TN Science TB HS Phys 9781682202142	6/1/2023	5/31/2024	716 - Student	\$7.40	\$5,298.40
				Total:	\$700,905.25

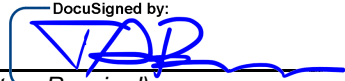


This Order Form and the Discovery Education Standard Terms of Services and License available at discoveryeducation.com/terms-and-conditions ("Standard Terms") constitute the entire agreement between Subscriber and Discovery Education, Inc. for the Services. By signing below, the Subscriber and Discovery Education, Inc. agree to be bound by this Order Form and the Standard Terms as of the date of last signature below.

HAMILTON COUNTY SCHOOL DISTRICT

Discovery Education, Inc.

By:
(Signature Required)

By: 
(Signature Required)

Title:

Title: Global Head of Operations

Printed Name:

Printed Name: Travis Barrs

Date:

Date: June 2, 2023

 DS
Km

Please return Exhibit A with the signed Order Form.



**EXHIBIT A
LICENSED PRODUCTS**

TN Science TB Gr 3 9781682202067		
SCHOOLS	START DATE	END DATE
ALLEN ELEMENTARY SCHOOL - 9811 DALLAS HOLLOW RD, SODDY DAISY, TN. 37379-3911	06/01/2023	05/31/2024
ALPINE CREST ELEMENTARY SCHOOL - 4700 STAGG RD, CHATTANOOGA, TN. 37415-2300	06/01/2023	05/31/2024
APISON ELEMENTARY SCHOOL - 10433 E BRAINERD RD, APISON, TN. 37302-7629	06/01/2023	05/31/2024
BARGER ACADEMY OF FINE ARTS - 4808 BRAINERD RD, CHATTANOOGA, TN. 37411-3831	06/01/2023	05/31/2024
BATTLE ACADEMY FOR TCHNG & LEARNING - 1601 MARKET ST, CHATTANOOGA, TN. 37408-1215	06/01/2023	05/31/2024
BESS T SHEPHERD ELEMENTARY SCHOOL - 7126 TYNER RD, CHATTANOOGA, TN. 37421-1094	06/01/2023	05/31/2024
BIG RIDGE ELEMENTARY SCHOOL - 5210 CASSANDRA SMITH RD, HIXSON, TN. 37343-3333	06/01/2023	05/31/2024
BROWN INT'L ACADEMY - 718 E 8TH ST, CHATTANOOGA, TN. 37403-4007	06/01/2023	05/31/2024
CALVIN DONALDSON ELEMENTARY SCHOOL - 927 W 37TH ST, CHATTANOOGA, TN. 37410-1200	06/01/2023	05/31/2024
CHATTANOOGA CHARTER SCHOOL EXCELLENCE - ELEMENTARY SCHOOL - 2029 E 23RD ST, CHATTANOOGA, TN. 37404-5807	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CLIFTON HILLS ELEMENTARY SCHOOL - 1815 E 32ND ST, CHATTANOOGA, TN. 37407-1799	06/01/2023	05/31/2024
DAISY ELEMENTARY SCHOOL - 620 SEQUOYAH RD, SODDY DAISY, TN. 37379-4055	06/01/2023	05/31/2024
DUPONT ELEMENTARY SCHOOL - 4134 HIXSON PIKE, CHATTANOOGA, TN. 37415-3120	06/01/2023	05/31/2024
EAST BRAINERD ELEMENTARY SCHOOL - 7660 GOODWIN RD, CHATTANOOGA, TN. 37421-4759	06/01/2023	05/31/2024
EAST LAKE ELEMENTARY SCHOOL - 3600 13TH AVE, CHATTANOOGA, TN. 37407-2399	06/01/2023	05/31/2024
EAST RIDGE ELEMENTARY SCHOOL - 1014 JOHN ROSS RD, CHATTANOOGA, TN. 37412-1620	06/01/2023	05/31/2024



EAST SIDE ELEMENTARY SCHOOL - 1603 S LYERLY ST, CHATTANOOGA, TN. 37404-5242	06/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HARDY ELEMENTARY SCHOOL - 2100 GLASS ST, CHATTANOOGA, TN. 37406-2480	06/01/2023	05/31/2024
HARRISON ELEMENTARY SCHOOL - 5637 HIGHWAY 58, HARRISON, TN. 37341-9520	06/01/2023	05/31/2024
HIXSON ELEMENTARY SCHOOL - 5950 WINDING LN, HIXSON, TN. 37343-3678	06/01/2023	05/31/2024
LAKESIDE ACADEMY - MATH SCIENCE & TECHNICAL - 4850 JERSEY PIKE, CHATTANOOGA, TN. 37416-2318	06/01/2023	05/31/2024
LOOKOUT MOUNTAIN ELEMENTARY SCHOOL - 321 N BRAGG AVE, LOOKOUT MTN, TN. 37350-1299	06/01/2023	05/31/2024
LOOKOUT VALLEY ELEMENTARY SCHOOL - 701 BROWNS FERRY RD, CHATTANOOGA, TN. 37419-1598	06/01/2023	05/31/2024
MCCONNELL ELEMENTARY SCHOOL - 8629 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
MIDDLE VALLEY ELEMENTARY SCHOOL - 1609 THRASHER PIKE, HIXSON, TN. 37343-1635	06/01/2023	05/31/2024
NOLAN ELEMENTARY SCHOOL - 4435 SHACKLEFORD RIDGE RD, SIGNAL MTN, TN. 37377-1255	06/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	06/01/2023	05/31/2024
NORTH HAMILTON COUNTY ELEMENTARY SCHOOL - 601 INDUSTRIAL BLVD, SALE CREEK, TN. 37373-9798	06/01/2023	05/31/2024
OLTEWAH ELEMENTARY SCHOOL - 8890 SNOWY OWL RD, OLTEWAH, TN. 37363-2502	06/01/2023	05/31/2024
ORCHARD KNOB ELEMENTARY SCHOOL - 2000 E 3RD ST, CHATTANOOGA, TN. 37404-2609	06/01/2023	05/31/2024
RED BANK ELEMENTARY SCHOOL - 1100 MOUNTAIN CREEK RD, CHATTANOOGA, TN. 37405-1618	06/01/2023	05/31/2024
RIVERMONT ELEMENTARY SCHOOL - 3330 HIXSON PIKE, CHATTANOOGA, TN. 37415-5400	06/01/2023	05/31/2024
SNOW HILL ELEMENTARY SCHOOL - 9042 CAREER LN, OOLTEWAH, TN. 37363-9754	06/01/2023	05/31/2024
SODDY ELEMENTARY SCHOOL - 260 SCHOOL ST, SODDY DAISY, TN. 37379-6614	06/01/2023	05/31/2024
SPRING CREEK ELEMENTARY SCHOOL - 1100 SPRING CREEK RD,	06/01/2023	05/31/2024



CHATTANOOGA, TN. 37412-3998		
THRASHER ELEMENTARY SCHOOL - 1301 JAMES BLVD, SIGNAL MTN, TN. 37377-2699	06/01/2023	05/31/2024
WALLACE A SMITH ELEMENTARY SCHOOL - 6930 LEBRON STERCHI DR, OOLTEWAH, TN. 37363-6676	06/01/2023	05/31/2024
WESTVIEW ELEMENTARY SCHOOL - 9629 E BRAINERD RD, CHATTANOOGA, TN. 37421-4804	06/01/2023	05/31/2024
WOLFTEVER CREEK ELEMENTARY SCHOOL - 5080 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-5647	06/01/2023	05/31/2024
WOODMORE ELEMENTARY SCHOOL - 800 WOODMORE LN, CHATTANOOGA, TN. 37411-2299	06/01/2023	05/31/2024

TN Science TB Gr 4 9781682202074		
SCHOOLS	START DATE	END DATE
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EAST SIDE ELEMENTARY SCHOOL - 1603 S LYERLY ST, CHATTANOOGA, TN. 37404-5242	06/01/2023	05/31/2024
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HARDY ELEMENTARY SCHOOL - 2100 GLASS ST, CHATTANOOGA, TN. 37406-2480	06/01/2023	05/31/2024
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LOOKOUT MOUNTAIN ELEMENTARY SCHOOL - 321 N BRAGG AVE, LOOKOUT MTN, TN. 37350-1299	06/01/2023	05/31/2024
LOOKOUT VALLEY ELEMENTARY SCHOOL - 701 BROWNS FERRY RD, CHATTANOOGA, TN. 37419-1598	06/01/2023	05/31/2024
MCCONNELL ELEMENTARY SCHOOL - 8629 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
MIDDLE VALLEY ELEMENTARY SCHOOL - 1609 THRASHER PIKE, HIXSON, TN. 37343-1635	06/01/2023	05/31/2024
NOLAN ELEMENTARY SCHOOL - 4435 SHACKLEFORD RIDGE RD, SIGNAL MTN, TN. 37377-1255	06/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	06/01/2023	05/31/2024
NORTH HAMILTON COUNTY ELEMENTARY SCHOOL - 601 INDUSTRIAL BLVD, SALE CREEK, TN. 37373-9798	06/01/2023	05/31/2024
OOLTEWAH ELEMENTARY SCHOOL - 8890 SNOWY OWL RD, OOLTEWAH, TN. 37363-2502	06/01/2023	05/31/2024
ORCHARD KNOB ELEMENTARY SCHOOL - 2000 E 3RD ST,	06/01/2023	05/31/2024



CHATTANOOGA, TN. 37404-2609		
RED BANK ELEMENTARY SCHOOL - 1100 MOUNTAIN CREEK RD, CHATTANOOGA, TN. 37405-1618	06/01/2023	05/31/2024
RIVERMONT ELEMENTARY SCHOOL - 3330 HIXSON PIKE, CHATTANOOGA, TN. 37415-5400	06/01/2023	05/31/2024
SNOW HILL ELEMENTARY SCHOOL - 9042 CAREER LN, OOLTEWAH, TN. 37363-9754	06/01/2023	05/31/2024
SODDY ELEMENTARY SCHOOL - 260 SCHOOL ST, SODDY DAISY, TN. 37379-6614	06/01/2023	05/31/2024
SPRING CREEK ELEMENTARY SCHOOL - 1100 SPRING CREEK RD, CHATTANOOGA, TN. 37412-3998	06/01/2023	05/31/2024
THRASHER ELEMENTARY SCHOOL - 1301 JAMES BLVD, SIGNAL MTN, TN. 37377-2699	06/01/2023	05/31/2024
WALLACE A SMITH ELEMENTARY SCHOOL - 6930 LEBRON STERCHI DR, OOLTEWAH, TN. 37363-6676	06/01/2023	05/31/2024
WESTVIEW ELEMENTARY SCHOOL - 9629 E BRAINERD RD, CHATTANOOGA, TN. 37421-4804	06/01/2023	05/31/2024
WOLFTEVER CREEK ELEMENTARY SCHOOL - 5080 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-5647	06/01/2023	05/31/2024
WOODMORE ELEMENTARY SCHOOL - 800 WOODMORE LN, CHATTANOOGA, TN. 37411-2299	06/01/2023	05/31/2024

TN Science TB Gr 5 9781682202081		
SCHOOLS	START DATE	END DATE
ALLEN ELEMENTARY SCHOOL - 9811 DALLAS HOLLOW RD, SODDY DAISY, TN. 37379-3911	06/01/2023	05/31/2024
ALPINE CREST ELEMENTARY SCHOOL - 4700 STAGG RD, CHATTANOOGA, TN. 37415-2300	06/01/2023	05/31/2024
APISON ELEMENTARY SCHOOL - 10433 E BRAINERD RD, APISON, TN. 37302-7629	06/01/2023	05/31/2024
BARGER ACADEMY OF FINE ARTS - 4808 BRAINERD RD, CHATTANOOGA, TN. 37411-3831	06/01/2023	05/31/2024
BATTLE ACADEMY FOR TCHNG & LEARNING - 1601 MARKET ST, CHATTANOOGA, TN. 37408-1215	06/01/2023	05/31/2024
BESS T SHEPHERD ELEMENTARY SCHOOL - 7126 TYNER RD, CHATTANOOGA, TN. 37421-1094	06/01/2023	05/31/2024
BIG RIDGE ELEMENTARY SCHOOL - 5210 CASSANDRA SMITH RD, HIXSON, TN. 37343-3333	06/01/2023	05/31/2024



BROWN INT'L ACADEMY - 718 E 8TH ST, CHATTANOOGA, TN. 37403-4007	06/01/2023	05/31/2024
CALVIN DONALDSON ELEMENTARY SCHOOL - 927 W 37TH ST, CHATTANOOGA, TN. 37410-1200	06/01/2023	05/31/2024
CHATTANOOGA CHARTER SCHOOL EXCELLENCE - ELEMENTARY SCHOOL - 2029 E 23RD ST, CHATTANOOGA, TN. 37404-5807	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CLIFTON HILLS ELEMENTARY SCHOOL - 1815 E 32ND ST, CHATTANOOGA, TN. 37407-1799	06/01/2023	05/31/2024
DAISY ELEMENTARY SCHOOL - 620 SEQUOYAH RD, SODDY DAISY, TN. 37379-4055	06/01/2023	05/31/2024
DUPONT ELEMENTARY SCHOOL - 4134 HIXSON PIKE, CHATTANOOGA, TN. 37415-3120	06/01/2023	05/31/2024
EAST BRAINERD ELEMENTARY SCHOOL - 7660 GOODWIN RD, CHATTANOOGA, TN. 37421-4759	06/01/2023	05/31/2024
EAST LAKE ELEMENTARY SCHOOL - 3600 13TH AVE, CHATTANOOGA, TN. 37407-2399	06/01/2023	05/31/2024
EAST RIDGE ELEMENTARY SCHOOL - 1014 JOHN ROSS RD, CHATTANOOGA, TN. 37412-1620	06/01/2023	05/31/2024
EAST SIDE ELEMENTARY SCHOOL - 1603 S LYERLY ST, CHATTANOOGA, TN. 37404-5242	06/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HARDY ELEMENTARY SCHOOL - 2100 GLASS ST, CHATTANOOGA, TN. 37406-2480	06/01/2023	05/31/2024
HARRISON ELEMENTARY SCHOOL - 5637 HIGHWAY 58, HARRISON, TN. 37341-9520	06/01/2023	05/31/2024
HIXSON ELEMENTARY SCHOOL - 5950 WINDING LN, HIXSON, TN. 37343-3678	06/01/2023	05/31/2024
LAKESIDE ACADEMY - MATH SCIENCE & TECHNICAL - 4850 JERSEY PIKE, CHATTANOOGA, TN. 37416-2318	06/01/2023	05/31/2024
LOOKOUT MOUNTAIN ELEMENTARY SCHOOL - 321 N BRAGG AVE, LOOKOUT MTN, TN. 37350-1299	06/01/2023	05/31/2024
LOOKOUT VALLEY ELEMENTARY SCHOOL - 701 BROWNS FERRY RD, CHATTANOOGA, TN. 37419-1598	06/01/2023	05/31/2024
MCCONNELL ELEMENTARY SCHOOL - 8629 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
MIDDLE VALLEY ELEMENTARY SCHOOL - 1609 THRASHER PIKE,	06/01/2023	05/31/2024



HIXSON, TN. 37343-1635		
NOLAN ELEMENTARY SCHOOL - 4435 SHACKLEFORD RIDGE RD, SIGNAL MTN, TN. 37377-1255	06/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	06/01/2023	05/31/2024
NORTH HAMILTON COUNTY ELEMENTARY SCHOOL - 601 INDUSTRIAL BLVD, SALE CREEK, TN. 37373-9798	06/01/2023	05/31/2024
OOLTEWAH ELEMENTARY SCHOOL - 8890 SNOWY OWL RD, OOLTEWAH, TN. 37363-2502	06/01/2023	05/31/2024
ORCHARD KNOB ELEMENTARY SCHOOL - 2000 E 3RD ST, CHATTANOOGA, TN. 37404-2609	06/01/2023	05/31/2024
RED BANK ELEMENTARY SCHOOL - 1100 MOUNTAIN CREEK RD, CHATTANOOGA, TN. 37405-1618	06/01/2023	05/31/2024
RIVERMONT ELEMENTARY SCHOOL - 3330 HIXSON PIKE, CHATTANOOGA, TN. 37415-5400	06/01/2023	05/31/2024
SNOW HILL ELEMENTARY SCHOOL - 9042 CAREER LN, OOLTEWAH, TN. 37363-9754	06/01/2023	05/31/2024
SODDY ELEMENTARY SCHOOL - 260 SCHOOL ST, SODDY DAISY, TN. 37379-6614	06/01/2023	05/31/2024
SPRING CREEK ELEMENTARY SCHOOL - 1100 SPRING CREEK RD, CHATTANOOGA, TN. 37412-3998	06/01/2023	05/31/2024
THRASHER ELEMENTARY SCHOOL - 1301 JAMES BLVD, SIGNAL MTN, TN. 37377-2699	06/01/2023	05/31/2024
WALLACE A SMITH ELEMENTARY SCHOOL - 6930 LEBRON STERCHI DR, OOLTEWAH, TN. 37363-6676	06/01/2023	05/31/2024
WESTVIEW ELEMENTARY SCHOOL - 9629 E BRAINERD RD, CHATTANOOGA, TN. 37421-4804	06/01/2023	05/31/2024
WOLFTEVER CREEK ELEMENTARY SCHOOL - 5080 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-5647	06/01/2023	05/31/2024
WOODMORE ELEMENTARY SCHOOL - 800 WOODMORE LN, CHATTANOOGA, TN. 37411-2299	06/01/2023	05/31/2024

TN Science TB Gr 6 9781682202098		
SCHOOLS	START DATE	END DATE
BROWN MIDDLE SCHOOL - 5716 HIGHWAY 58, HARRISON, TN. 37341-4921	06/01/2023	05/31/2024
CENTER FOR CREATIVE ARTS - 1301 DALLAS RD, CHATTANOOGA, TN. 37405-2225	06/01/2023	05/31/2024



CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
DALEWOOD MIDDLE SCHOOL - 1300 SHALLOWFORD RD, CHATTANOOGA, TN. 37411-1630	06/01/2023	05/31/2024
East Hamilton Middle School - 3550 Bentwood Cove Drive, Apison, TN. 37302	06/01/2023	05/31/2024
EAST LAKE ACADEMY OF FINE ARTS - 2700 E 34TH ST, CHATTANOOGA, TN. 37407-1800	06/01/2023	05/31/2024
EAST RIDGE MIDDLE SCHOOL - 4400 BENNETT RD, CHATTANOOGA, TN. 37412-2298	06/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HIXSON MIDDLE SCHOOL - 5681 OLD HIXSON PIKE, HIXSON, TN. 37343-3250	06/01/2023	05/31/2024
HOWARD CONNECT ACADEMY - 100 E 25TH STREET, CHATTANOOGA, TN. 27408	06/01/2023	05/31/2024
HUNTER MIDDLE SCHOOL - 6810 TEAL LN, OOLTEWAH, TN. 37363	06/01/2023	05/31/2024
LOFTIS MIDDLE SCHOOL - 8611 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
LOOKOUT VALLEY MIDDLE HIGH SCHOOL - 350 LOOKOUT HIGH ST, CHATTANOOGA, TN. 37419-1499	06/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	06/01/2023	05/31/2024
OOLTEWAH MIDDLE SCHOOL - 5100 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-8613	06/01/2023	05/31/2024
ORCHARD KNOB MIDDLE SCHOOL - 500 N HIGHLAND PARK AVE, CHATTANOOGA, TN. 37404-2099	06/01/2023	05/31/2024
RED BANK MIDDLE SCHOOL - 3701 TOM WEATHERS DR, RED BANK, TN. 37415-4098	06/01/2023	05/31/2024
SALE CREEK MIDDLE HIGH SCHOOL - 211 PATTERSON RD, SALE CREEK, TN. 37373-9725	06/01/2023	05/31/2024
SIGNAL MOUNTAIN MIDDLE - HIGH SCHOOL - 2650 SAM POWELL TRL, SIGNAL MTN, TN. 37377-3199	06/01/2023	05/31/2024
SODDY DAISY MIDDLE SCHOOL - 200 TURNER RD, SODDY DAISY, TN. 37379-5223	06/01/2023	05/31/2024
TYNER MIDDLE ACADEMY - 6837 TYNER RD, CHATTANOOGA, TN. 37421-1095	06/01/2023	05/31/2024



TN Science TB Gr 7 9781682202104		
SCHOOLS	START DATE	END DATE
BROWN MIDDLE SCHOOL - 5716 HIGHWAY 58, HARRISON, TN. 37341-4921	06/01/2023	05/31/2024
CENTER FOR CREATIVE ARTS - 1301 DALLAS RD, CHATTANOOGA, TN. 37405-2225	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
DALEWOOD MIDDLE SCHOOL - 1300 SHALLOWFORD RD, CHATTANOOGA, TN. 37411-1630	06/01/2023	05/31/2024
East Hamilton Middle School - 3550 Bentwood Cove Drive, Apison, TN. 37302	06/01/2023	05/31/2024
EAST LAKE ACADEMY OF FINE ARTS - 2700 E 34TH ST, CHATTANOOGA, TN. 37407-1800	06/01/2023	05/31/2024
EAST RIDGE MIDDLE SCHOOL - 4400 BENNETT RD, CHATTANOOGA, TN. 37412-2298	06/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HIXSON MIDDLE SCHOOL - 5681 OLD HIXSON PIKE, HIXSON, TN. 37343-3250	06/01/2023	05/31/2024
HOWARD CONNECT ACADEMY - 100 E 25TH STREET, CHATTANOOGA, TN. 27408	06/01/2023	05/31/2024
HUNTER MIDDLE SCHOOL - 6810 TEAL LN, OOLTEWAH, TN. 37363	06/01/2023	05/31/2024
LOFTIS MIDDLE SCHOOL - 8611 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
LOOKOUT VALLEY MIDDLE HIGH SCHOOL - 350 LOOKOUT HIGH ST, CHATTANOOGA, TN. 37419-1499	06/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	06/01/2023	05/31/2024
OOLTEWAH MIDDLE SCHOOL - 5100 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-8613	06/01/2023	05/31/2024
ORCHARD KNOB MIDDLE SCHOOL - 500 N HIGHLAND PARK AVE, CHATTANOOGA, TN. 37404-2099	06/01/2023	05/31/2024
RED BANK MIDDLE SCHOOL - 3701 TOM WEATHERS DR, RED BANK, TN. 37415-4098	06/01/2023	05/31/2024



SALE CREEK MIDDLE HIGH SCHOOL - 211 PATTERSON RD, SALE CREEK, TN. 37373-9725	06/01/2023	05/31/2024
SIGNAL MOUNTAIN MIDDLE - HIGH SCHOOL - 2650 SAM POWELL TRL, SIGNAL MTN, TN. 37377-3199	06/01/2023	05/31/2024
SODDY DAISY MIDDLE SCHOOL - 200 TURNER RD, SODDY DAISY, TN. 37379-5223	06/01/2023	05/31/2024
TYNER MIDDLE ACADEMY - 6837 TYNER RD, CHATTANOOGA, TN. 37421-1095	06/01/2023	05/31/2024
WASHINGTON ALTERNATIVE SCHOOL - 7821 HANCOCK RD, CHATTANOOGA, TN. 37416-2604	06/01/2023	05/31/2024

TN Science TB Gr 8 9781682202111		
SCHOOLS	START DATE	END DATE
BROWN MIDDLE SCHOOL - 5716 HIGHWAY 58, HARRISON, TN. 37341-4921	06/01/2023	05/31/2024
CENTER FOR CREATIVE ARTS - 1301 DALLAS RD, CHATTANOOGA, TN. 37405-2225	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
DALEWOOD MIDDLE SCHOOL - 1300 SHALLOWFORD RD, CHATTANOOGA, TN. 37411-1630	06/01/2023	05/31/2024
East Hamilton Middle School - 3550 Bentwood Cove Drive, Apison, TN. 37302	06/01/2023	05/31/2024
EAST LAKE ACADEMY OF FINE ARTS - 2700 E 34TH ST, CHATTANOOGA, TN. 37407-1800	06/01/2023	05/31/2024
EAST RIDGE MIDDLE SCHOOL - 4400 BENNETT RD, CHATTANOOGA, TN. 37412-2298	06/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HIXSON MIDDLE SCHOOL - 5681 OLD HIXSON PIKE, HIXSON, TN. 37343-3250	06/01/2023	05/31/2024
HOWARD CONNECT ACADEMY - 100 E 25TH STREET, CHATTANOOGA, TN. 27408	06/01/2023	05/31/2024
HUNTER MIDDLE SCHOOL - 6810 TEAL LN, OOLTEWAH, TN. 37363	06/01/2023	05/31/2024
LOFTIS MIDDLE SCHOOL - 8611 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024



LOOKOUT VALLEY MIDDLE HIGH SCHOOL - 350 LOOKOUT HIGH ST, CHATTANOOGA, TN. 37419-1499	06/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	06/01/2023	05/31/2024
OLTEWAH MIDDLE SCHOOL - 5100 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-8613	06/01/2023	05/31/2024
ORCHARD KNOB MIDDLE SCHOOL - 500 N HIGHLAND PARK AVE, CHATTANOOGA, TN. 37404-2099	06/01/2023	05/31/2024
RED BANK MIDDLE SCHOOL - 3701 TOM WEATHERS DR, RED BANK, TN. 37415-4098	06/01/2023	05/31/2024
SALE CREEK MIDDLE HIGH SCHOOL - 211 PATTERSON RD, SALE CREEK, TN. 37373-9725	06/01/2023	05/31/2024
SIGNAL MOUNTAIN MIDDLE - HIGH SCHOOL - 2650 SAM POWELL TRL, SIGNAL MTN, TN. 37377-3199	06/01/2023	05/31/2024
SODDY DAISY MIDDLE SCHOOL - 200 TURNER RD, SODDY DAISY, TN. 37379-5223	06/01/2023	05/31/2024
TYNER MIDDLE ACADEMY - 6837 TYNER RD, CHATTANOOGA, TN. 37421-1095	06/01/2023	05/31/2024
WASHINGTON ALTERNATIVE SCHOOL - 7821 HANCOCK RD, CHATTANOOGA, TN. 37416-2604	06/01/2023	05/31/2024

TN Science TB HS Bio 9781682202128		
SCHOOLS	START DATE	END DATE
BRAINERD HIGH SCHOOL - 1020 N MOORE RD, CHATTANOOGA, TN. 37411-2599	06/01/2023	05/31/2024
CENTER FOR CREATIVE ARTS - 1301 DALLAS RD, CHATTANOOGA, TN. 37405-2225	06/01/2023	05/31/2024
CENTRAL HIGH SCHOOL - 5728 HIGHWAY 58, HARRISON, TN. 37341-9409	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
East Hamilton High - 2015 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-9392	06/01/2023	05/31/2024
EAST RIDGE HIGH SCHOOL - 4320 BENNETT RD, CHATTANOOGA, TN. 37412-2299	06/01/2023	05/31/2024
HAMILTON COUNTY COLLEGIATE HIGH SCHOOL - 4501 AMNICOLA HWY, CHATTANOOGA, TN. 37406-1018	06/01/2023	05/31/2024
HAMILTON COUNTY HIGH SCHOOL - 9050 CAREER LN, OOLTEWAH, TN. 37363-9754	06/01/2023	05/31/2024



HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HIXSON HIGH SCHOOL - 5705 MIDDLE VALLEY RD, HIXSON, TN. 37343-3267	06/01/2023	05/31/2024
HOWARD SCHOOL OF ACADEMY & TECHNICAL - 2500 MARKET ST, CHATTANOOGA, TN. 37408-2601	06/01/2023	05/31/2024
LOOKOUT VALLEY MIDDLE HIGH SCHOOL - 350 LOOKOUT HIGH ST, CHATTANOOGA, TN. 37419-1499	06/01/2023	05/31/2024
OLTEWAH HIGH SCHOOL - 6123 MOUNTAIN VIEW RD, OOLTEWAH, TN. 37363-8897	06/01/2023	05/31/2024
RED BANK HIGH SCHOOL - 640 MORRISON SPRINGS RD, CHATTANOOGA, TN. 37415-3499	06/01/2023	05/31/2024
SALE CREEK MIDDLE HIGH SCHOOL - 211 PATTERSON RD, SALE CREEK, TN. 37373-9725	06/01/2023	05/31/2024
SEQUOYAH HIGH SCHOOL - 9517 W RIDGE TRAIL RD, SODDY DAISY, TN. 37379-4019	06/01/2023	05/31/2024
SIGNAL MOUNTAIN MIDDLE - HIGH SCHOOL - 2650 SAM POWELL TRL, SIGNAL MTN, TN. 37377-3199	06/01/2023	05/31/2024
SODDY DAISY HIGH SCHOOL - 618 SEQUOYAH ACCESS RD, SODDY DAISY, TN. 37379-4054	06/01/2023	05/31/2024
STEM SCHOOL CHATTANOOGA - 4501 AMNICOLA HWY, CHATTANOOGA, TN. 37406-1018	06/01/2023	05/31/2024
TYNER ACADEMY - 6836 TYNER RD, CHATTANOOGA, TN. 37421-1049	06/01/2023	05/31/2024
WASHINGTON ALTERNATIVE SCHOOL - 7821 HANCOCK RD, CHATTANOOGA, TN. 37416-2604	06/01/2023	05/31/2024

TN Science TB HS Chem 9781682202135		
SCHOOLS	START DATE	END DATE
BRAINERD HIGH SCHOOL - 1020 N MOORE RD, CHATTANOOGA, TN. 37411-2599	06/01/2023	05/31/2024
CENTER FOR CREATIVE ARTS - 1301 DALLAS RD, CHATTANOOGA, TN. 37405-2225	06/01/2023	05/31/2024
CENTRAL HIGH SCHOOL - 5728 HIGHWAY 58, HARRISON, TN. 37341-9409	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
East Hamilton High - 2015 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-9392	06/01/2023	05/31/2024



EAST RIDGE HIGH SCHOOL - 4320 BENNETT RD, CHATTANOOGA, TN. 37412-2299	06/01/2023	05/31/2024
HAMILTON COUNTY HIGH SCHOOL - 9050 CAREER LN, OOLTEWAH, TN. 37363-9754	06/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HIXSON HIGH SCHOOL - 5705 MIDDLE VALLEY RD, HIXSON, TN. 37343-3267	06/01/2023	05/31/2024
HOWARD SCHOOL OF ACADEMY & TECHNICAL - 2500 MARKET ST, CHATTANOOGA, TN. 37408-2601	06/01/2023	05/31/2024
LOOKOUT VALLEY MIDDLE HIGH SCHOOL - 350 LOOKOUT HIGH ST, CHATTANOOGA, TN. 37419-1499	06/01/2023	05/31/2024
OOLTEWAH HIGH SCHOOL - 6123 MOUNTAIN VIEW RD, OOLTEWAH, TN. 37363-8897	06/01/2023	05/31/2024
RED BANK HIGH SCHOOL - 640 MORRISON SPRINGS RD, CHATTANOOGA, TN. 37415-3499	06/01/2023	05/31/2024
SEQUOYAH HIGH SCHOOL - 9517 W RIDGE TRAIL RD, SODDY DAISY, TN. 37379-4019	06/01/2023	05/31/2024
SIGNAL MOUNTAIN MIDDLE - HIGH SCHOOL - 2650 SAM POWELL TRL, SIGNAL MTN, TN. 37377-3199	06/01/2023	05/31/2024
SODDY DAISY HIGH SCHOOL - 618 SEQUOYAH ACCESS RD, SODDY DAISY, TN. 37379-4054	06/01/2023	05/31/2024
STEM SCHOOL CHATTANOOGA - 4501 AMNICOLA HWY, CHATTANOOGA, TN. 37406-1018	06/01/2023	05/31/2024
TYNER ACADEMY - 6836 TYNER RD, CHATTANOOGA, TN. 37421-1049	06/01/2023	05/31/2024

TN Science TB HS Phys 9781682202142		
SCHOOLS	START DATE	END DATE
BRAINERD HIGH SCHOOL - 1020 N MOORE RD, CHATTANOOGA, TN. 37411-2599	06/01/2023	05/31/2024
CENTRAL HIGH SCHOOL - 5728 HIGHWAY 58, HARRISON, TN. 37341-9409	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
East Hamilton High - 2015 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-9392	06/01/2023	05/31/2024
EAST RIDGE HIGH SCHOOL - 4320 BENNETT RD, CHATTANOOGA, TN. 37412-2299	06/01/2023	05/31/2024



HAMILTON COUNTY COLLEGIATE HIGH SCHOOL - 4501 AMNICOLA HWY, CHATTANOOGA, TN. 37406-1018	06/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HIXSON HIGH SCHOOL - 5705 MIDDLE VALLEY RD, HIXSON, TN. 37343-3267	06/01/2023	05/31/2024
LOOKOUT VALLEY MIDDLE HIGH SCHOOL - 350 LOOKOUT HIGH ST, CHATTANOOGA, TN. 37419-1499	06/01/2023	05/31/2024
OLTEWAH HIGH SCHOOL - 6123 MOUNTAIN VIEW RD, OLTEWAH, TN. 37363-8897	06/01/2023	05/31/2024
RED BANK HIGH SCHOOL - 640 MORRISON SPRINGS RD, CHATTANOOGA, TN. 37415-3499	06/01/2023	05/31/2024
SALE CREEK MIDDLE HIGH SCHOOL - 211 PATTERSON RD, SALE CREEK, TN. 37373-9725	06/01/2023	05/31/2024
SIGNAL MOUNTAIN MIDDLE - HIGH SCHOOL - 2650 SAM POWELL TRL, SIGNAL MTN, TN. 37377-3199	06/01/2023	05/31/2024
SODDY DAISY HIGH SCHOOL - 618 SEQUOYAH ACCESS RD, SODDY DAISY, TN. 37379-4054	06/01/2023	05/31/2024



Discovery Education Coding		
SCHOOLS	START DATE	END DATE
ALLEN ELEMENTARY SCHOOL - 9811 DALLAS HOLLOW RD, SODDY DAISY, TN. 37379-3911	06/01/2023	05/31/2024
ALPINE CREST ELEMENTARY SCHOOL - 4700 STAGG RD, CHATTANOOGA, TN. 37415-2300	06/01/2023	05/31/2024
APISON ELEMENTARY SCHOOL - 10433 E BRAINERD RD, APISON, TN. 37302-7629	06/01/2023	05/31/2024
BARGER ACADEMY OF FINE ARTS - 4808 BRAINERD RD, CHATTANOOGA, TN. 37411-3831	06/01/2023	05/31/2024
BATTLE ACADEMY FOR TCHNG & LEARNING - 1601 MARKET ST, CHATTANOOGA, TN. 37408-1215	06/01/2023	05/31/2024
BESS T SHEPHERD ELEMENTARY SCHOOL - 7126 TYNER RD, CHATTANOOGA, TN. 37421-1094	06/01/2023	05/31/2024
BIG RIDGE ELEMENTARY SCHOOL - 5210 CASSANDRA SMITH RD, HIXSON, TN. 37343-3333	06/01/2023	05/31/2024
BROWN INT'L ACADEMY - 718 E 8TH ST, CHATTANOOGA, TN. 37403-4007	06/01/2023	05/31/2024
CALVIN DONALDSON ELEMENTARY SCHOOL - 927 W 37TH ST, CHATTANOOGA, TN. 37410-1200	06/01/2023	05/31/2024
CHATTANOOGA CHARTER SCHOOL EXCELLENCE - ELEMENTARY SCHOOL - 2029 E 23RD ST, CHATTANOOGA, TN. 37404-5807	06/01/2023	05/31/2024
CHATTANOOGA ELEMENTARY SCHOOL - ART & SCIENCES - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CLIFTON HILLS ELEMENTARY SCHOOL - 1815 E 32ND ST, CHATTANOOGA, TN. 37407-1799	06/01/2023	05/31/2024
DAISY ELEMENTARY SCHOOL - 620 SEQUOYAH RD, SODDY DAISY, TN. 37379-4055	06/01/2023	05/31/2024
DUPONT ELEMENTARY SCHOOL - 4134 HIXSON PIKE, CHATTANOOGA, TN. 37415-3120	06/01/2023	05/31/2024
EAST BRAINERD ELEMENTARY SCHOOL - 7660 GOODWIN RD, CHATTANOOGA, TN. 37421-4759	06/01/2023	05/31/2024
EAST LAKE ELEMENTARY SCHOOL - 3600 13TH AVE, CHATTANOOGA, TN. 37407-2399	06/01/2023	05/31/2024



EAST RIDGE ELEMENTARY SCHOOL - 1014 JOHN ROSS RD, CHATTANOOGA, TN. 37412-1620	06/01/2023	05/31/2024
EAST SIDE ELEMENTARY SCHOOL - 1603 S LYERLY ST, CHATTANOOGA, TN. 37404-5242	06/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HARDY ELEMENTARY SCHOOL - 2100 GLASS ST, CHATTANOOGA, TN. 37406-2480	06/01/2023	05/31/2024
HARRISON ELEMENTARY SCHOOL - 5637 HIGHWAY 58, HARRISON, TN. 37341-9520	06/01/2023	05/31/2024
HIXSON ELEMENTARY SCHOOL - 5950 WINDING LN, HIXSON, TN. 37343-3678	06/01/2023	05/31/2024
LOOKOUT MOUNTAIN ELEMENTARY SCHOOL - 321 N BRAGG AVE, LOOKOUT MTN, TN. 37350-1299	06/01/2023	05/31/2024
LOOKOUT VALLEY ELEMENTARY SCHOOL - 701 BROWNS FERRY RD, CHATTANOOGA, TN. 37419-1598	06/01/2023	05/31/2024
MCCONNELL ELEMENTARY SCHOOL - 8629 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
MIDDLE VALLEY ELEMENTARY SCHOOL - 1609 THRASHER PIKE, HIXSON, TN. 37343-1635	06/01/2023	05/31/2024
NOLAN ELEMENTARY SCHOOL - 4435 SHACKLEFORD RIDGE RD, SIGNAL MTN, TN. 37377-1255	06/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	06/01/2023	05/31/2024
NORTH HAMILTON COUNTY ELEMENTARY SCHOOL - 601 INDUSTRIAL BLVD, SALE CREEK, TN. 37373-9798	06/01/2023	05/31/2024
OLTEWAH ELEMENTARY SCHOOL - 8890 SNOWY OWL RD, OLTEWAH, TN. 37363-2502	06/01/2023	05/31/2024
ORCHARD KNOB ELEMENTARY SCHOOL - 2000 E 3RD ST, CHATTANOOGA, TN. 37404-2609	06/01/2023	05/31/2024
RED BANK ELEMENTARY SCHOOL - 1100 MOUNTAIN CREEK RD, CHATTANOOGA, TN. 37405-1618	06/01/2023	05/31/2024
RIVERMONT ELEMENTARY SCHOOL - 3330 HIXSON PIKE, CHATTANOOGA, TN. 37415-5400	06/01/2023	05/31/2024
SNOW HILL ELEMENTARY SCHOOL - 9042 CAREER LN, OOLTEWAH, TN. 37363-9754	06/01/2023	05/31/2024
SODDY ELEMENTARY SCHOOL - 260 SCHOOL ST, SODDY DAISY, TN. 37379-6614	06/01/2023	05/31/2024
SPRING CREEK ELEMENTARY SCHOOL - 1100 SPRING CREEK RD,	06/01/2023	05/31/2024



CHATTANOOGA, TN. 37412-3998		
THRASHER ELEMENTARY SCHOOL - 1301 JAMES BLVD, SIGNAL MTN, TN. 37377-2699	06/01/2023	05/31/2024
WALLACE A SMITH ELEMENTARY SCHOOL - 6930 LEBRON STERCHI DR, OOLTEWAH, TN. 37363-6676	06/01/2023	05/31/2024
WESTVIEW ELEMENTARY SCHOOL - 9629 E BRAINERD RD, CHATTANOOGA, TN. 37421-4804	06/01/2023	05/31/2024
WOLFTEVER CREEK ELEMENTARY SCHOOL - 5080 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-5647	06/01/2023	05/31/2024
WOODMORE ELEMENTARY SCHOOL - 800 WOODMORE LN, CHATTANOOGA, TN. 37411-2299	06/01/2023	05/31/2024

Discovery Education Experience		
SCHOOLS	START DATE	END DATE
ALLEN ELEMENTARY SCHOOL - 9811 DALLAS HOLLOW RD, SODDY DAISY, TN. 37379-3911	06/01/2023	05/31/2024
ALPINE CREST ELEMENTARY SCHOOL - 4700 STAGG RD, CHATTANOOGA, TN. 37415-2300	06/01/2023	05/31/2024
APISON ELEMENTARY SCHOOL - 10433 E BRAINERD RD, APISON, TN. 37302-7629	06/01/2023	05/31/2024
BARGER ACADEMY OF FINE ARTS - 4808 BRAINERD RD, CHATTANOOGA, TN. 37411-3831	06/01/2023	05/31/2024
BATTLE ACADEMY FOR TCHNG & LEARNING - 1601 MARKET ST, CHATTANOOGA, TN. 37408-1215	06/01/2023	05/31/2024
BESS T SHEPHERD ELEMENTARY SCHOOL - 7126 TYNER RD, CHATTANOOGA, TN. 37421-1094	06/01/2023	05/31/2024
BIG RIDGE ELEMENTARY SCHOOL - 5210 CASSANDRA SMITH RD, HIXSON, TN. 37343-3333	06/01/2023	05/31/2024
BRAINERD HIGH SCHOOL - 1020 N MOORE RD, CHATTANOOGA, TN. 37411-2599	06/01/2023	05/31/2024
BROWN INT'L ACADEMY - 718 E 8TH ST, CHATTANOOGA, TN. 37403-4007	06/01/2023	05/31/2024
BROWN MIDDLE SCHOOL - 5716 HIGHWAY 58, HARRISON, TN. 37341-4921	06/01/2023	05/31/2024
CALVIN DONALDSON ELEMENTARY SCHOOL - 927 W 37TH ST, CHATTANOOGA, TN. 37410-1200	06/01/2023	05/31/2024
CENTER FOR CREATIVE ARTS - 1301 DALLAS RD, CHATTANOOGA, TN. 37405-2225	06/01/2023	05/31/2024



CENTRAL HIGH SCHOOL - 5728 HIGHWAY 58, HARRISON, TN. 37341-9409	06/01/2023	05/31/2024
CHATTANOOGA CHARTER SCHOOL EXCELLENCE - ELEMENTARY SCHOOL - 2029 E 23RD ST, CHATTANOOGA, TN. 37404-5807	06/01/2023	05/31/2024
CHATTANOOGA ELEMENTARY SCHOOL - ART & SCIENCES - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
CLIFTON HILLS ELEMENTARY SCHOOL - 1815 E 32ND ST, CHATTANOOGA, TN. 37407-1799	06/01/2023	05/31/2024
DAISY ELEMENTARY SCHOOL - 620 SEQUOYAH RD, SODDY DAISY, TN. 37379-4055	06/01/2023	05/31/2024
DALEWOOD MIDDLE SCHOOL - 1300 SHALLOWFORD RD, CHATTANOOGA, TN. 37411-1630	06/01/2023	05/31/2024
DUPONT ELEMENTARY SCHOOL - 4134 HIXSON PIKE, CHATTANOOGA, TN. 37415-3120	06/01/2023	05/31/2024
EAST BRAINERD ELEMENTARY SCHOOL - 7660 GOODWIN RD, CHATTANOOGA, TN. 37421-4759	06/01/2023	05/31/2024
East Hamilton High - 2015 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-9392	06/01/2023	05/31/2024
East Hamilton Middle School - 3550 Bentwood Cove Drive, Apison, TN. 37302	06/01/2023	05/31/2024
EAST LAKE ACADEMY OF FINE ARTS - 2700 E 34TH ST, CHATTANOOGA, TN. 37407-1800	06/01/2023	05/31/2024
EAST LAKE ELEMENTARY SCHOOL - 3600 13TH AVE, CHATTANOOGA, TN. 37407-2399	06/01/2023	05/31/2024
EAST RIDGE ELEMENTARY SCHOOL - 1014 JOHN ROSS RD, CHATTANOOGA, TN. 37412-1620	06/01/2023	05/31/2024
EAST RIDGE HIGH SCHOOL - 4320 BENNETT RD, CHATTANOOGA, TN. 37412-2299	06/01/2023	05/31/2024
EAST RIDGE MIDDLE SCHOOL - 4400 BENNETT RD, CHATTANOOGA, TN. 37412-2298	06/01/2023	05/31/2024
EAST SIDE ELEMENTARY SCHOOL - 1603 S LYERLY ST, CHATTANOOGA, TN. 37404-5242	06/01/2023	05/31/2024
HAMILTON COUNTY COLLEGIATE HIGH SCHOOL - 4501 AMNICOLA HWY, CHATTANOOGA, TN. 37406-1018	06/01/2023	05/31/2024
HAMILTON COUNTY HIGH SCHOOL - 9050 CAREER LN, OOLTEWAH,	06/01/2023	05/31/2024



TN. 37363-9754		
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HARDY ELEMENTARY SCHOOL - 2100 GLASS ST, CHATTANOOGA, TN. 37406-2480	06/01/2023	05/31/2024
HARRISON ELEMENTARY SCHOOL - 5637 HIGHWAY 58, HARRISON, TN. 37341-9520	06/01/2023	05/31/2024
HIXSON ELEMENTARY SCHOOL - 5950 WINDING LN, HIXSON, TN. 37343-3678	06/01/2023	05/31/2024
HIXSON HIGH SCHOOL - 5705 MIDDLE VALLEY RD, HIXSON, TN. 37343-3267	06/01/2023	05/31/2024
HIXSON MIDDLE SCHOOL - 5681 OLD HIXSON PIKE, HIXSON, TN. 37343-3250	06/01/2023	05/31/2024
HOWARD CONNECT ACADEMY - 100 E 25TH STREET, CHATTANOOGA, TN. 27408	06/01/2023	05/31/2024
HOWARD SCHOOL OF ACADEMY & TECHNICAL - 2500 MARKET ST, CHATTANOOGA, TN. 37408-2601	06/01/2023	05/31/2024
HUNTER MIDDLE SCHOOL - 6810 TEAL LN, OOLTEWAH, TN. 37363	06/01/2023	05/31/2024
LOFTIS MIDDLE SCHOOL - 8611 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
LOOKOUT MOUNTAIN ELEMENTARY SCHOOL - 321 N BRAGG AVE, LOOKOUT MTN, TN. 37350-1299	06/01/2023	05/31/2024
LOOKOUT VALLEY ELEMENTARY SCHOOL - 701 BROWNS FERRY RD, CHATTANOOGA, TN. 37419-1598	06/01/2023	05/31/2024
LOOKOUT VALLEY MIDDLE HIGH SCHOOL - 350 LOOKOUT HIGH ST, CHATTANOOGA, TN. 37419-1499	06/01/2023	05/31/2024
MCCONNELL ELEMENTARY SCHOOL - 8629 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
MIDDLE VALLEY ELEMENTARY SCHOOL - 1609 THRASHER PIKE, HIXSON, TN. 37343-1635	06/01/2023	05/31/2024
NOLAN ELEMENTARY SCHOOL - 4435 SHACKLEFORD RIDGE RD, SIGNAL MTN, TN. 37377-1255	06/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	06/01/2023	05/31/2024
NORTH HAMILTON COUNTY ELEMENTARY SCHOOL - 601 INDUSTRIAL BLVD, SALE CREEK, TN. 37373-9798	06/01/2023	05/31/2024
OOLTEWAH ELEMENTARY SCHOOL - 8890 SNOWY OWL RD, OOLTEWAH, TN. 37363-2502	06/01/2023	05/31/2024



OOLTEWAH HIGH SCHOOL - 6123 MOUNTAIN VIEW RD, OOLTEWAH, TN. 37363-8897	06/01/2023	05/31/2024
OOLTEWAH MIDDLE SCHOOL - 5100 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-8613	06/01/2023	05/31/2024
ORCHARD KNOB ELEMENTARY SCHOOL - 2000 E 3RD ST, CHATTANOOGA, TN. 37404-2609	06/01/2023	05/31/2024
ORCHARD KNOB MIDDLE SCHOOL - 500 N HIGHLAND PARK AVE, CHATTANOOGA, TN. 37404-2099	06/01/2023	05/31/2024
RED BANK ELEMENTARY SCHOOL - 1100 MOUNTAIN CREEK RD, CHATTANOOGA, TN. 37405-1618	06/01/2023	05/31/2024
RED BANK HIGH SCHOOL - 640 MORRISON SPRINGS RD, CHATTANOOGA, TN. 37415-3499	06/01/2023	05/31/2024
RED BANK MIDDLE SCHOOL - 3701 TOM WEATHERS DR, RED BANK, TN. 37415-4098	06/01/2023	05/31/2024
RIVERMONT ELEMENTARY SCHOOL - 3330 HIXSON PIKE, CHATTANOOGA, TN. 37415-5400	06/01/2023	05/31/2024
SALE CREEK MIDDLE HIGH SCHOOL - 211 PATTERSON RD, SALE CREEK, TN. 37373-9725	06/01/2023	05/31/2024
SEQUOYAH HIGH SCHOOL - 9517 W RIDGE TRAIL RD, SODDY DAISY, TN. 37379-4019	06/01/2023	05/31/2024
SIGNAL MOUNTAIN MIDDLE - HIGH SCHOOL - 2650 SAM POWELL TRL, SIGNAL MTN, TN. 37377-3199	06/01/2023	05/31/2024
SNOW HILL ELEMENTARY SCHOOL - 9042 CAREER LN, OOLTEWAH, TN. 37363-9754	06/01/2023	05/31/2024
SODDY DAISY HIGH SCHOOL - 618 SEQUOYAH ACCESS RD, SODDY DAISY, TN. 37379-4054	06/01/2023	05/31/2024
SODDY DAISY MIDDLE SCHOOL - 200 TURNER RD, SODDY DAISY, TN. 37379-5223	06/01/2023	05/31/2024
SODDY ELEMENTARY SCHOOL - 260 SCHOOL ST, SODDY DAISY, TN. 37379-6614	06/01/2023	05/31/2024
SPRING CREEK ELEMENTARY SCHOOL - 1100 SPRING CREEK RD, CHATTANOOGA, TN. 37412-3998	06/01/2023	05/31/2024
STEM SCHOOL CHATTANOOGA - 4501 AMNICOLA HWY, CHATTANOOGA, TN. 37406-1018	06/01/2023	05/31/2024
THRASHER ELEMENTARY SCHOOL - 1301 JAMES BLVD, SIGNAL MTN, TN. 37377-2699	06/01/2023	05/31/2024
TYNER ACADEMY - 6836 TYNER RD, CHATTANOOGA, TN. 37421-1049	06/01/2023	05/31/2024
TYNER MIDDLE ACADEMY - 6837 TYNER RD, CHATTANOOGA, TN. 37421-1095	06/01/2023	05/31/2024



WALLACE A SMITH ELEMENTARY SCHOOL - 6930 LEBRON STERCHI DR, OOLTEWAH, TN. 37363-6676	06/01/2023	05/31/2024
WASHINGTON ALTERNATIVE SCHOOL - 7821 HANCOCK RD, CHATTANOOGA, TN. 37416-2604	06/01/2023	05/31/2024
WESTVIEW ELEMENTARY SCHOOL - 9629 E BRAINERD RD, CHATTANOOGA, TN. 37421-4804	06/01/2023	05/31/2024
WOLFTEVER CREEK ELEMENTARY SCHOOL - 5080 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-5647	06/01/2023	05/31/2024
WOODMORE ELEMENTARY SCHOOL - 800 WOODMORE LN, CHATTANOOGA, TN. 37411-2299	06/01/2023	05/31/2024

Discovery Education Social Studies Techbook (Per Site)		
SCHOOLS	START DATE	END DATE
BRAINERD HIGH SCHOOL - 1020 N MOORE RD, CHATTANOOGA, TN. 37411-2599	06/01/2023	05/31/2024
CENTRAL HIGH SCHOOL - 5728 HIGHWAY 58, HARRISON, TN. 37341-9409	06/01/2023	05/31/2024
CHATTANOOGA ELEMENTARY SCHOOL - ART & SCIENCES - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
East Hamilton High - 2015 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-9392	06/01/2023	05/31/2024
East Hamilton Middle School - 3550 Bentwood Cove Drive, Apison, TN. 37302	06/01/2023	05/31/2024
EAST LAKE ACADEMY OF FINE ARTS - 2700 E 34TH ST, CHATTANOOGA, TN. 37407-1800	06/01/2023	05/31/2024
EAST RIDGE HIGH SCHOOL - 4320 BENNETT RD, CHATTANOOGA, TN. 37412-2299	06/01/2023	05/31/2024
EAST RIDGE MIDDLE SCHOOL - 4400 BENNETT RD, CHATTANOOGA, TN. 37412-2298	06/01/2023	05/31/2024
HAMILTON COUNTY COLLEGIATE HIGH SCHOOL - 4501 AMNICOLA HWY, CHATTANOOGA, TN. 37406-1018	06/01/2023	05/31/2024
HAMILTON COUNTY HIGH SCHOOL - 9050 CAREER LN, OOLTEWAH, TN. 37363-9754	06/01/2023	05/31/2024
HIXSON HIGH SCHOOL - 5705 MIDDLE VALLEY RD, HIXSON, TN. 37343-3267	06/01/2023	05/31/2024
HIXSON MIDDLE SCHOOL - 5681 OLD HIXSON PIKE, HIXSON, TN. 37343-3250	06/01/2023	05/31/2024
HOWARD SCHOOL OF ACADEMY & TECHNICAL - 2500 MARKET ST, CHATTANOOGA, TN. 37408-2601	06/01/2023	05/31/2024



HUNTER MIDDLE SCHOOL - 6810 TEAL LN, OOLTEWAH, TN. 37363	06/01/2023	05/31/2024
LOFTIS MIDDLE SCHOOL - 8611 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
OOLTEWAH HIGH SCHOOL - 6123 MOUNTAIN VIEW RD, OOLTEWAH, TN. 37363-8897	06/01/2023	05/31/2024
OOLTEWAH MIDDLE SCHOOL - 5100 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-8613	06/01/2023	05/31/2024
ORCHARD KNOB MIDDLE SCHOOL - 500 N HIGHLAND PARK AVE, CHATTANOOGA, TN. 37404-2099	06/01/2023	05/31/2024
RED BANK HIGH SCHOOL - 640 MORRISON SPRINGS RD, CHATTANOOGA, TN. 37415-3499	06/01/2023	05/31/2024
RED BANK MIDDLE SCHOOL - 3701 TOM WEATHERS DR, RED BANK, TN. 37415-4098	06/01/2023	05/31/2024
SEQUOYAH HIGH SCHOOL - 9517 W RIDGE TRAIL RD, SODDY DAISY, TN. 37379-4019	06/01/2023	05/31/2024
SIGNAL MOUNTAIN MIDDLE - HIGH SCHOOL - 2650 SAM POWELL TRL, SIGNAL MTN, TN. 37377-3199	06/01/2023	05/31/2024
SODDY DAISY HIGH SCHOOL - 618 SEQUOYAH ACCESS RD, SODDY DAISY, TN. 37379-4054	06/01/2023	05/31/2024
SODDY DAISY MIDDLE SCHOOL - 200 TURNER RD, SODDY DAISY, TN. 37379-5223	06/01/2023	05/31/2024
STEM SCHOOL CHATTANOOGA - 4501 AMNICOLA HWY, CHATTANOOGA, TN. 37406-1018	06/01/2023	05/31/2024

Discovery Education Social Studies Techbook (Per Student)		
SCHOOLS	START DATE	END DATE
ALLEN ELEMENTARY SCHOOL - 9811 DALLAS HOLLOW RD, SODDY DAISY, TN. 37379-3911	06/01/2023	05/31/2024
ALPINE CREST ELEMENTARY SCHOOL - 4700 STAGG RD, CHATTANOOGA, TN. 37415-2300	06/01/2023	05/31/2024
APISON ELEMENTARY SCHOOL - 10433 E BRAINERD RD, APISON, TN. 37302-7629	06/01/2023	05/31/2024
BARGER ACADEMY OF FINE ARTS - 4808 BRAINERD RD, CHATTANOOGA, TN. 37411-3831	06/01/2023	05/31/2024
BATTLE ACADEMY FOR TCHNG & LEARNING - 1601 MARKET ST, CHATTANOOGA, TN. 37408-1215	06/01/2023	05/31/2024
BESS T SHEPHERD ELEMENTARY SCHOOL - 7126 TYNER RD, CHATTANOOGA, TN. 37421-1094	06/01/2023	05/31/2024



BIG RIDGE ELEMENTARY SCHOOL - 5210 CASSANDRA SMITH RD, HIXSON, TN. 37343-3333	06/01/2023	05/31/2024
BROWN INT'L ACADEMY - 718 E 8TH ST, CHATTANOOGA, TN. 37403-4007	06/01/2023	05/31/2024
BROWN MIDDLE SCHOOL - 5716 HIGHWAY 58, HARRISON, TN. 37341-4921	06/01/2023	05/31/2024
CALVIN DONALDSON ELEMENTARY SCHOOL - 927 W 37TH ST, CHATTANOOGA, TN. 37410-1200	06/01/2023	05/31/2024
CENTER FOR CREATIVE ARTS - 1301 DALLAS RD, CHATTANOOGA, TN. 37405-2225	06/01/2023	05/31/2024
CHATTANOOGA CHARTER SCHOOL EXCELLENCE - ELEMENTARY SCHOOL - 2029 E 23RD ST, CHATTANOOGA, TN. 37404-5807	06/01/2023	05/31/2024
CHATTANOOGA ELEMENTARY SCHOOL - ART & SCIENCES - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
CLIFTON HILLS ELEMENTARY SCHOOL - 1815 E 32ND ST, CHATTANOOGA, TN. 37407-1799	06/01/2023	05/31/2024
DAISY ELEMENTARY SCHOOL - 620 SEQUOYAH RD, SODDY DAISY, TN. 37379-4055	06/01/2023	05/31/2024
DALEWOOD MIDDLE SCHOOL - 1300 SHALLOWFORD RD, CHATTANOOGA, TN. 37411-1630	06/01/2023	05/31/2024
DUPONT ELEMENTARY SCHOOL - 4134 HIXSON PIKE, CHATTANOOGA, TN. 37415-3120	06/01/2023	05/31/2024
EAST BRAINERD ELEMENTARY SCHOOL - 7660 GOODWIN RD, CHATTANOOGA, TN. 37421-4759	06/01/2023	05/31/2024
EAST LAKE ELEMENTARY SCHOOL - 3600 13TH AVE, CHATTANOOGA, TN. 37407-2399	06/01/2023	05/31/2024
EAST RIDGE ELEMENTARY SCHOOL - 1014 JOHN ROSS RD, CHATTANOOGA, TN. 37412-1620	06/01/2023	05/31/2024
EAST SIDE ELEMENTARY SCHOOL - 1603 S LYERLY ST, CHATTANOOGA, TN. 37404-5242	06/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	06/01/2023	05/31/2024
HARDY ELEMENTARY SCHOOL - 2100 GLASS ST, CHATTANOOGA,	06/01/2023	05/31/2024



TN. 37406-2480		
HARRISON ELEMENTARY SCHOOL - 5637 HIGHWAY 58, HARRISON, TN. 37341-9520	06/01/2023	05/31/2024
HIXSON ELEMENTARY SCHOOL - 5950 WINDING LN, HIXSON, TN. 37343-3678	06/01/2023	05/31/2024
HOWARD CONNECT ACADEMY - 100 E 25TH STREET, CHATTANOOGA, TN. 27408	06/01/2023	05/31/2024
LOOKOUT MOUNTAIN ELEMENTARY SCHOOL - 321 N BRAGG AVE, LOOKOUT MTN, TN. 37350-1299	06/01/2023	05/31/2024
LOOKOUT VALLEY ELEMENTARY SCHOOL - 701 BROWNS FERRY RD, CHATTANOOGA, TN. 37419-1598	06/01/2023	05/31/2024
LOOKOUT VALLEY MIDDLE HIGH SCHOOL - 350 LOOKOUT HIGH ST, CHATTANOOGA, TN. 37419-1499	06/01/2023	05/31/2024
MCCONNELL ELEMENTARY SCHOOL - 8629 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
MIDDLE VALLEY ELEMENTARY SCHOOL - 1609 THRASHER PIKE, HIXSON, TN. 37343-1635	06/01/2023	05/31/2024
NOLAN ELEMENTARY SCHOOL - 4435 SHACKLEFORD RIDGE RD, SIGNAL MTN, TN. 37377-1255	06/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	06/01/2023	05/31/2024
NORTH HAMILTON COUNTY ELEMENTARY SCHOOL - 601 INDUSTRIAL BLVD, SALE CREEK, TN. 37373-9798	06/01/2023	05/31/2024
OOLTEWAH ELEMENTARY SCHOOL - 8890 SNOWY OWL RD, OOLTEWAH, TN. 37363-2502	06/01/2023	05/31/2024
ORCHARD KNOB ELEMENTARY SCHOOL - 2000 E 3RD ST, CHATTANOOGA, TN. 37404-2609	06/01/2023	05/31/2024
RED BANK ELEMENTARY SCHOOL - 1100 MOUNTAIN CREEK RD, CHATTANOOGA, TN. 37405-1618	06/01/2023	05/31/2024
RIVERMONT ELEMENTARY SCHOOL - 3330 HIXSON PIKE, CHATTANOOGA, TN. 37415-5400	06/01/2023	05/31/2024
SALE CREEK MIDDLE HIGH SCHOOL - 211 PATTERSON RD, SALE CREEK, TN. 37373-9725	06/01/2023	05/31/2024
SNOW HILL ELEMENTARY SCHOOL - 9042 CAREER LN, OOLTEWAH, TN. 37363-9754	06/01/2023	05/31/2024
SODDY ELEMENTARY SCHOOL - 260 SCHOOL ST, SODDY DAISY, TN. 37379-6614	06/01/2023	05/31/2024
SPRING CREEK ELEMENTARY SCHOOL - 1100 SPRING CREEK RD, CHATTANOOGA, TN. 37412-3998	06/01/2023	05/31/2024



THRASHER ELEMENTARY SCHOOL - 1301 JAMES BLVD, SIGNAL MTN, TN. 37377-2699	06/01/2023	05/31/2024
TYNER ACADEMY - 6836 TYNER RD, CHATTANOOGA, TN. 37421-1049	06/01/2023	05/31/2024
WALLACE A SMITH ELEMENTARY SCHOOL - 6930 LEBRON STERCHI DR, OOLTEWAH, TN. 37363-6676	06/01/2023	05/31/2024
WASHINGTON ALTERNATIVE SCHOOL - 7821 HANCOCK RD, CHATTANOOGA, TN. 37416-2604	06/01/2023	05/31/2024
WESTVIEW ELEMENTARY SCHOOL - 9629 E BRAINERD RD, CHATTANOOGA, TN. 37421-4804	06/01/2023	05/31/2024
WOLFTEVER CREEK ELEMENTARY SCHOOL - 5080 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-5647	06/01/2023	05/31/2024
WOODMORE ELEMENTARY SCHOOL - 800 WOODMORE LN, CHATTANOOGA, TN. 37411-2299	06/01/2023	05/31/2024

Mystery Science		
SCHOOLS	START DATE	END DATE
ALLEN ELEMENTARY SCHOOL - 9811 DALLAS HOLLOW RD, SODDY DAISY, TN. 37379-3911	07/01/2023	05/31/2024
ALPINE CREST ELEMENTARY SCHOOL - 4700 STAGG RD, CHATTANOOGA, TN. 37415-2300	07/01/2023	05/31/2024
APISON ELEMENTARY SCHOOL - 10433 E BRAINERD RD, APISON, TN. 37302-7629	07/01/2023	05/31/2024
BARGER ACADEMY OF FINE ARTS - 4808 BRAINERD RD, CHATTANOOGA, TN. 37411-3831	07/01/2023	05/31/2024
BATTLE ACADEMY FOR TCHNG & LEARNING - 1601 MARKET ST, CHATTANOOGA, TN. 37408-1215	07/01/2023	05/31/2024
BESS T SHEPHERD ELEMENTARY SCHOOL - 7126 TYNER RD, CHATTANOOGA, TN. 37421-1094	07/01/2023	05/31/2024
BIG RIDGE ELEMENTARY SCHOOL - 5210 CASSANDRA SMITH RD, HIXSON, TN. 37343-3333	07/01/2023	05/31/2024
BROWN INT'L ACADEMY - 718 E 8TH ST, CHATTANOOGA, TN. 37403-4007	07/01/2023	05/31/2024
CALVIN DONALDSON ELEMENTARY SCHOOL - 927 W 37TH ST, CHATTANOOGA, TN. 37410-1200	07/01/2023	05/31/2024
CHATTANOOGA CHARTER SCHOOL EXCELLENCE - ELEMENTARY SCHOOL - 2029 E 23RD ST, CHATTANOOGA, TN. 37404-5807	07/01/2023	05/31/2024
CHATTANOOGA ELEMENTARY SCHOOL - ART & SCIENCES - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	07/01/2023	05/31/2024



CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	07/01/2023	05/31/2024
CLIFTON HILLS ELEMENTARY SCHOOL - 1815 E 32ND ST, CHATTANOOGA, TN. 37407-1799	07/01/2023	05/31/2024
DAISY ELEMENTARY SCHOOL - 620 SEQUOYAH RD, SODDY DAISY, TN. 37379-4055	07/01/2023	05/31/2024
DUPONT ELEMENTARY SCHOOL - 4134 HIXSON PIKE, CHATTANOOGA, TN. 37415-3120	07/01/2023	05/31/2024
EAST BRAINERD ELEMENTARY SCHOOL - 7660 GOODWIN RD, CHATTANOOGA, TN. 37421-4759	07/01/2023	05/31/2024
EAST LAKE ELEMENTARY SCHOOL - 3600 13TH AVE, CHATTANOOGA, TN. 37407-2399	07/01/2023	05/31/2024
EAST RIDGE ELEMENTARY SCHOOL - 1014 JOHN ROSS RD, CHATTANOOGA, TN. 37412-1620	07/01/2023	05/31/2024
EAST SIDE ELEMENTARY SCHOOL - 1603 S LYERLY ST, CHATTANOOGA, TN. 37404-5242	07/01/2023	05/31/2024
HAMILTON COUNTY VIRTUAL SCHOOL - 3074 HICKORY VALLEY RD, CHATTANOOGA, TN. 37421-1273	07/01/2023	05/31/2024
HARDY ELEMENTARY SCHOOL - 2100 GLASS ST, CHATTANOOGA, TN. 37406-2480	07/01/2023	05/31/2024
HARRISON ELEMENTARY SCHOOL - 5637 HIGHWAY 58, HARRISON, TN. 37341-9520	07/01/2023	05/31/2024
HIXSON ELEMENTARY SCHOOL - 5950 WINDING LN, HIXSON, TN. 37343-3678	07/01/2023	05/31/2024
LOOKOUT MOUNTAIN ELEMENTARY SCHOOL - 321 N BRAGG AVE, LOOKOUT MTN, TN. 37350-1299	07/01/2023	05/31/2024
LOOKOUT VALLEY ELEMENTARY SCHOOL - 701 BROWNS FERRY RD, CHATTANOOGA, TN. 37419-1598	07/01/2023	05/31/2024
MCCONNELL ELEMENTARY SCHOOL - 8629 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	07/01/2023	05/31/2024
MIDDLE VALLEY ELEMENTARY SCHOOL - 1609 THRASHER PIKE, HIXSON, TN. 37343-1635	07/01/2023	05/31/2024
NOLAN ELEMENTARY SCHOOL - 4435 SHACKLEFORD RIDGE RD, SIGNAL MTN, TN. 37377-1255	07/01/2023	05/31/2024
NORMAL PARK MUSEUM MAGNET LOWER - 1009 MISSISSIPPI AVE, CHATTANOOGA, TN. 37405-3025	07/01/2023	05/31/2024
NORTH HAMILTON COUNTY ELEMENTARY SCHOOL - 601 INDUSTRIAL BLVD, SALE CREEK, TN. 37373-9798	07/01/2023	05/31/2024
OLTEWAH ELEMENTARY SCHOOL - 8890 SNOWY OWL RD, CHATTANOOGA, TN. 37405-3025	07/01/2023	05/31/2024



OOLTEWAH, TN. 37363-2502		
ORCHARD KNOB ELEMENTARY SCHOOL - 2000 E 3RD ST, CHATTANOOGA, TN. 37404-2609	07/01/2023	05/31/2024
RED BANK ELEMENTARY SCHOOL - 1100 MOUNTAIN CREEK RD, CHATTANOOGA, TN. 37405-1618	07/01/2023	05/31/2024
RIVERMONT ELEMENTARY SCHOOL - 3330 HIXSON PIKE, CHATTANOOGA, TN. 37415-5400	07/01/2023	05/31/2024
SNOW HILL ELEMENTARY SCHOOL - 9042 CAREER LN, OOLTEWAH, TN. 37363-9754	07/01/2023	05/31/2024
SODDY ELEMENTARY SCHOOL - 260 SCHOOL ST, SODDY DAISY, TN. 37379-6614	07/01/2023	05/31/2024
SPRING CREEK ELEMENTARY SCHOOL - 1100 SPRING CREEK RD, CHATTANOOGA, TN. 37412-3998	07/01/2023	05/31/2024
THRASHER ELEMENTARY SCHOOL - 1301 JAMES BLVD, SIGNAL MTN, TN. 37377-2699	07/01/2023	05/31/2024
WALLACE A SMITH ELEMENTARY SCHOOL - 6930 LEBRON STERCHI DR, OOLTEWAH, TN. 37363-6676	07/01/2023	05/31/2024
WESTVIEW ELEMENTARY SCHOOL - 9629 E BRAINERD RD, CHATTANOOGA, TN. 37421-4804	07/01/2023	05/31/2024
WOLFTEVER CREEK ELEMENTARY SCHOOL - 5080 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-5647	07/01/2023	05/31/2024
WOODMORE ELEMENTARY SCHOOL - 800 WOODMORE LN, CHATTANOOGA, TN. 37411-2299	07/01/2023	05/31/2024



Discovery Education Science Techbook, Modular (Per Site)		
SCHOOLS	START DATE	END DATE
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024
East Hamilton Middle School - 3550 Bentwood Cove Drive, Apison, TN. 37302	06/01/2023	05/31/2024
EAST LAKE ACADEMY OF FINE ARTS - 2700 E 34TH ST, CHATTANOOGA, TN. 37407-1800	06/01/2023	05/31/2024
EAST RIDGE MIDDLE SCHOOL - 4400 BENNETT RD, CHATTANOOGA, TN. 37412-2298	06/01/2023	05/31/2024
HIXSON MIDDLE SCHOOL - 5681 OLD HIXSON PIKE, HIXSON, TN. 37343-3250	06/01/2023	05/31/2024
HUNTER MIDDLE SCHOOL - 6810 TEAL LN, OOLTEWAH, TN. 37363	06/01/2023	05/31/2024
LOFTIS MIDDLE SCHOOL - 8611 CAMP COLUMBUS RD, HIXSON, TN. 37343-1593	06/01/2023	05/31/2024
OOLTEWAH MIDDLE SCHOOL - 5100 OOLTEWAH RINGGOLD RD, OOLTEWAH, TN. 37363-8613	06/01/2023	05/31/2024
ORCHARD KNOB MIDDLE SCHOOL - 500 N HIGHLAND PARK AVE, CHATTANOOGA, TN. 37404-2099	06/01/2023	05/31/2024
RED BANK MIDDLE SCHOOL - 3701 TOM WEATHERS DR, RED BANK, TN. 37415-4098	06/01/2023	05/31/2024
SIGNAL MOUNTAIN MIDDLE - HIGH SCHOOL - 2650 SAM POWELL TRL, SIGNAL MTN, TN. 37377-3199	06/01/2023	05/31/2024
SODDY DAISY MIDDLE SCHOOL - 200 TURNER RD, SODDY DAISY, TN. 37379-5223	06/01/2023	05/31/2024

Discovery Education Science Techbook, Modular (Per Student)		
SCHOOLS	START DATE	END DATE
BROWN MIDDLE SCHOOL - 5716 HIGHWAY 58, HARRISON, TN. 37341-4921	06/01/2023	05/31/2024
CENTER FOR CREATIVE ARTS - 1301 DALLAS RD, CHATTANOOGA, TN. 37405-2225	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL - LIBERAL ARTS - 6579 E BRAINERD RD, CHATTANOOGA, TN. 37421-3798	06/01/2023	05/31/2024
CHATTANOOGA SCHOOL ART & SCIENCE - 865 E 3RD ST, CHATTANOOGA, TN. 37403-1303	06/01/2023	05/31/2024



DALEWOOD MIDDLE SCHOOL - 1300 SHALLOWFORD RD, CHATTANOOGA, TN. 37411-1630	06/01/2023	05/31/2024
HOWARD CONNECT ACADEMY - 100 E 25TH STREET, CHATTANOOGA, TN. 27408	06/01/2023	05/31/2024
LOOKOUT VALLEY MIDDLE HIGH SCHOOL - 350 LOOKOUT HIGH ST, CHATTANOOGA, TN. 37419-1499	06/01/2023	05/31/2024
SALE CREEK MIDDLE HIGH SCHOOL - 211 PATTERSON RD, SALE CREEK, TN. 37373-9725	06/01/2023	05/31/2024
TYNER ACADEMY - 6836 TYNER RD, CHATTANOOGA, TN. 37421-1049	06/01/2023	05/31/2024

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

MEMORANDUM:

To: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

From: Dr. Neelie Parker, Chief of Opportunity and Access
Sarah Evans, Executive Director Exceptional Education

Date: June 15, 2023

Re: Agreement with City of Chattanooga
Department of Early Learning

I am respectfully requesting that you approve the attached agreement with City of Chattanooga Department of Early Learning. The purpose of this agreement is to establish working procedures between Hamilton County Department of Education and Department of Early Learning in the provision of services to preschool children eligible for special education in compliance with Federal and Tennessee State laws and regulations. No funds are needed or requested with this agreement.

Thank you for your consideration of this agreement.

**AGREEMENT BETWEEN
HAMILTON COUNTY DEPARTMENT OF EDUCATION
AND
CITY OF CHATTANOOGA**

This agreement is between Hamilton County Department of Education (LEA) and the City of Chattanooga Head Start / Early Head Start Program (hereafter known as AGENCY) for a period of August 1, 2023 through June 30, 2024.

A. Purpose Statement

The purpose of this agreement is to establish working procedures between LEA and the AGENCY in the provision of services to preschool children eligible for special education in compliance with Federal and Tennessee State laws and regulations.

It is the intent of this agreement to:

1. Define which service will be provided by each agency.
2. Ensure that children eligible for preschool special education services receive a free and appropriate public education, as required by law. In the least restive environment.
3. Ensure that each agency cooperatively maintains communication and shares leadership responsibilities at the local level and to ensure that available resources and utilized in the most effective manner.
4. Ensure that cooperative arrangements between LEA and AGENCY are developed, implemented and preserved.

B. Program Mandates

Responsibility of LEA:

1. Locate and identify all preschool children with disabilities within their jurisdiction.
2. Provide services to preschool children with disabilities on a mandatory basis following IDEA including providing comprehensive evaluations of children with suspected disabilities by appropriate personnel using appropriate instruments.
3. Provide preschool children (i.e. 3 to 5 year olds) with disabilities a free and appropriate public education (FAPE) including the development and implementation of an Individualized Education Plan (IEP).

4. Place preschool children with disabilities in the least restrictive environment with an opportunity to interact with non-disabled peers to the maximum extent possible.
5. Comply with the revised standards for Chapter 0520-12-01 Infant/Toddler, Preschool, and School-Age Extended Care Programs for certification purposes.
6. Work with appropriate community agencies to provide services to preschool children with disabilities.

Responsibility of the AGENCY

1. Recruit, enroll and serve eligible children age's three (3) to five (5). No less than ten percent (10%) of the total number of enrollment opportunities in the AGENCY shall be made available for children with disabilities who are eligible to participate.
2. Screen all enrolled children for potential problems in the areas of health and development.
3. Refer children with suspicion of a disability to LEA for appropriate diagnostic evaluation.
4. Participate in the development and implementation of the IEP for children with disabilities (with parent participation) based on diagnostic information.
5. Comply with the revised standards for Chapter 0520-12-01 Infant/Toddler, Preschool, and School-Age Extended Care Programs for certification purposes.
6. Work closely with other community agencies in order to provide services to children with disabilities.

C. Service Implementation

1. Child Find/Screening

LEA will:

- a. staff referrals for appropriate evaluations made by the AGENCY.
- b. respond to parental requests.
- c. share information on screening determination made by school system.

AGENCY will:

- a. conduct community needs assessments,
- b. contact community agencies and individuals who serve children with disabilities,
- c. advertise services through newspapers, flyers, radio spots and other printed materials and share staff and facilities for joint screening, information and coordinate instrument/procedures,
- d. receive information on potential enrollees from LEA,
- e. screen all enrolled children within 45 calendar days of entry into the program,
- f. maintain a minimum of ten percent (10%) enrollment of children with disabilities.

2. Referral for Evaluation

LEA will:

Review referrals and provide appropriate evaluations for children with suspected disabilities.

AGENCY will:

- a. refer children who fail screening to appropriate LEA professionals for review and evaluation, if appropriate,
- b. assist LEA, when needed, in contacting and involving parents in the referral and evaluation process,
- c. complete pre referral data.

3. Comprehensive Evaluation

LEA will:

Provide comprehensive appropriate evaluations for children with suspected disabilities.

AGENCY will:

Provide observation data, adaptive behavior data and social history as needed for children referred to LEA evaluation.

4. Individual Education Plan

LEA will:

- a. conduct meetings and develop an IEP within forty (40) days of assessment team meeting.
- b. facilitate active involvement of parents in the IEP process.
- c. provide exceptional education direct or consultative services to eligible students as agreed upon by the IEP teams with the AGENCY and LEA representation.
- d. provide weekly tabulation of services (assessment, therapy, etc.) to the AGENCY disability coordinator for tracking purposes.
- e. assign a LEA case manager and maintain exceptional education files following LEA requirements.
- f. provide on-site access of student files to disability coordinator.
- g. with parent notification and permission provide Head Start copies of student eligibility documentation, IEP meeting notices and meeting minutes.
- h. conduct annual review meetings.

AGENCY will:

- a. allow existing instructional materials in classrooms to be used by LEA SLPs.
- b. be notified of all meetings.
- c. assure participation of the AGENCY classroom teacher in meetings.
- d. coordinate with other AGENCY staff to assure integration of services.
- e. provide use of copy machine at each center.

D. Confidentiality

The LEA and the AGENCY shall follow the requirements outlined in the Family Education Right to Privacy Act (FERPA).

E. Training and Technical Assistance

LEA will:

- a. include AGENCY staff in appropriate training and technical assistance activities.
- b. jointly plan training and technical assistance activities, include specific procedures and regulations for each agency.
- c. offer on-site assistance to individual teachers and staff members, as needed.

AGENCY will:

- d. notify LEA staff of appropriate training and technical assistance activities,
- e. determine staff needs assessment in the area of training,
- f. jointly plan specialized training based on needs assessments.

Counting and Reporting Children with Disabilities

LEA will:

Complete and maintain census.

F. Transition Plan

Transition plan will be jointly developed to ensure a smooth transition from the AGENCY to the appropriate (LRE) as determined by the IEP team at Kindergarten age and will include:

- a. develop a process for sharing information,
- b. provide training about LEA and expectations for staff and families,
- c. arrange visits, when appropriate, for children and families to the receiving schools.

G. Termination / Review

This agreement will be reviewed by the LEA's Executive Director of Exceptional Education and the AGEBCY's Head Start / Early Head Start Director on an as needed basis or at least once annually. This agreement may be terminated by either party upon thirty (30) days written notice.

H. Compliance Procedure

Subject to the provisions of the Tennessee Governmental Tort Liability Act, T.C.A. § 29-20-101 et seq. ("TGTLA"), the AGENCY shall defend, and if found liable, be responsible for paying damages, subject to the limits of liability pursuant to the TGTLA, arising from third party claims, suits, liabilities and judgments for personal injuries or damage to property or financial loss, caused by the negligent acts or omissions of its employees arising out of this agreement, excepting to the extent any such injury, damage or loss is caused, in whole or part, by the negligence or fault of LEA.

The AGENCY agrees that no qualified individual shall be discriminated against under this agreement based upon such individual's disability as contemplated by the Americans with Disabilities Act (Pub. L. 101-336).

IN WITNESS WHEREOF, the parties have executed this Agreement as of the 15th day of June, 2023.

Dr. Justin Robertson, Superintendent
Hamilton County Schools

Chairman of the Board
Hamilton County Board of Education

Sarah Evans, Executive Director
Exceptional Education
Hamilton County Schools

Administrator of the
Department of Early Learning

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

MEMORANDUM:

To: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

From: Dr. Neelie Parker, Chief of Opportunity and Access
Dr. Sarah Evans, Executive Director Exceptional Education

Date: June 15, 2023

Re: Exceptional Education - Signal Centers, Incorporated

I am respectfully requesting that you approve the attached professional services contract with Signal Centers, Inc. for the 2023-2024 school year for a contract expenditure of \$814,530.00 to provide services for up to 50 students. This contract will be paid with Exceptional Education General Purpose funds and IDEA funds. No additional funds are needed.

Thank you for your consideration of this contract.

**HAMILTON COUNTY BOARD OF EDUCATION
EXCEPTIONAL EDUCATION DEPARTMENT**

CONTRACT FOR SPECIAL EDUCATION SERVICES

This agreement made this 15th day of June 2023 by and between the Hamilton County Board of Education (hereinafter known as **BOARD OF EDUCATION**) with its principal office at 3074 Hickory Valley Road, Chattanooga, Tennessee, and Signal Centers, Incorporated (hereinafter known as **SIGNAL CENTERS**) with its principal office in 109 North Germantown Road, Chattanooga, Tennessee, 37411.

WITNESSETH

WHEREAS, **BOARD OF EDUCATION** in order to provide a proper comprehensive and well implemented Special Education Program, finds it desirable to acquire the services of another agency.

WHEREAS, **SIGNAL CENTERS** is an agency having appropriate programs, capacity, and competence to provide Special Education services for children who are the responsibility of the **BOARD OF EDUCATION**.

NOW, THEREFORE, **BOARD OF EDUCATION** and **SIGNAL CENTERS** for the consideration hereinafter names, agree as follows:

1. Signal Centers agrees to be subject to and operate under the rules and regulations of the Tennessee Department of Education and the Hamilton County Board of Education. Accordingly, the authority of the State Department of Education, the Hamilton County Superintendent of Schools, and all Hamilton County public school officials shall be as full and ample at Signal Centers as it is under the jurisdiction of Hamilton County Board of Education.
2. Signal Centers shall accept the responsibility for the educational training of preschool aged students assigned by the Board of Education Exceptional Education Department and accepted by Signal Centers. The Board of Education will pay Signal Centers a sum of \$814,530.00, to be paid in ten (10) equal monthly increments, during the 2023-24 school year following the HCDE school calendar to serve up to and including fifty (50) students in full-day participation or two (2) half day participation equals one (1) full day participation. Any student transitioning at three (3) years of age after January 1, 2024, by the Board of Education generated IEP, from the Signal Centers Early Intervention Program into the Signal Center's Preschool program will be included for participation at no additional cost to the Board of Education.

Extended school year services (ESY) for up to 16 additional days beyond 180 days following the 2023-2024 school year will be reimbursed at a rate of \$55.00 per half day participation and \$110.00 per full day participation per student to include all related services as stipulated in this agreement – Item #7 and will follow the HCDE ESY calendar.

If the **BOARD OF EDUCATION** student requires homebound services, while enrolled at Signal Centers, and Signal Centers cannot provide the homebound services, the **BOARD OF EDUCATION** will provide the homebound services. Following a student's disenrollment due to homebound service needs, **BOARD OF EDUCATION** and **SIGNAL CENTERS** will work together to fill the vacancy. Any homebound services provided by **SIGNAL CENTERS**, must be provided in accordance with the student's IEP.

Invoices may be submitted on a monthly basis to the HCS Account Payable department and shall indicate service month, number of students served, individual student attendance for the month, and total amount due. Payment will be made on Net 30 terms from receipt of invoice.

HCS Account Payable Department
3074 Hickory Valley Road
Chattanooga, TN 37421
DOE_AP@HCDE.Org

3. **SIGNAL CENTERS** in collaboration with **BOARD OF EDUCATION** shall be responsible for developing and implementing an individualized education program which will be specifically designed to meet the unique needs of the children enrolled with the provision for all support materials and services necessary for their education. The individualized education program for each child shall include:
 - a. A statement of the child's present levels of educational performance
 - b. A statement of measurable annual goals which describe the educational performance to be achieved by the end of the school year,
 - c. A statement of short-term instructional objectives,
 - d. A statement of specific educational related services needed by the child and the provider identified to be **SIGNAL CENTERS** or the **BOARD OF EDUCATION**,
 - e. The date when these services will begin and length of time the services will be given,
 - f. A description of the extent to which the child will participate in regular education programs, if any.
 - g. A justification for the type of education placement the child will have,
 - h. The role of the individual(s) responsible for the implementation of the individualized education program,
 - i. Objectives, criteria, evaluation procedures, and schedules for determining on at least an annual basis, whether the short-term instructional objectives are being achieved.
 - j. Progress reports shall be sent to the parents and **BOARD OF EDUCATION** every 9 weeks. Attendance reports shall be submitted monthly to the **BOARD OF EDUCATION**.
 - k. The programs of the child shall not be changed or terminated without an IEP Team meeting composed of representatives of **BOARD OF EDUCATION** and **SIGNAL CENTERS** which results in agreement regarding change or termination of the program.
4. The staff of the **BOARD OF EDUCATION** may inspect the **SIGNAL CENTERS** facility and confer with the **SIGNAL CENTERS** staff to ensure compliance with the program. Inspections are to be at times reasonable to both parties.
5. The Assessment Team will provide all information, including a written integration report, to the IEP Team which includes a representative from the Board of Education. The IEP Team will review assessment findings, determine eligibility, and if appropriate, recommend placement and programming.
6. The Board of Education and Signal Centers shall jointly schedule IEP Team meetings and share in the development and monitoring of the Individualized Education Program (IEP) for each student. The Department and Signal Centers shall have the opportunity to provide a representative to attend and participate in the IEP Team meetings.
7. The Board of Education, working with Signal Centers, shall develop an individualized education program which will be specifically designed to meet the unique needs of each student with provisions by Signal Centers for all support materials and services included in this agreement. Signal Centers shall be responsible for the provision and implementation of the direct educational services, related services, materials, and equipment portion of the program designed through these meetings. Specialized/individualized student-tailored equipment must be determined by the IEP (LEA representative must be in attendance) and approved by the **BOARD OF EDUCATION** to be excluded from this provision. Signal Centers will include in the IEP all related services as deemed necessary by the members of the IEP Team.
 - a. Services needed for the student to benefit from an appropriate special education program.
 - b. Services needed to obtain a complete diagnostic profile necessary to determine special education program and appropriate related services.
 - c. The Board of Education recognizes that some students will be in need of certain related services as determined by the IEP Team. Under the provision of this contract, Signal Centers, Inc.'s services will be limited to those currently provided in the areas of:
 - (1) School Health Services (excluding 1:1 attendant/full day nursing)
 - (2) Behavior Management (excluding private providers per HCDE Board Policy)

regarding Visitors to the Schools 1.501)
(3) Counseling

All related services must be deemed necessary by the IEP Team not included in Item #7c. will be provided in conjunction with the Signal Center program by the Board of Education. The Board of Education representative must be included in the IEP process documenting the needs.

8. Signal Centers shall notify the Board of Education immediately and not to exceed seven (7) days when it learns that a student is no longer a resident of a Hamilton County School zone area. Following a student's disenrollment due to the student no longer being a resident of Hamilton County School zone area, **BOARD OF EDUCATION** and **SIGNAL CENTERS** will work together to fill the vacancy. In the event that a student's attendance reflects excessive absences beyond two (2) weeks, the IEP Team shall convene to address the consideration of a change of placement. If the IEP Team recommends a change of placement to homebound/hospital, the student shall be disenrolled from Signal Centers with the option of reentry based on IEP Team recommendation.
9. All assessment information received by Signal Centers not conducted by the Board of Education, shall include a release of information to the Board of Education so that the Exceptional Education Department has access to this assessment information. Any assessment reports conducted or received by Signal Centers, Inc. while this contract is in effect shall be forwarded to the Executive Director of Exceptional Education and uploaded to Easy IEP. Signal Centers shall have the responsibility to provide under the provisions of this contract assessments as required in the individual assessment plan:
 - a. Educational and Diagnostic Assessments
 - b. School Health Assessments
 - c. Functional Behavior Assessments

All assessment deemed necessary by the IEP Team not included in the above will be provided by the Board of Education in conjunction with the Signal Centers school program. Department representative must be in attendance in the IEP Team process documenting need.

10. This agreement is expressly conditioned on the following:
 - a. Signal Centers program is appropriate in relating to the needs of the students to be enrolled.
 - b. Signal Centers provides an educational program for at least 180 instructional days to students.
 - c. The contractual agreement will require a school calendar, including minimal holiday breaks, to be submitted to HCDE.
 - d. The professionals designated to work with the students shall be approved, licensed, or certified by the appropriate agency or agencies of the State of Tennessee verifying that they are not presently under suspension or subject to other disciplinary action by the appropriate agency or agencies of the State of Tennessee.
 - e. Signal Centers shall certify that all students referred will be served by certified and/or licensed teachers and therapists and no teacher or therapist not in good standing with his/her licensing/certifying agency will serve any students so referred.
 - f. Signal Centers agrees to fully and completely comply with TCA 49-5-413 regarding background checks on persons in positions requiring proximity to school children.
 - g. Signal Centers agrees to verify employment eligibility requirements for all contract employees according to the Department of Homeland Security and U.S. Citizenship and Immigration services.
 - h. Signal Centers, Inc. certifies that the staff of the facility has received training in the appropriate use of restraint and isolation as mandated by Public Chapter 457 for the Acts of 2011.
 - i. Signal Centers, Inc. agrees to report to the Department each instance of the use of restraint and isolation to comply with parent notification requirements of Public Chapter 457 of the Acts of 2011.

11. In all matters pertaining to the records of the student maintained by Signal Centers, Signal Centers will comply with the Family Educational Rights and Privacy Act, 20 USC 1232(g) (FERPA) and the federal regulations applicable to FERPA at 34 C.F.R. Part 99 and with all state regulations relating to the privacy of such records. Signal Centers may make such records available to authorized personnel of the Board of Education, including special education department staff, teachers, and other professionals for the purpose of educational planning and monitoring. Signal Centers further agrees to notify the Board of Education representative who referred the student for evaluation of the receipt of any subpoena or other legal process that seeks access to records of any student evaluated pursuant to this agreement. The Board of Education will not release records pertaining to a student's evaluation received from Signal Centers to any other party or agency unless the requesting entity complies with FERPA and the applicable regulations at 34 C.F.R. Part 99.
12. Signal Centers agrees to assist, by attending the preparatory meetings and providing the necessary paperwork, prior to trial at no additional cost to the system, in any legal proceedings arising from alleged failure of the Department to comply with Federal and State Laws.
13. **SIGNAL CENTERS** shall not discriminate against any applicant for employment because of race, color, religion, or natural origin, and:
 - a. Shall take affirmative actions to insure that applicants are employed and employees are treated during employment without regard to their race, color, natural origin, and
 - b. Shall in all solicitations or advertisements for employees state that all qualified applicants will receive consideration for employment without regard to race, color, religion, or natural origin.
 - c. **BOARD OF EDUCATION** and **SIGNAL CENTERS** ensures that the rights and privileges available to children attending schools of **BOARD OF EDUCATION** shall be available to the children served by the **SIGNAL CENTERS**, including due process procedures, protection in evaluation procedures, least restrictive environment, and confidentiality of information.
14. **SIGNAL CENTERS** shall
 - a. Require all applicants for employment in Children's Services and all current employees working in Children's Services to supply a fingerprint sample and all applicants for employment and all current employees submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation (FBI) prior to permitting the person to have contact with children or enter school grounds;
 - a. Not allow an employee to come in direct contact with school children or enter the grounds of a school when children are present until the criminal history records check has been conducted; and
 - b. Not allow an employee to come in direct contact with school children or to children in a child care program or enter the grounds of a school or child care center when children are present if the criminal history records check indicates that the employer or employee has been convicted of an offense that is classified as a sexual offense or the employee was convicted as a violent sexual offender as defined in Tenn. Code Ann. § 40-39-202.
15. **SIGNAL CENTERS** herein agrees to protect, defend, indemnify, and hold harmless the **BOARD OF EDUCATION**, as well as its agents and employees, against any and all claims, demands or causes of action asserting any injuries, losses or costs, including, but not limited to, court costs or attorneys' fees, arising out of or in any way related to the rendering of services pursuant to this Agreement or its relationship with the **BOARD OF EDUCATION**.
16. Signal Centers agrees that the auditor for Hamilton County, the Hamilton County Department, the State Comptroller's Office, or those of any Department of the Federal Government, having

appropriate jurisdiction to require access, shall have and be given access to any and all books, documents and recording contracts for the purpose of examination, experts, and transcription.

17. A representative of the Board of Education will monitor and inspect the Signal Centers program and facility. Inspections are to be at a time reasonable to both parties.
18. This contract may be modified only by written amendment executed by the parties hereto and approved by the appropriate officials.
19. This contract may be terminated, without cause, by either party by giving written notice to the other, at least sixty (60) days before the effective date of such termination. This contract may be terminated immediately by the Board of Education for cause, which cause may include but not be limited to:
 - a. Non-compliance with rules, regulations, and procedures (state, federal and local).
 - b. Non-compliance with any portion of this contract.
 - c. Signal Centers, Inc. requiring the Board of Education to pay for students who were not referred to Signal Centers by the Department.

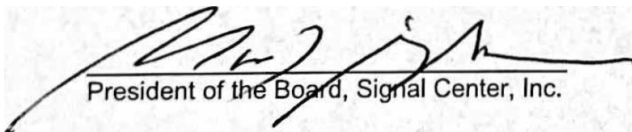
Should the Board of Education terminate for cause, the Board of Education shall then withhold payments in excess of fair compensation for work completed and to require the Signal Centers to repay to them any funds expended in contravention of such conditions. In the event, Signal Centers, Inc. shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.

20. Notwithstanding the above, Signal Centers shall not be relieved of any liability to the Board of Education for damages sustained by virtue of any breach of this contract.
21. This contract is contingent upon the contractor providing proof of insurance with coverage and limits satisfactory to the Board of Education's Office of Risk Management.
22. The period of this agreement is for the 2023-2024 school term starting July 1, 2023, and ending June 30, 2024, to include extended school year services for 2022-2023 IEP services.

IN WITNESS THEREOF, parties have executed this AGREEMENT as of the 15th day of June 2023.

Dr. Justin Robertson, Superintendent
Hamilton County Schools

Board Chairman
Hamilton County Board of Education



President of the Board, Signal Center, Inc.



Executive Director, Signal Centers, Inc.

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

MEMORANDUM

To: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

From: Mary Ellen Heuton, CPA
Chief Financial Officer

Date: June 15, 2023

RE: **Monthly Financial Report**

Attached is the monthly financial report comparing budget to actual through April 30, 2023. 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
April, 2023**

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		257,733,000	257,733,000	226,469,305	-	-	-	-	-	-	-	-	-	257,733,000	257,733,000	226,469,305
LICENSES AND PERMITS		13,000	13,000	9,700	-	-	-	-	-	-	-	-	-	13,000	13,000	9,700
CHARGES FOR CURRENT SERVICES		543,140	543,140	288,668	-	-	-	4,397,076	4,419,317	3,646,701	3,035,654	3,935,573	3,772,941	7,975,870	8,898,030	7,708,310
OTHER LOCAL REVENUES		1,208,000	2,799,797	4,292,001	-	-	-	3,304,098	6,034,663	1,572,239	40,587	348,256	303,238	4,552,685	9,182,716	6,167,478
STATE OF TENNESSEE		192,550,290	192,731,827	173,097,891	-	-	-	-	-	-	-	-	-	192,550,290	192,731,827	173,097,891
OTHER STATE REVENUES		699,223	26,696,477	2,258,421	-	-	-	-	-	-	198,558	199,362	-	897,781	26,895,839	2,258,421
FEDERAL GOVERNMENT		1,065,000	1,867,657	1,489,891	86,561,499	147,634,068	44,499,553	-	-	-	19,599,647	20,676,899	21,130,215	107,226,146	170,178,624	67,119,659
OTHER SOURCES		2,285,000	2,285,000	586,910	-	-	-	-	-	-	-	-	-	2,285,000	2,285,000	586,910
RESERVES/FUND BALANCE *		-	15,292,548	-	-	-	-	-	-	-	-	-	1,326	212,173	18,137,834	171,673
PY ENCUMBRANCE BUDGET		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES		456,096,653	499,962,446	408,492,787	86,561,499	147,634,068	44,499,553	7,913,347	13,299,267	5,389,287	22,874,446	25,160,090	25,207,721	573,445,945	686,055,870	483,589,347
EXPENDITURES																
REGULAR INSTRUCTION PROGRAM	71100	220,689,490	225,084,583	161,847,198	17,071,100	36,949,059	16,771,951	2,914,488	6,030,342	2,626,845	-	-	-	240,675,078	268,063,984	181,245,994
SPECIAL EDUCATION INSTR PROG	71200	41,105,120	43,608,464	28,908,144	5,905,170	8,833,100	4,342,194	338,000	638,000	649,760	-	-	-	47,348,290	53,079,564	33,900,099
VOCATIONAL ED INSTR PROG	71300	8,815,287	10,918,818	6,875,353	1,690,208	1,831,574	1,035,233	14,154	164,452	83,582	-	-	-	10,519,649	12,914,844	7,994,169
ATTENDANCE	72110	2,944,451	3,165,511	2,033,647	25,915	433,385	241,675	-	-	-	-	-	-	2,970,366	3,598,896	2,275,322
HEALTH SERVICES	72120	5,981,313	6,306,308	4,471,559	119,050	1,406,882	476,816	42,500	42,500	15,168	-	-	-	6,142,863	7,755,690	4,963,542
OTHER STUDENT SUPPORT	72130	14,259,303	17,473,953	11,654,256	4,430,682	11,064,745	4,642,643	62,173	140,273	131,315	-	-	-	18,752,158	28,678,970	16,428,213
REG INST SUPPORT	72210	17,958,651	19,772,983	16,231,049	12,563,010	22,498,394	10,293,737	548,327	1,896,861	779,215	-	-	-	31,069,988	44,168,238	27,304,001
SPECIAL ED INST SUPPORT	72220	3,684,570	3,933,094	4,676,303	4,451,135	6,335,194	3,752,535	-	-	-	-	-	-	8,135,705	10,268,288	8,428,838
VOCATIONAL ED INST SUPPORT	72230	422,155	995,203	472,804	575,000	777,546	257,505	-	-	-	-	-	-	997,155	1,772,749	730,309
EDUCATION TECHNOLOGY	72250	5,822,599	23,357,567	4,893,133	461,503	660,287	296,817	-	-	-	-	-	-	6,284,102	24,017,854	5,189,950
BOARD OF EDUCATION	72310	6,867,979	6,877,697	6,105,101	-	-	-	100,000	215,000	90,040	-	-	-	6,967,979	7,092,697	6,195,141
OFFICE OF SUPERINTENDENT	72320	2,976,479	2,961,907	2,490,862	-	-	-	98,298	98,298	68,395	-	-	-	3,074,777	3,060,205	2,636,241
OFFICE OF PRINCIPAL	72410	30,807,096	32,002,711	25,274,021	529,621	527,241	76,984	-	-	5,125	-	-	-	31,336,717	32,529,952	25,406,296
FISCAL SERVICES	72510	3,899,707	4,072,164	2,910,092	347,700	556,659	127,150	-	-	-	-	-	-	4,247,407	4,628,823	2,910,092
HUMAN RESOURCES	72520	1,968,155	2,048,517	1,885,521	-	-	-	21,530	27,771	20,724	-	-	-	1,989,685	2,076,288	2,074,884
OPERATION OF PLANT	72610	27,835,452	29,101,823	22,845,518	-	2,517,975	168,640	-	5,951	-	-	-	-	27,835,452	31,625,749	22,845,518
MAINTENANCE OF PLANT	72620	9,310,001	9,887,989	9,015,206	-	2,211,001	-	-	196,500	246,500	-	-	-	9,310,001	12,295,490	10,356,868
TRANSPORTATION	72710	20,852,162	21,406,620	17,783,777	339,950	3,165,655	1,095,162	-	23,603	3,577	-	-	-	21,192,112	24,595,878	17,787,355
CENTRAL AND OTHER	72810	447,719	857,082	633,538	-	-	-	-	8,600	6,264	-	-	-	447,719	865,682	639,802
FOOD SERVICE	73100	-	-	10,362	20,000	97,759	-	-	-	-	22,874,446	25,160,090	20,647,056	22,894,446	25,257,849	23,318,603
COMMUNITY SERVICES	73300	496,286	509,596	237,013	1,083,991	6,274,705	2,661,185	3,655,923	3,655,923	1,035,666	-	-	-	5,236,200	10,440,224	1,285,410
EARLY CHILDHOOD EDUCATION	73400	3,052,850	3,236,999	2,254,444	56,220	92,606	12,731	117,954	132,193	106,710	-	-	-	3,227,024	3,461,798	2,698,917
REGULAR CAPITAL OUTLAY	76100	200,000	1,260,540	1,250	34,715,000	34,354,925	337,762	-	23,000	-	-	-	-	34,915,000	35,638,465	1,250
EDUCATION DEBT SERVICE		975,000	-	-	-	-	-	-	-	-	-	-	-	975,000	-	-
EDUCATION CAPITAL PROJECTS		3,000,000	8,140,000	-	-	-	-	-	-	-	-	-	-	3,000,000	8,140,000	-
CHARTER SCHOOLS (TRANSFERS)		21,724,828	21,724,828	17,823,203	-	-	-	-	-	-	-	-	-	21,724,828	21,724,828	17,823,203
TRANSFERS-STATE GRANTS		-	-	-	2,176,244	7,045,376	759	-	-	-	-	-	-	2,176,244	7,045,376	759
TRANSFERS TO FUND BALANCE		-	1,257,488	-	-	-	-	-	-	-	-	-	-	-	1,257,488	-
TOTAL EXPENDITURES		456,096,653	499,962,445	351,333,355	86,561,499	147,634,068	46,591,481	7,913,347	13,299,267	5,868,885	22,874,446	25,160,090	20,647,056	573,445,945	686,055,870	424,440,776

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

FROM: Mary Ellen Heuton, Chief Financial Officer

DATE: June 15, 2023

SUBJECT: Budget Amendments – Federal Grants, State Grants and Self-Funded Programs

The following budget amendments for Federal Grants, State Grants and Self-Funded Programs for FY2023 are recommended for your approval.

The Federal Programs budget is amended by item 1 which consists of carryover funds.

The State Programs budget is amended by items 2 - 4, each of which consist of current year awards.

The Self-Funded Programs budget is amended by item 5 which consists of current year and carryover contributions.

1. Elementary and Secondary School Emergency Relief (ESSER) 3.0, with transfers between lines
2. Summer Learning Camps, with transfers between lines
3. Arts360, with transfers between lines
4. Innovative School Models, with transfers between lines
5. Future Ready Institutes - BCBS, with transfers between lines

FEDERAL PROGRAMS

SOURCE OF FUNDS

June 15, 2023

	ARP FEDERAL THROUGH STATE 47400	TOTAL REVENUE	AMENDMENT ITEM #
<u>BUDGET AMENDMENTS</u>			
Elementary and Secondary School Emergency Relief (ESSER) 3.0	-	-	1

FEDERAL PROGRAMS
USE OF FUNDS

June 15, 2023

	REGULAR INSTRUCTION 71100	OTHER STUDENT SUPPORT 72130	REGULAR INSTRUCTION SUPPORT 72210	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
BUDGET AMENDMENTS					
Elementary and Secondary School Emergency Relief (ESSER) 3.0	53,239	(11,288)	(41,951)	-	1

STATE PROGRAMS
SOURCE OF FUNDS

June 15, 2023

BUDGET AMENDMENTS	STATE REVENUE 46000	TOTAL REVENUE	AMENDMENT ITEM #
Summer Learning Camps	-	-	2
Arts360	-	-	3
Innovative School Models	-	-	4
	-	-	

STATE PROGRAMS

USE OF FUNDS

June 15, 2023

BUDGET AMENDMENTS	REGULAR EDUCATION 71100	VOCATIONAL EDUCATION INSTRUCTION 71300	OTHER STUDENT SUPPORT 72130	REGULAR INSTRUCTION SUPPORT 72210	VOCATIONAL EDUCATION SUPPORT 72230	TRANSPORTATION 72710	REGULAR CAPITAL OUTLAY 76100	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
Summer Learning Camps	(1,630)		-			1,630		-	2
Arts360	2,100			(2,100)				-	3
Innovative School Models	(536,477)	408,719			119,258		8,500	-	4
	(536,007)	408,719	-	(2,100)	119,258	1,630	8,500	-	

SELF-FUNDED PROGRAMS

SOURCE OF FUNDS

June 15, 2023

	RESTRICTED FOR EDUCATION FUND BALANCE	OTHER LOCAL REVENUES	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
BUDGET AMENDMENTS	34555	44000		
Future Ready Institutes - BCBS	-	-	-	5

SELF-FUNDED PROGRAMS

USE OF FUNDS

June 15, 2023

	VOCATIONAL EDUCATION INSTRUCTION 71300	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
BUDGET AMENDMENTS			
Future Ready Institutes - BCBS	-	-	5

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS
ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF (ESSER) 3.0
BUDGET FISCAL YEAR 2022-2023
FY22 Carryover - \$72,026,646.78**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/20/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
141-2-165-0000-0-00000-474010-0000-0000-165	Revenue	72,026,647			72,026,647
	Total Source of Funds	72,026,647	-	-	72,026,647

USE OF FUNDS SUMMARY

71100	Regular Instruction	16,423,312	161,267	(108,028)	16,476,551
71200	Special Education Instruction	1,854,570	-	-	1,854,570
71300	Vocational Education Instruction	313,696	-	-	313,696
72110	Attendance	375,215	-	-	375,215
72120	Health Services	522,915	-	-	522,915
72130	Other Student Support	2,245,038	-	(11,288)	2,233,750
72210	Regular Education Instructional Support	7,001,449	37,000	(78,951)	6,959,498
72220	Special Education Instructional Support	69,804	-	-	69,804
72230	Vocational Education Instructional Support	267,594	-	-	267,594
72250	Education Technology	580,728	-	-	580,728
72410	Office of the Principal	242,741	-	-	242,741
72510	Fiscal Services	510,459	-	-	510,459
72620	Maintenance of Plant	204,960	-	-	204,960
72710	Transportation	2,126,589	-	-	2,126,589
73100	Food Service	97,759	-	-	97,759
73300	Community Services	470,886	-	-	470,886
73400	Early Childhood Education	46,070	-	-	46,070
76100	Regular Capital Outlay	34,190,469	-	-	34,190,469
99100	Indirect Cost	4,482,393	-	-	4,482,393
	Total Use of Funds	72,026,647	198,267	(198,267)	72,026,647

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/20/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
Administration					
141-2-165-0000-0-72210-511910-0000-7000-165	Staff Accountant (4 FTE x 2 years)	70,000			70,000
141-2-165-0000-0-72210-518990-0000-7000-165	Coordinator (1.0 FTE x 2 years)	165,052			165,052
141-2-165-0000-0-72210-518990-0000-7000-165	Supplemental Pay Clerical Staff	30,000			30,000
141-2-165-0000-0-72210-520110-0000-7000-165	Social Security	16,433			16,433
141-2-165-0000-0-72210-520410-0000-7000-165	State Retirement	38,962			38,962
141-2-165-0000-0-72210-520610-0000-7000-165	Life Insurance	98			98
141-2-165-0000-0-72210-520710-0000-7000-165	Health Insurance	23,684			23,684
141-2-165-0000-0-72210-520810-0000-7000-165	Dental Insurance	842			842
141-2-165-0000-0-72210-521010-0000-7000-165	Unemployment Compensation	98			98
141-2-165-0000-0-72210-521210-0000-7000-165	Medicare	3,843			3,843
141-2-165-0000-0-72210-529910-0000-7000-165	Long Term Disability	470			470
141-2-165-0000-0-72210-529930-0000-7000-165	Short Term Disability	912			912
141-2-165-0000-0-72210-535510-0000-7000-165	Mileage	1,500			1,500
141-2-165-0000-0-72210-552410-0000-7000-165	In Service/Staff Development	3,001			3,001
	Total 72210 - Regular Instruction Support	354,895	-	-	354,895
141-2-165-0000-0-99100-550410-0000-7000-165	Indirect Cost (14.16%)	4,343,879			4,343,879
	Total 99100 - Indirect Cost - Indirect Cost	4,343,879	-	-	4,343,879
	Total Administration and Indirect Cost	4,698,774	-	-	4,698,774
Facilities Needs Maintenance - Tyner Academy					
141-2-165-0000-0-72620-518990-0000-7103-165	Construction Compliance Specialist (1.0 FTE x 1.5 years)	151,910			151,910
141-2-165-0000-0-72620-520110-0000-7103-165	Social Security	9,418			9,418
141-2-165-0000-0-72620-520410-0000-7103-165	State Retirement	22,331			22,331
141-2-165-0000-0-72620-520610-0000-7103-165	Life Insurance	52			52
141-2-165-0000-0-72620-520710-0000-7103-165	Health Insurance	12,689			12,689
141-2-165-0000-0-72620-520810-0000-7103-165	Dental Insurance	452			452
141-2-165-0000-0-72620-521010-0000-7103-165	Unemployment Compensation	52			52
141-2-165-0000-0-72620-521210-0000-7103-165	Medicare	2,203			2,203
141-2-165-0000-0-72620-529910-0000-7103-165	Long Term Disability	304			304
141-2-165-0000-0-72620-529930-0000-7103-165	Short Term Disability	589			589
	Total 72620 - Maintenance of Plant	200,000	-	-	200,000
141-2-165-0237-3-76100-570610-0000-7103-165	Building Construction	33,000,000			33,000,000
	Total 76100 - Regular Capital Outlay	33,000,000	-	-	33,000,000
	Total Facilities Needs Maintenance	33,200,000	-	-	33,200,000

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/20/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
Supplemental Programs to Address Learning Loss					
141-2-165-0000-0-71100-5116G0-0000-7601-165	RTI Teacher (43 FTE)	2,702,357			2,702,357
141-2-165-0000-0-71100-514090-0000-7601-165	Supplemental Pay Teachers	2,026,474			2,026,474
141-2-165-0000-0-71100-516310-0000-7601-165	Educational Assistant - Supplemental Hours	314,853			314,853
141-2-165-0000-0-71100-518990-0000-7601-165	Classified Supplemental Pay	114,490			114,490
141-2-165-0000-0-71100-520110-0000-7601-165	Social Security	319,806			319,806
141-2-165-0000-0-71100-520410-0000-7601-165	State Retirement	474,049			474,049
141-2-165-0000-0-71100-520610-0000-7601-165	Life Insurance	1,505			1,505
141-2-165-0000-0-71100-520710-0000-7601-165	Health Insurance	363,737			363,737
141-2-165-0000-0-71100-520810-0000-7601-165	Dental Insurance	12,943			12,943
141-2-165-0000-0-71100-521010-0000-7601-165	Unemployment Compensation	1,505			1,505
141-2-165-0000-0-71100-521210-0000-7601-165	Medicare	74,793			74,793
141-2-165-0000-0-71100-529910-0000-7601-165	Long Term Disability	5,405			5,405
141-2-165-0000-0-71100-529930-0000-7601-165	Short Term Disability	10,485			10,485
141-2-165-0000-0-71100-539990-0000-7601-165	Contracted Services	8,749			8,749
141-2-165-0000-0-71100-542910-0000-7601-165	Instructional Supplies	890,184			890,184
141-2-165-0000-0-71100-547110-0000-7601-165	Software	1,200,000			1,200,000
141-2-165-0000-0-71100-559990-0000-7601-165	Other Charges	1,985			1,985
	Total 71100 - Regular Instruction	8,523,320	-	-	8,523,320
141-2-165-0000-0-71200-514090-0000-7601-165	Supplemental Pay Teachers	530,099			530,099
141-2-165-0000-0-71200-516310-0000-7601-165	Educational Assistant - Supplemental Hours	612,361			612,361
141-2-165-0000-0-71200-520110-0000-7601-165	Social Security	70,833			70,833
141-2-165-0000-0-71200-520410-0000-7601-165	State Retirement	136,084			136,084
141-2-165-0000-0-71200-521210-0000-7601-165	Medicare	16,565			16,565
	Total 71200 - Special Education Instruction	1,365,942	-	-	1,365,942
141-2-165-0000-0-72120-513110-0000-7601-165	Supplemental Pay Nurses	250,879			250,879
141-2-165-0000-0-72120-520110-0000-7601-165	Social Security	15,554			15,554
141-2-165-0000-0-72120-520410-0000-7601-165	State Retirement	36,879			36,879
141-2-165-0000-0-72120-521210-0000-7601-165	Medicare	3,638			3,638
	Total 72120 - Health Services	306,950	-	-	306,950
141-2-165-0000-0-72130-518990-0000-7601-165	Supplemental Pay Counselors	305,866			305,866
141-2-165-0000-0-72130-518990-0000-7601-165	Supplemental Pay Interpreters	379,709			379,709
141-2-165-0000-0-72130-520110-0000-7601-165	Social Security	42,506			42,506
141-2-165-0000-0-72130-520410-0000-7601-165	State Retirement	82,397			82,397
141-2-165-0000-0-72130-521210-0000-7601-165	Medicare	9,941			9,941
	Total 72130 - Other Student Support	820,419	-	-	820,419
141-2-165-0000-0-72210-518990-0000-7601-165	Supplemental Pay Site Directors	1,043,820		(34,000)	1,009,820
141-2-165-0000-0-72210-518990-0000-7601-165	Supplemental Pay Secretaries	389,178			389,178
141-2-165-0000-0-72210-519610-0000-7601-165	InService/Stipends	6,438	34,000		40,438
141-2-165-0000-0-72210-520110-0000-7601-165	Social Security	89,245			89,245
141-2-165-0000-0-72210-520410-0000-7601-165	State Retirement	148,476			148,476
141-2-165-0000-0-72210-521210-0000-7601-165	Medicare	20,872			20,872
141-2-165-0000-0-72210-539990-0000-7601-165	Contracted Services	640			640
141-2-165-0000-0-72210-547110-0000-7601-165	Software	400,000			400,000
	Total 72210 - Regular Instruction Support	2,098,669	34,000	(34,000)	2,098,669
141-2-165-0000-0-72710-518990-0000-7601-165	Bus Dispatchers	12,866			12,866
141-2-165-0000-0-72710-520110-0000-7601-165	Social Security	798			798
141-2-165-0000-0-72710-521210-0000-7601-165	Medicare	187			187
141-2-165-0000-0-72710-531410-0000-7601-165	Contracts w Public Carriers	2,104,376			2,104,376
	Total 72710 - Transportation	2,118,227	-	-	2,118,227
141-2-165-0000-0-73100-542210-0000-7601-165	Summer Program Snacks	97,759			97,759
	Total 73100 - Food Service	97,759	-	-	97,759
	Total Chief Schools Officer	15,331,286	34,000	(34,000)	15,331,286
141-2-165-0000-0-71100-511610-0000-7618-165	RTI Teacher (1.0 FTE)	32,280			32,280
141-2-165-0000-0-71100-5116H0-0000-7618-165	Intervention Teacher (1.0 FTE)	67,751			67,751
141-2-165-0000-0-71100-511660-0000-7618-165	Interventionist - Part Time (.5 FTE)	17,488			17,488
141-2-165-0000-0-71100-513450-PPTT-7618-165	Tutor - Part Time (.5 FTE)	15,590			15,590
141-2-165-0000-0-71100-513450-0000-7618-165	Tutor - Full Time (1.0 FTE)	29,550			29,550
141-2-165-0000-0-71100-520110-0000-7618-165	Social Security	10,085			10,085
141-2-165-0000-0-71100-520410-0000-7618-165	State Retirement	13,037			13,037
141-2-165-0000-0-71100-520610-0000-7618-165	Life Insurance	94			94
141-2-165-0000-0-71100-520710-0000-7618-165	Health Insurance	22,561			22,561
141-2-165-0000-0-71100-520810-0000-7618-165	Dental Insurance	803			803
141-2-165-0000-0-71100-521010-0000-7618-165	Unemployment Compensation	94			94
141-2-165-0000-0-71100-521210-0000-7618-165	Medicare	2,360			2,360
141-2-165-0000-0-71100-529910-0000-7618-165	Long Term Disability	260			260
141-2-165-0000-0-71100-529930-0000-7618-165	Short Term Disability	503			503
	Total 71100 - Regular Instruction	212,456	-	-	212,456
	Total Other School Based Needs	212,456	-	-	212,456
	Total Supplemental Programs to Address Learning Loss	15,543,742	34,000	(34,000)	15,543,742

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/20/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
Supplemental Programs to Address Learning Acceleration					
141-2-165-0000-0-71100-516310-0000-7401-165	Educational Assistants (3.0 FTE)	81,707			81,707
141-2-165-0000-0-71100-520110-0000-7401-165	Social Security	5,066			5,066
141-2-165-0000-0-71100-520410-0000-7401-165	State Retirement	12,011			12,011
141-2-165-0000-0-71100-520610-0000-7401-165	Life Insurance	105			105
141-2-165-0000-0-71100-520710-0000-7401-165	Health Insurance	25,377			25,377
141-2-165-0000-0-71100-520810-0000-7401-165	Dental Insurance	903			903
141-2-165-0000-0-71100-521010-0000-7401-165	Unemployment Compensation	105			105
141-2-165-0000-0-71100-521210-0000-7401-165	Medicare	1,185			1,185
141-2-165-0000-0-71100-529910-0000-7401-165	Long Term Disability	163			163
141-2-165-0000-0-71100-529930-0000-7401-165	Short Term Disability	317			317
141-2-165-0000-0-71100-542910-0000-7401-165	Instructional Supplies & Materials	76,431		(18,028)	58,403
141-2-165-0000-0-71100-547110-0000-7401-165	Software	74,260			74,260
	Total 71100 - Regular Instruction	277,630	-	(18,028)	259,602
141-2-165-0525-3-71300-511610-0000-7401-165	Welding Teacher (1.0 FTE)	62,753			62,753
141-2-165-0525-3-71300-520110-0000-7401-165	Social Security	3,891			3,891
141-2-165-0525-3-71300-520410-0000-7401-165	State Retirement	5,453			5,453
141-2-165-0525-3-71300-520610-0000-7401-165	Life Insurance	35			35
141-2-165-0525-3-71300-520710-0000-7401-165	Health Insurance	8,459			8,459
141-2-165-0525-3-71300-520810-0000-7401-165	Dental Insurance	301			301
141-2-165-0525-3-71300-521010-0000-7401-165	Unemployment Compensation	35			35
141-2-165-0525-3-71300-521210-0000-7401-165	Medicare	910			910
141-2-165-0525-3-71300-529910-0000-7401-165	Long Term Disability	126			126
141-2-165-0525-3-71300-529930-0000-7401-165	Short Term Disability	243			243
	Total 71300 - Vocational Education	82,206	-	-	82,206
141-2-165-0000-0-72130-518960-0000-7401-165	Parent Volunteer Coordinator (3.0 FTE)	76,614			76,614
141-2-165-0000-0-72130-520110-0000-7401-165	Social Security	4,750			4,750
141-2-165-0000-0-72130-520410-0000-7401-165	State Retirement	11,262			11,262
141-2-165-0000-0-72130-520610-0000-7401-165	Life Insurance	105			105
141-2-165-0000-0-72130-520710-0000-7401-165	Health Insurance	25,377			25,377
141-2-165-0000-0-72130-520810-0000-7401-165	Dental Insurance	903			903
141-2-165-0000-0-72130-521010-0000-7401-165	Unemployment Compensation	105			105
141-2-165-0000-0-72130-521210-0000-7401-165	Medicare	1,111			1,111
141-2-165-0000-0-72130-529910-0000-7401-165	Long Term Disability	153			153
141-2-165-0000-0-72130-529930-0000-7401-165	Short Term Disability	297			297
	Total 72130 - Other Student Support	120,677	-	-	120,677
141-2-165-0000-0-72210-5116B0-0000-7401-165	K-5 Social Studies Content Lead (1.0 FTE)	71,194			71,194
141-2-165-0000-0-72210-5116B0-0000-7401-165	Supplemental Pay - Content Leads	45,000			45,000
141-2-165-0000-0-72210-519610-0000-7401-165	In-Service Stipends	3,745			3,745
141-2-165-0000-0-72210-519610-0000-7401-165	Read 360 Training Stipends	260,962			260,962
141-2-165-0000-0-72210-519610-0000-7401-165	New Teacher Stipends	112,778			112,778
141-2-165-0000-0-72210-520110-0000-7401-165	Social Security	30,608			30,608
141-2-165-0000-0-72210-520410-0000-7401-165	State Retirement	42,901			42,901
141-2-165-0000-0-72210-520610-0000-7401-165	Life Insurance	35			35
141-2-165-0000-0-72210-520710-0000-7401-165	Health Insurance	8,459			8,459
141-2-165-0000-0-72210-520810-0000-7401-165	Dental Insurance	301			301
141-2-165-0000-0-72210-521010-0000-7401-165	Unemployment Compensation	35			35
141-2-165-0000-0-72210-521210-0000-7401-165	Medicare	7,157			7,157
141-2-165-0000-0-72210-529910-0000-7401-165	Long Term Disability	142			142
141-2-165-0000-0-72210-529930-0000-7401-165	Short Term Disability	276			276
141-2-165-0000-0-72210-530810-0000-7401-165	Consultant	1,274,857			1,274,857
141-2-165-6002-0-72210-552410-0000-7401-165	Inservice/Staff Development	-	3,000		3,000
	Total 72210 - Regular Instruction Support	1,858,450	3,000	-	1,861,450
141-2-165-0000-0-73300-518990-0000-7401-165	Supplemental Pay - Literacy Festival	47,648			47,648
141-2-165-0000-0-73300-520110-0000-7401-165	Social Security	2,954			2,954
141-2-165-0000-0-73300-520410-0000-7401-165	State Retirement	7,004			7,004
141-2-165-0000-0-73300-521210-0000-7401-165	Medicare	691			691
141-2-165-0000-0-73300-539990-0000-7401-165	Contracted Services	25,000			25,000
141-2-165-0000-0-73300-542910-0000-7401-165	Instructional Materials	20,397			20,397
141-2-165-0000-0-73300-559990-0000-7401-165	Other Charges	43,348			43,348
	Total 73300 - Community Services	147,042	-	-	147,042
	Total Chief Schools Officer	2,486,005	3,000	(18,028)	2,470,977

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/20/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
141-2-165-0000-0-72250-518990-0000-7402-165	Project Facilitator (1.0 FTE x 2 years)	171,918			171,918
141-2-165-0000-0-72250-520110-0000-7402-165	Social Security	10,659			10,659
141-2-165-0000-0-72250-520410-0000-7402-165	State Retirement	14,940			14,940
141-2-165-0000-0-72250-520610-0000-7402-165	Life Insurance	70			70
141-2-165-0000-0-72250-520710-0000-7402-165	Health Insurance	16,918			16,918
141-2-165-0000-0-72250-520810-0000-7402-165	Dental Insurance	602			602
141-2-165-0000-0-72250-521010-0000-7402-165	Unemployment Compensation	70			70
141-2-165-0000-0-72250-521210-0000-7402-165	Medicare	2,493			2,493
141-2-165-0000-0-72250-529910-0000-7402-165	Long Term Disability	344			344
141-2-165-0000-0-72250-529930-0000-7402-165	Short Term Disability	667			667
	Total 72250 - Education Technology	218,681	-	-	218,681
141-2-165-0000-0-73300-539990-0000-7402-165	Contracted Services	25,000			25,000
	Total 73300 - Community Services	25,000	-	-	25,000
	Total Accountability and Research	243,681	-	-	243,681
141-2-165-0000-0-71300-539990-0000-7404-165	Contracted Services	50,000			50,000
	Total 71300 - Vocational Education Instruction	50,000	-	-	50,000
141-2-165-0000-0-72230-510530-0000-7404-165	CTE Coordinator (1.0 FTE x 2 years)	168,000			168,000
141-2-165-0000-0-72230-520110-0000-7404-165	Social Security	10,416			10,416
141-2-165-0000-0-72230-520410-0000-7404-165	State Retirement	24,696			24,696
141-2-165-0000-0-72230-520610-0000-7404-165	Life Insurance	70			70
141-2-165-0000-0-72230-520710-0000-7404-165	Health Insurance	16,918			16,918
141-2-165-0000-0-72230-520810-0000-7404-165	Dental Insurance	602			602
141-2-165-0000-0-72230-521010-0000-7404-165	Unemployment Compensation	70			70
141-2-165-0000-0-72230-521210-0000-7404-165	Medicare	2,436			2,436
141-2-165-0000-0-72230-529910-0000-7404-165	Long Term Disability	336			336
141-2-165-0000-0-72230-529930-0000-7404-165	Short Term Disability	652			652
141-2-165-0000-0-72230-530810-0000-7404-165	Consultant	28,042			28,042
	Total 72230 - Vocational Education Instructional Support	252,238	-	-	252,238
	Total CTE / Future Ready Institute	302,238	-	-	302,238
141-2-165-0000-0-72210-513820-0000-7406-165	Tech Integration / Innovation Coach (1.0 FTE x 2 years)	142,647			142,647
141-2-165-0000-0-72210-520110-0000-7406-165	Social Security	8,844			8,844
141-2-165-0000-0-72210-520410-0000-7406-165	State Retirement	12,396			12,396
141-2-165-0000-0-72210-520610-0000-7406-165	Life Insurance	70			70
141-2-165-0000-0-72210-520710-0000-7406-165	Health Insurance	16,918			16,918
141-2-165-0000-0-72210-520810-0000-7406-165	Dental Insurance	602			602
141-2-165-0000-0-72210-521010-0000-7406-165	Unemployment Compensation	70			70
141-2-165-0000-0-72210-521210-0000-7406-165	Medicare	2,068			2,068
141-2-165-0000-0-72210-529910-0000-7406-165	Long Term Disability	285			285
141-2-165-0000-0-72210-529930-0000-7406-165	Short Term Disability	553			553
	Total 72210 - Regular Instruction Support	184,453	-	-	184,453
	Total Innovation and Choice	184,453	-	-	184,453
141-2-165-0000-0-71100-514090-0000-7409-165	Supplemental Pay - Camp K	344,687	65,000		409,687
141-2-165-0000-0-71100-516310-0000-7409-165	Educational Assistants Supplemental Hours - Camp K	132,969	70,000		202,969
141-2-165-0000-0-71100-520110-0000-7409-165	Social Security	29,614	8,370		37,984
141-2-165-0000-0-71100-520410-0000-7409-165	State Retirement	49,499	15,939		65,438
141-2-165-0000-0-71100-521210-0000-7409-165	Medicare	6,926	1,958		8,884
141-2-165-0000-0-71100-539990-0000-7409-165	Contracted Services	15,000		(15,000)	-
141-2-165-0000-0-71100-542910-0000-7409-165	Instructional Supplies	83,987		(75,000)	8,987
	Total 71100 - Regular Instruction	662,682	161,267	(90,000)	733,949
141-2-165-0000-0-72130-518990-0000-7409-165	Other Salaries and Wages	10,392		(2,000)	8,392
141-2-165-0000-0-72130-519610-0000-7409-165	Stipends	9,600		(7,600)	2,000
141-2-165-0000-0-72130-520110-0000-7409-165	Social Security	1,240		(595)	645
141-2-165-0000-0-72130-520410-0000-7409-165	State Retirement	2,362		(954)	1,408
141-2-165-0000-0-72130-521210-0000-7409-165	Medicare	290		(139)	151
	Total 72130 - Other Student Support	23,884	-	(11,288)	12,596
141-2-165-0000-0-72210-518990-0000-7409-165	Supplemental Pay	17,750		(9,191)	8,559
141-2-165-0000-0-72210-519610-0000-7409-165	Stipends	62,051		(28,000)	34,051
141-2-165-0000-0-72210-520110-0000-7409-165	Social Security	4,948		(2,306)	2,642
141-2-165-0000-0-72210-520410-0000-7409-165	State Retirement	10,698		(4,915)	5,783
141-2-165-0000-0-72210-521210-0000-7409-165	Medicare	1,157		(539)	618
	Total 72210 - Regular Instruction Support	96,604	-	(44,951)	51,653
141-2-165-0000-0-72710-531410-0000-7409-165	Contracts with Public Carriers	8,362			8,362
	Total 72710 - Transportation	8,362	-	-	8,362
141-2-165-0000-0-73300-559990-0000-7409-165	Other Charges	1,482			1,482
	Total 73300 - Community Services	1,482	-	-	1,482
	Total PreK	793,014	161,267	(146,239)	808,042

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/20/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
141-2-165-0000-0-71100-514100-0000-7414-165	Differentiated Pay	3,180,529			3,180,529
141-2-165-0000-0-71100-520110-0000-7414-165	Social Security	197,194			197,194
141-2-165-0000-0-71100-520410-0000-7414-165	State Retirement	276,388			276,388
141-2-165-0000-0-71100-521210-0000-7414-165	Medicare	46,119			46,119
	Total 71100 - Regular Instruction	3,700,230	-	-	3,700,230
141-2-165-0000-0-71200-514100-0000-7414-165	Differentiated Pay	420,000			420,000
141-2-165-0000-0-71200-520110-0000-7414-165	Social Security	26,040			26,040
141-2-165-0000-0-71200-520410-0000-7414-165	State Retirement	36,498			36,498
141-2-165-0000-0-71200-521210-0000-7414-165	Medicare	6,090			6,090
	Total 71200 - Special Education Instruction	488,628	-	-	488,628
141-2-165-0000-0-71300-514100-0000-7414-165	Differentiated Pay	156,000			156,000
141-2-165-0000-0-71300-520110-0000-7414-165	Social Security	9,672			9,672
141-2-165-0000-0-71300-520410-0000-7414-165	State Retirement	13,556			13,556
141-2-165-0000-0-71300-521210-0000-7414-165	Medicare	2,262			2,262
	Total 71300 - Vocational Education	181,490	-	-	181,490
141-2-165-0000-0-72110-514100-0000-7414-165	Differentiated Pay	20,400			20,400
141-2-165-0000-0-72110-520110-0000-7414-165	Social Security	1,265			1,265
141-2-165-0000-0-72110-520410-0000-7414-165	State Retirement	1,773			1,773
141-2-165-0000-0-72110-521210-0000-7414-165	Medicare	296			296
	Total 72110 - Attendance	23,734	-	-	23,734
141-2-165-0000-0-72130-514100-0000-7414-165	Differentiated Pay	240,000			240,000
141-2-165-0000-0-72130-520110-0000-7414-165	Social Security	14,880			14,880
141-2-165-0000-0-72130-520410-0000-7414-165	State Retirement	20,856			20,856
141-2-165-0000-0-72130-521210-0000-7414-165	Medicare	3,480			3,480
	Total 72130 - Other Student Support	279,216	-	-	279,216
141-2-165-0000-0-72210-510510-0000-7414-165	GYO Program Director (1.0 FTE)	108,831			108,831
141-2-165-0000-0-72210-511690-0000-7414-165	GYO Job Embedded New Teacher Coach (2.0 FTE)	156,719			156,719
141-2-165-0000-0-72210-511690-0000-7414-165	HR Coordinator (0 FTE)	163,657			163,657
141-2-165-0000-0-72210-514100-0000-7414-165	Differentiated Pay	372,000			372,000
141-2-165-0000-0-72210-520110-0000-7414-165	Social Security	49,676			49,676
141-2-165-0000-0-72210-520410-0000-7414-165	State Retirement	69,625			69,625
141-2-165-0000-0-72210-520610-0000-7414-165	Life Insurance	175			175
141-2-165-0000-0-72210-520710-0000-7414-165	Health Insurance	42,295			42,295
141-2-165-0000-0-72210-520810-0000-7414-165	Dental Insurance	1,505			1,505
141-2-165-0000-0-72210-521010-0000-7414-165	Unemployment Compensation	175			175
141-2-165-0000-0-72210-521210-0000-7414-165	Medicare	11,617			11,617
141-2-165-0000-0-72210-529910-0000-7414-165	Long Term Disability	858			858
141-2-165-0000-0-72210-529930-0000-7414-165	Short Term Disability	1,665			1,665
	Total 72210 - Regular Instruction Support	978,798	-	-	978,798
141-2-165-0000-0-72220-514100-0000-7414-165	Differentiated Pay	60,000			60,000
141-2-165-0000-0-72220-520110-0000-7414-165	Social Security	3,720			3,720
141-2-165-0000-0-72220-520410-0000-7414-165	State Retirement	5,214			5,214
141-2-165-0000-0-72220-521210-0000-7414-165	Medicare	870			870
	Total 72220 - Special Education Support	69,804	-	-	69,804
141-2-165-0000-0-72230-514100-0000-7414-165	Differentiated Pay	13,200			13,200
141-2-165-0000-0-72230-520110-0000-7414-165	Social Security	818			818
141-2-165-0000-0-72230-520410-0000-7414-165	State Retirement	1,147			1,147
141-2-165-0000-0-72230-521210-0000-7414-165	Medicare	191			191
	Total 72230 - Vocational Education Instructional Support	15,356	-	-	15,356
141-2-165-0000-0-72410-514100-0000-7414-165	Differentiated Pay	207,600			207,600
141-2-165-0000-0-72410-520110-0000-7414-165	Social Security	12,871			12,871
141-2-165-0000-0-72410-520410-0000-7414-165	State Retirement	18,040			18,040
141-2-165-0000-0-72410-521210-0000-7414-165	Medicare	3,010			3,010
141-2-165-0000-0-72410-529910-0000-7414-165	Long Term Disability	415			415
141-2-165-0000-0-72410-529930-0000-7414-165	Short Term Disability	805			805
	Total 72410 - Office of the Principal	242,741	-	-	242,741
141-2-165-0000-0-73400-514100-0000-7414-165	Differentiated Pay	39,600			39,600
141-2-165-0000-0-73400-520110-0000-7414-165	Social Security	2,455			2,455
141-2-165-0000-0-73400-520410-0000-7414-165	State Retirement	3,441			3,441
141-2-165-0000-0-73400-521210-0000-7414-165	Medicare	574			574
	Total 73400 - Early Childhood Education	46,070	-	-	46,070
	Total Chief of Talent	6,026,067	-	-	6,026,067

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/20/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
141-2-165-0000-0-72110-518990-0000-7417-165	Truancy Specialist (5.0 FTE)	249,989			249,989
141-2-165-0000-0-72110-520110-0000-7417-165	Social Security	15,499			15,499
141-2-165-0000-0-72110-520410-0000-7417-165	State Retirement	36,748			36,748
141-2-165-0000-0-72110-520610-0000-7417-165	Life Insurance	175			175
141-2-165-0000-0-72110-520710-0000-7417-165	Health Insurance	42,295			42,295
141-2-165-0000-0-72110-520810-0000-7417-165	Dental Insurance	1,505			1,505
141-2-165-0000-0-72110-521010-0000-7417-165	Unemployment Compensation	175			175
141-2-165-0000-0-72110-521210-0000-7417-165	Medicare	3,625			3,625
141-2-165-0000-0-72110-529910-0000-7417-165	Long Term Disability	500			500
141-2-165-0000-0-72110-529930-0000-7417-165	Short Term Disability	970			970
	Total 72110 - Attendance	351,481	-	-	351,481
141-2-165-0000-0-72210-530810-0000-7417-165	Consultants	192,000			192,000
	Total 72210 - Regular Instruction Support	192,000	-	-	192,000
141-2-165-0000-0-73300-518990-0000-7417-165	Family Resource Specialist (1.0 FTE x 2 years)	115,350			115,350
141-2-165-0000-0-73300-520110-0000-7417-165	Social Security	7,152			7,152
141-2-165-0000-0-73300-520410-0000-7417-165	State Retirement	16,956			16,956
141-2-165-0000-0-73300-520610-0000-7417-165	Life Insurance	70			70
141-2-165-0000-0-73300-520710-0000-7417-165	Health Insurance	16,918			16,918
141-2-165-0000-0-73300-520810-0000-7417-165	Dental Insurance	602			602
141-2-165-0000-0-73300-521010-0000-7417-165	Unemployment Compensation	70			70
141-2-165-0000-0-73300-521210-0000-7417-165	Medicare	1,673			1,673
141-2-165-0000-0-73300-529910-0000-7417-165	Long Term Disability	231			231
141-2-165-0000-0-73300-529930-0000-7417-165	Short Term Disability	448			448
	Total 73300 - Community Services	159,470	-	-	159,470
	Total District	702,951	-	-	702,951
141-2-165-0000-0-71100-511610-0000-7418-165	Teacher (1.0 FTE)	67,708			67,708
141-2-165-0000-0-71100-516310-0000-7418-165	Educational Assistant (3.0 FTE)	76,063			76,063
141-2-165-0137-3-71100-518990-0000-7418-165	Graduation Coach (1.0 FTE)	60,741			60,741
141-2-165-0000-0-71100-520110-0000-7418-165	Social Security	12,680			12,680
141-2-165-0000-0-71100-520410-0000-7418-165	State Retirement	22,343			22,343
141-2-165-0000-0-71100-520610-0000-7418-165	Life Insurance	175			175
141-2-165-0000-0-71100-520710-0000-7418-165	Health Insurance	42,295			42,295
141-2-165-0000-0-71100-520810-0000-7418-165	Dental Insurance	1,505			1,505
141-2-165-0000-0-71100-521010-0000-7418-165	Unemployment Compensation	175			175
141-2-165-0000-0-71100-521210-0000-7418-165	Medicare	2,964			2,964
141-2-165-0000-0-71100-529910-0000-7418-165	Long Term Disability	408			408
141-2-165-0000-0-71100-529930-0000-7418-165	Short Term Disability	794			794
141-2-165-0000-0-71100-539990-0000-7418-165	Contracted Services	27,500			27,500
	Total 71100 - Regular Instruction	315,351	-	-	315,351
141-2-165-0000-0-72130-513020-0000-7418-165	Behavior Management Specialist (2.5 FTE)	107,750			107,750
141-2-165-0000-0-72130-518990-0000-7418-165	Truancy Specialist (.5 FTE)	28,416			28,416
141-2-165-0000-0-72130-520110-0000-7418-165	Social Security	8,442			8,442
141-2-165-0000-0-72130-520410-0000-7418-165	State Retirement	20,016			20,016
141-2-165-0000-0-72130-520610-0000-7418-165	Life Insurance	105			105
141-2-165-0000-0-72130-520710-0000-7418-165	Health Insurance	25,377			25,377
141-2-165-0000-0-72130-520810-0000-7418-165	Dental Insurance	903			903
141-2-165-0000-0-72130-521010-0000-7418-165	Unemployment Compensation	105			105
141-2-165-0000-0-72130-521210-0000-7418-165	Medicare	1,975			1,975
141-2-165-0000-0-72130-529910-0000-7418-165	Long Term Disability	273			273
141-2-165-0000-0-72130-529930-0000-7418-165	Short Term Disability	529			529
	Total 72130 - Other Student Support	193,891	-	-	193,891
141-2-165-0200-2-72210-519610-0000-7418-165	Stipends	10,000			10,000
141-2-165-0200-2-72210-520110-0000-7418-165	Social Security	620			620
141-2-165-0200-2-72210-520410-0000-7418-165	State Retirement	869			869
141-2-165-0200-2-72210-521210-0000-7418-165	Medicare	145			145
	Total 72210 - Regular Instruction Support	11,634	-	-	11,634
141-2-165-0000-0-73300-518970-0000-7418-165	Family Partnership Specialist (1.0 FTE)	97,801			97,801
141-2-165-0000-0-73300-520110-0000-7418-165	Social Security	6,063			6,063
141-2-165-0000-0-73300-520410-0000-7418-165	State Retirement	14,376			14,376
141-2-165-0000-0-73300-520610-0000-7418-165	Life Insurance	70			70
141-2-165-0000-0-73300-520710-0000-7418-165	Health Insurance	16,918			16,918
141-2-165-0000-0-73300-520810-0000-7418-165	Dental Insurance	602			602
141-2-165-0000-0-73300-521010-0000-7418-165	Unemployment Compensation	70			70
141-2-165-0000-0-73300-521210-0000-7418-165	Medicare	1,418			1,418
141-2-165-0000-0-73300-529910-0000-7418-165	Long Term Disability	195			195
141-2-165-0000-0-73300-529930-0000-7418-165	Short Term Disability	379			379
	Total 73300 - Community Services	137,892	-	-	137,892
	Total Other School Based Needs	658,768	-	-	658,768
	Total Supplemental Programs to Address Learning Acceleration	11,397,177	164,267	(164,267)	11,397,177

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/20/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
Purchasing Education Technology					
141-2-165-0000-0-71100-547110-0000-7701-165	Software	100,080			100,080
	Total 71100 - Regular Instruction	100,080	-	-	100,080
141-2-165-0000-0-72210-547110-0000-7701-165	Software	139,168			139,168
	Total 72210 - Regular Instruction Support	139,168	-	-	139,168
	Total Chief Schools Officer	239,248	-	-	239,248
141-2-165-0000-0-71100-572210-0000-7702-165	Student Devices	717,249			717,249
	Total 71100 - Regular Instruction	717,249	-	-	717,249
141-2-165-0000-0-72210-512010-0000-7702-165	Application Developer (1.0 FTE x 2 years)	175,380			175,380
141-2-165-0000-0-72210-520110-0000-7702-165	Social Security	10,874			10,874
141-2-165-0000-0-72210-520410-0000-7702-165	State Retirement	25,781			25,781
141-2-165-0000-0-72210-520610-0000-7702-165	Life Insurance	70			70
141-2-165-0000-0-72210-520710-0000-7702-165	Health Insurance	16,918			16,918
141-2-165-0000-0-72210-520810-0000-7702-165	Dental Insurance	602			602
141-2-165-0000-0-72210-521010-0000-7702-165	Unemployment Compensation	70			70
141-2-165-0000-0-72210-521210-0000-7702-165	Medicare	2,543			2,543
141-2-165-0000-0-72210-529910-0000-7702-165	Long Term Disability	351			351
141-2-165-0000-0-72210-529930-0000-7702-165	Short Term Disability	680			680
	Total 72210 - Regular Instruction Support	233,269	-	-	233,269
141-2-165-0000-0-72250-547110-0000-7702-165	Software	82,460			82,460
	Total 72250 - Education Technology	82,460	-	-	82,460
	Total Accountability and Research	1,032,978	-	-	1,032,978
141-2-165-0000-0-72130-547110-0000-7709-165	Software	120,000			120,000
	Total 72130 - Other Student Support	120,000	-	-	120,000
	Total PreK	120,000	-	-	120,000
141-2-165-0000-0-71100-572210-0000-7715-165	Instructional Equipment	895,253			895,253
	Total 71100 - Regular Instruction	895,253	-	-	895,253
141-2-165-0000-0-72250-513810-0000-7715-165	Supplemental Pay	102,122			102,122
141-2-165-0000-0-72250-520110-0000-7715-165	Social Security	6,332			6,332
141-2-165-0000-0-72250-520410-0000-7715-165	State Retirement	15,012			15,012
141-2-165-0000-0-72250-521210-0000-7715-165	Medicare	1,481			1,481
141-2-165-0000-0-72250-535510-0000-7715-165	Mileage	45,493			45,493
	Total 72250 - Education Technology	170,440	-	-	170,440
	Total IT Department	1,065,693	-	-	1,065,693
	Total Purchasing Education Technology	2,457,919	-	-	2,457,919
Other Necessary Activities					
141-2-165-0000-0-72210-539990-0000-7201-165	Contracted Services	3,000			3,000
	Total 72210 - Regular Instruction Support	3,000	-	-	3,000
	Total Chief Schools Officer	3,000	-	-	3,000
141-2-165-0000-0-72210-518990-0000-7202-165	Data Analyst (.35 FTE)	20,557			20,557
141-2-165-0000-0-72210-518990-PPTT-7202-165	Data Intern (.5 FTE)	30,185			30,185
141-2-165-0000-0-72210-520110-0000-7202-165	Social Security	3,118			3,118
141-2-165-0000-0-72210-520410-0000-7202-165	State Retirement	1,561			1,561
141-2-165-0000-0-72210-520610-0000-7202-165	Life Insurance	12			12
141-2-165-0000-0-72210-520710-0000-7202-165	Health Insurance	2,817			2,817
141-2-165-0000-0-72210-520810-0000-7202-165	Dental Insurance	101			101
141-2-165-0000-0-72210-521010-0000-7202-165	Unemployment Compensation	12			12
141-2-165-0000-0-72210-521210-0000-7202-165	Medicare	730			730
141-2-165-0000-0-72210-529910-0000-7202-165	Long Term Disability	41			41
141-2-165-0000-0-72210-529930-0000-7202-165	Short Term Disability	63			63
141-2-165-0000-0-72210-530810-0000-7202-165	Consultant	97,500			97,500
	Total 72210 - Regular Instruction Support	156,697	-	-	156,697
	Total Accountability and Research	156,697	-	-	156,697
141-2-165-0000-0-72210-518990-0000-7215-165	Programmer Analyst Senior (1.0 FTE)	86,361			86,361
141-2-165-0000-0-72210-520110-0000-7215-165	Social Security	5,354			5,354
141-2-165-0000-0-72210-520410-0000-7215-165	State Retirement	12,695			12,695
141-2-165-0000-0-72210-520610-0000-7215-165	Life Insurance	35			35
141-2-165-0000-0-72210-520710-0000-7215-165	Health Insurance	8,459			8,459
141-2-165-0000-0-72210-520810-0000-7215-165	Dental Insurance	301			301
141-2-165-0000-0-72210-521010-0000-7215-165	Unemployment Compensation	35			35
141-2-165-0000-0-72210-521210-0000-7215-165	Medicare	1,252			1,252
141-2-165-0000-0-72210-529910-0000-7215-165	Long Term Disability	173			173
141-2-165-0000-0-72210-529930-0000-7215-165	Short Term Disability	335			335
	Total 72210 - Regular Instruction Support	115,000	-	-	115,000

ACCOUNT CODE	DESCRIPTION	AMENDED	INCREASE	DECREASE	AMENDED
		BUDGET			BUDGET
		4/20/2023			6/15/2023
141-2-165-0000-0-72250-518990-0000-7215-165	IT Coordinator (1.0 FTE)	81,600			81,600
141-2-165-0000-0-72250-520110-0000-7215-165	Social Security	5,059			5,059
141-2-165-0000-0-72250-520410-0000-7215-165	State Retirement	11,995			11,995
141-2-165-0000-0-72250-520610-0000-7215-165	Life Insurance	35			35
141-2-165-0000-0-72250-520710-0000-7215-165	Health Insurance	8,459			8,459
141-2-165-0000-0-72250-520810-0000-7215-165	Dental Insurance	301			301
141-2-165-0000-0-72250-521010-0000-7215-165	Unemployment Compensation	35			35
141-2-165-0000-0-72250-521210-0000-7215-165	Medicare	1,183			1,183
141-2-165-0000-0-72250-529910-0000-7215-165	Long Term Disability	163			163
141-2-165-0000-0-72250-529930-0000-7215-165	Short Term Disability	317			317
	Total 72250 - Education Technology	109,147	-	-	109,147
	Total IT Department	224,147	-	-	224,147
141-2-165-0000-0-72210-559990-0000-7217-165	Other Charges	50,000			50,000
	Total 72210 - Regular Instruction Support	50,000	-	-	50,000
	Total District	50,000	-	-	50,000
141-2-165-0000-0-72510-511910-0000-7220-165	Staff Accountant (1.0 FTE x 2 years)	127,210			127,210
141-2-165-0000-0-72510-518990-0000-7220-165	Risk Management Manager (1.0 FTE x 2 years)	121,120			121,120
141-2-165-0000-0-72510-518990-0000-7220-165	Supplemental Pay	67,713			67,713
141-2-165-0000-0-72510-520110-0000-7220-165	Social Security	19,594			19,594
141-2-165-0000-0-72510-520410-0000-7220-165	State Retirement	46,459			46,459
141-2-165-0000-0-72510-520610-0000-7220-165	Life Insurance	140			140
141-2-165-0000-0-72510-520710-0000-7220-165	Health Insurance	33,836			33,836
141-2-165-0000-0-72510-520810-0000-7220-165	Dental Insurance	1,204			1,204
141-2-165-0000-0-72510-521010-0000-7220-165	Unemployment Compensation	140			140
141-2-165-0000-0-72510-521210-0000-7220-165	Medicare	4,583			4,583
141-2-165-0000-0-72510-529910-0000-7220-165	Long Term Disability	496			496
141-2-165-0000-0-72510-529930-0000-7220-165	Short Term Disability	964			964
141-2-165-0000-0-72510-530810-0000-7220-165	Consultant	75,000			75,000
141-2-165-0000-0-72510-570110-0000-7220-165	Admin Equipment	12,000			12,000
	Total 72510 - Fiscal Services	510,459	-	-	510,459
	Total Chief Financial Officer	510,459	-	-	510,459
	Total Other Necessary Activities	944,303	-	-	944,303
Public Health Coordination					
141-2-165-0000-0-72120-518990-PPTT-6907-165	Health Specialist (0.5 FTE)	25,081			25,081
141-2-165-0000-0-72120-518990-0000-6907-165	Community Health Manager (1.0 FTE x 2 years)	118,193			118,193
141-2-165-0000-0-72120-520110-0000-6907-165	Social Security	8,884			8,884
141-2-165-0000-0-72120-520410-0000-6907-165	State Retirement	17,374			17,374
141-2-165-0000-0-72120-520610-0000-6907-165	Life Insurance	70			70
141-2-165-0000-0-72120-520710-0000-6907-165	Health Insurance	16,918			16,918
141-2-165-0000-0-72120-520810-0000-6907-165	Dental Insurance	602			602
141-2-165-0000-0-72120-521010-0000-6907-165	Unemployment Compensation	70			70
141-2-165-0000-0-72120-521210-0000-6907-165	Medicare	2,078			2,078
141-2-165-0000-0-72120-529910-0000-6907-165	Long Term Disability	236			236
141-2-165-0000-0-72120-529930-0000-6907-165	Short Term Disability	459			459
141-2-165-0000-0-72120-541310-0000-6907-165	Drugs and Medical Supplies	26,000			26,000
	Total 72120 - Health Services	215,965	-	-	215,965
	Total Reopening Team	215,965	-	-	215,965
	Total Public Health Coordination	215,965	-	-	215,965
Unique Need of Special Populations					
141-2-165-0000-0-72130-513470-0000-7911-165	Language (ESL) Interpreters (5.0 FTE)	121,930			121,930
141-2-165-0000-0-72130-520110-0000-7911-165	Social Security	7,559			7,559
141-2-165-0000-0-72130-520410-0000-7911-165	State Retirement	17,923			17,923
141-2-165-0000-0-72130-520610-0000-7911-165	Life Insurance	129			129
141-2-165-0000-0-72130-520710-0000-7911-165	Health Insurance	31,130			31,130
141-2-165-0000-0-72130-520810-0000-7911-165	Dental Insurance	1,108			1,108
141-2-165-0000-0-72130-521010-0000-7911-165	Unemployment Compensation	129			129
141-2-165-0000-0-72130-521210-0000-7911-165	Medicare	1,768			1,768
141-2-165-0000-0-72130-529910-0000-7911-165	Long Term Disability	244			244
141-2-165-0000-0-72130-529930-0000-7911-165	Short Term Disability	473			473
	Total 72130 - Other Student Support	182,393	-	-	182,393
141-2-165-0000-0-72210-511690-0000-7911-165	ESOL Coach (2.0 FTE x 2 years)	249,634			249,634
141-2-165-0000-0-72210-520110-0000-7911-165	Social Security	15,477			15,477
141-2-165-0000-0-72210-520410-0000-7911-165	Retirement	21,693			21,693
141-2-165-0000-0-72210-520610-0000-7911-165	Life Insurance	140			140
141-2-165-0000-0-72210-520710-0000-7911-165	Health Insurance	33,836			33,836
141-2-165-0000-0-72210-520810-0000-7911-165	Dental Insurance	1,204			1,204
141-2-165-0000-0-72210-521010-0000-7911-165	Unemployment Compensation	140			140
141-2-165-0000-0-72210-521210-0000-7911-165	Medicare	3,620			3,620
141-2-165-0000-0-72210-529910-0000-7911-165	Long Term Disability	499			499
141-2-165-0000-0-72210-529930-0000-7911-165	Short Term Disability	969			969
	Total 72210 - Regular Instruction Support	327,212	-	-	327,212
	Total ELL	509,605	-	-	509,605
	Total Unique Need of Special Populations	509,605	-	-	509,605

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/20/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
Mental Health Supports					
141-2-165-0000-0-72130-510530-0000-7516-165	SEAD Coordinator (.28 FTE)	26,904			26,904
141-2-165-0000-0-72130-512310-0000-7516-165	Coordinator - Student Supports (.28 FTE)	23,803			23,803
141-2-165-0000-0-72130-513010-0000-7516-165	Social Worker (5.0 FTE)	248,770			248,770
141-2-165-0000-0-72130-520110-0000-7516-165	Social Security	18,400			18,400
141-2-165-0000-0-72130-520410-0000-7516-165	Retirement	25,830			25,830
141-2-165-0000-0-72130-520610-0000-7516-165	Life Insurance	194			194
141-2-165-0000-0-72130-520710-0000-7516-165	Health Insurance	46,779			46,779
141-2-165-0000-0-72130-520810-0000-7516-165	Dental Insurance	1,666			1,666
141-2-165-0000-0-72130-521010-0000-7516-165	Unemployment Compensation	194			194
141-2-165-0000-0-72130-521210-0000-7516-165	Medicare	4,303			4,303
141-2-165-0000-0-72130-529910-0000-7516-165	Long Term Disability	600			600
141-2-165-0000-0-72130-529930-0000-7516-165	Short Term Disability	1,117			1,117
	Total 72130 - Other Student Support	398,560	-	-	398,560
	Total Equity STARS	398,560	-	-	398,560
141-2-165-0000-0-72210-530810-0000-7517-165	Consultants	192,000			192,000
	Total 72210 - Regular Instruction Support	192,000	-	-	192,000
	Total District	192,000	-	-	192,000
141-2-165-0000-0-72130-518990-0000-7519-165	Integrated Student Support Mgr (1.0 FTE)	63,952			63,952
141-2-165-0000-0-72130-520110-0000-7519-165	Social Security	3,965			3,965
141-2-165-0000-0-72130-520410-0000-7519-165	Retirement	9,401			9,401
141-2-165-0000-0-72130-520610-0000-7519-165	Life Insurance	35			35
141-2-165-0000-0-72130-520710-0000-7519-165	Health Insurance	8,459			8,459
141-2-165-0000-0-72130-520810-0000-7519-165	Dental Insurance	301			301
141-2-165-0000-0-72130-521010-0000-7519-165	Unemployment Compensation	35			35
141-2-165-0000-0-72130-521210-0000-7519-165	Medicare	927			927
141-2-165-0000-0-72130-529910-0000-7519-165	Long Term Disability	128			128
141-2-165-0000-0-72130-529930-0000-7519-165	Short Term Disability	248			248
	Total 72130 - Other Student Support	87,451	-	-	87,451
	Total Chief Equity	87,451	-	-	87,451
	Total Mental Health Supports	678,011	-	-	678,011
Charter Schools					
Chattanooga Girls Leadership Academy					
141-2-165-8001-3-76100-570710-0000-7100-165	Building Improvements	1,013,375			1,013,375
	Total 76100 - Regular Capital Outlay	1,013,375	-	-	1,013,375
	Total Facilities Needs Maintenance	1,013,375	-	-	1,013,375
141-2-165-8001-3-71100-559990-0000-7600-165	Other Charges: Non HCDE Instruction Salaries	52,253			52,253
	Total 71100 - Regular Instruction	52,253	-	-	52,253
	Total Supplemental Programs to Address Learning Loss	52,253	-	-	52,253
141-2-165-8001-3-99100-550410-0000-0000-165	Indirect Cost (14.16%)	7,399			7,399
	Total 99100 - Indirect Cost	7,399	-	-	7,399
	Total Chattanooga Girls Leadership Academy	1,073,027	-	-	1,073,027
Montessori School (CGLA)					
141-2-165-8142-1-71100-572210-0000-7100-165	Instructional Equipment	42,045			42,045
	Total 71100 - Regular Instruction	42,045	-	-	42,045
141-2-165-8142-1-72620-549990-0000-7100-165	Other Supplies and Materials	4,960			4,960
	Total 72620 - Maintenance of Plant	4,960	-	-	4,960
	Total Facilities Needs Maintenance	47,005	-	-	47,005
141-2-165-8142-1-71100-559990-0000-7600-165	Other Charges: Non HCDE Instruction Salaries	368,599			368,599
	Total 71100 - Regular Instruction	368,599	-	-	368,599
	Total Supplemental Programs to Address Learning Loss	368,599	-	-	368,599
141-2-165-8142-1-71100-542910-0000-7400-165	Instructional Supplies & Materials	69,558			69,558
141-2-165-8142-1-71100-547110-0000-7400-165	Software	4,500			4,500
141-2-165-8142-1-71100-549990-0000-7400-165	Other Supplies and Materials	2,623			2,623
141-2-165-8142-1-71100-559990-0000-7400-165	Other Charges: Non HCDE Instruction Salaries	32,738			32,738
	Total 71100 - Regular Instruction	109,419	-	-	109,419
141-2-165-8142-1-72210-559990-0000-7400-165	Other Charges: Non HCDE Instructional Support Salaries	9,600			9,600
	Total 72210 - Regular Instruction Support	9,600	-	-	9,600
	Total Supplemental Programs to Address Learning Acceleration	119,019	-	-	119,019

ACCOUNT CODE	DESCRIPTION	AMENDED	INCREASE	DECREASE	AMENDED
		BUDGET 4/20/2023			BUDGET 6/15/2023
141-2-165-8142-1-71100-542910-0000-7700-165	Instructional Supplies & Materials	1,500			1,500
141-2-165-8142-1-71100-572210-0000-7700-165	Instructional Equipment	13,500			13,500
	Total 71100 - Regular Instruction	15,000	-	-	15,000
	Total Purchasing Education Technology	15,000	-	-	15,000
141-2-165-8142-1-99100-550410-0000-0000-165	Indirect Cost (14.16%)	69,961			69,961
	Total 99100 - Indirect Cost	69,961	-	-	69,961
	Total Montessori School (CGLA)	619,584	-	-	619,584
Chattanooga Charter School of Excellence					
141-2-165-8003-3-72130-559990-0000-7500-165	Other Charges: Non HCDE Student Support Salaries	18,547			18,547
	Total 72130 - Other Student Support	18,547	-	-	18,547
	Total Mental Health Supports	18,547	-	-	18,547
141-2-165-8003-3-71100-559990-0000-7600-165	Other Charges: Non HCDE Instruction Salaries	82,915			82,915
	Total 71100 - Regular Instruction	82,915	-	-	82,915
	Total Supplemental Programs to Address Learning Loss	82,915	-	-	82,915
141-2-165-8003-3-99100-550410-0000-0000-165	Indirect Cost (14.16%)	14,366			14,366
	Total 99100 - Indirect Cost	14,366	-	-	14,366
	Total Chattanooga Charter School of Excellence	115,828	-	-	115,828
Chattanooga Charter School of Excellence Middle School					
141-2-165-8010-2-71100-559990-0000-7600-165	Other Charges: Non HCDE Instruction Salaries	178,685			178,685
	Total 71100 - Regular Instruction	178,685	-	-	178,685
	Total Supplemental Programs to Address Learning Loss	178,685	-	-	178,685
141-2-165-8010-2-71100-559990-0000-7900-165	Other Charges: Non HCDE Instruction Salaries	81,651			81,651
	Total 71100 - Regular Instruction	81,651	-	-	81,651
	Total Unique Need of Special Populations	81,651	-	-	81,651
141-2-165-8010-2-99100-550410-0000-0000-165	Indirect Cost (14.16%)	36,863			36,863
	Total 99100 - Indirect Cost	36,863	-	-	36,863
	Total Chattanooga Charter School of Excellence MS	297,199	-	-	297,199
Chattanooga Preparatory School					
141-2-165-8011-5-71100-572210-0000-7400-165	Instructional Equipment	18,395			18,395
	Total 71100 - Regular Instruction	18,395	-	-	18,395
	Total Supplemental Programs to Address Learning Acceleration	18,395	-	-	18,395
141-2-165-8011-5-71100-559990-0000-7200-165	Other Charges: Non HCDE Instruction Salaries	33,498			33,498
141-2-165-8011-5-71100-559990-0000-7800-165	Other Charges: Non HCDE Instruction Salaries	-			-
	Total 71100 - Regular Instruction	33,498	-	-	33,498
	Total Other Necessary Activities	33,498	-	-	33,498
141-2-165-8011-5-99100-550410-0000-0000-165	Indirect Cost (14.16%)	4,743			4,743
	Total 99100 - Indirect Cost	4,743	-	-	4,743
	Total Chattanooga Preparatory School	56,636	-	-	56,636
Ivy Academy					
141-2-165-8002-3-71100-559990-0000-7600-165	Other Charges: Non HCDE Instruction Salaries	36,601			36,601
	Total 71100 - Regular Instruction	36,601	-	-	36,601
	Total Supplemental Programs to Address Learning Loss	36,601	-	-	36,601
141-2-165-8002-3-76100-570710-0000-7100-165	Building Improvements	177,094			177,094
	Total 76100 - Regular Capital Outlay	177,094	-	-	177,094
	Total Facilities Needs Maintenance	177,094	-	-	177,094
141-2-165-8002-3-99100-550410-0000-0000-165	Indirect Cost (14.16%)	5,182			5,182
	Total 99100 - Indirect Cost	5,182	-	-	5,182
	Total Ivy Academy	218,877	-	-	218,877
	Total Charter Schools	2,381,151	-	-	2,381,151
	TOTAL BUDGET	72,026,647	198,267	(198,267)	72,026,647

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
STATE PROGRAMS
SUMMER LEARNING CAMPS
BUDGET FISCAL YEAR 2022-2023**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2023			AMENDED
		BUDGET 5/11/2023	INCREASE	DECREASE	BUDGET 6/15/2023
141-1-203-0000-0-00000-465900-0000-0000-203	State Revenue - Transportation	888,422			888,422
141-1-203-0000-0-00000-465900-0000-0001-203	State Revenue - Summer Learning Camps	4,898,329			4,898,329
	Total Source of Funds	5,786,751	-	-	5,786,751

USE OF FUNDS SUMMARY

71100	Regular Instruction	3,758,745	66,327	(67,957)	3,757,115
72110	Attendance	148,287	-	-	148,287
72120	Health Services	173,003	-	-	173,003
72130	Other Student Support	425,532	149,480	(149,480)	425,532
72210	Regular Education Instructional Support	394,392	-	-	394,392
72710	Transportation	886,792	7,119	(5,489)	888,422
	Total Use of Funds	5,786,751	222,926	(222,926)	5,786,751

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	FY2023			AMENDED
		BUDGET 5/11/2023	INCREASE	DECREASE	BUDGET 6/15/2023
<u>Summer Learning Camps</u>					
<u>District</u>					
141-1-203-0000-0-71100-514090-0000-0001-203	Supplemental Pay - Teachers	2,360,375		(22,737)	2,337,638
141-1-203-0000-0-71100-516310-0000-0001-203	Supplemental Pay - Educational Assistants	672,386			672,386
141-1-203-0000-0-71100-520110-0000-0001-203	Social Security	188,007		(1,410)	186,597
141-1-203-0000-0-71100-520410-0000-0001-203	State Retirement	259,526		(1,976)	257,550
141-1-203-0000-0-71100-521210-0000-0001-203	Medicare	43,969		(330)	43,639
141-1-203-0000-0-71100-542910-0000-0001-203	Instructional Supplies	22,323	3,370		25,693
141-1-203-0000-0-71100-559990-0000-0001-203	Other Charges	5,000		(5,000)	-
	Total 71100 - Regular Instruction	3,551,586	3,370	(31,453)	3,523,503
141-1-203-0000-0-72110-516210-0000-0001-203	Supplemental Pay - Clerical	121,200			121,200
141-1-203-0000-0-72110-520110-0000-0001-203	Social Security	7,514			7,514
141-1-203-0000-0-72110-520410-0000-0001-203	State Retirement	17,816			17,816
141-1-203-0000-0-72110-521210-0000-0001-203	Medicare	1,757			1,757
	Total 72110 - Attendance	148,287	-	-	148,287
141-1-203-0000-0-72120-513110-0000-0001-203	Supplemental Pay - Nurses	141,400			141,400
141-1-203-0000-0-72120-520110-0000-0001-203	Social Security	8,767			8,767
141-1-203-0000-0-72120-520410-0000-0001-203	State Retirement	20,786			20,786
141-1-203-0000-0-72120-521210-0000-0001-203	Medicare	2,050			2,050
	Total 72120 - Health Services	173,003	-	-	173,003
141-1-203-0000-0-72130-512310-0000-0001-203	Supplemental Pay - SEAD Coaches	-	149,480		149,480
141-1-203-0000-0-72130-513010-0000-0001-203	Supplemental Pay - SEAD Coaches	149,480		(149,480)	-
141-1-203-0000-0-72130-513470-0000-0001-203	Supplemental Pay - ENL Interpreters	14,400			14,400
141-1-203-0000-0-72130-516410-0000-0001-203	Supplemental Pay - Bus Attendants	48,000			48,000
141-1-203-0000-0-72130-517010-0000-0001-203	Supplemental Pay - School Safety Officers	141,400			141,400
141-1-203-0000-0-72130-520110-0000-0001-203	Social Security	21,903			21,903
141-1-203-0000-0-72130-520410-0000-0001-203	State Retirement	45,226			45,226
141-1-203-0000-0-72130-521210-0000-0001-203	Medicare	5,123			5,123
	Total 72130 - Other Student Support	425,532	149,480	(149,480)	425,532
141-1-203-0000-0-72210-514090-0000-0001-203	Supplemental Pay - Site Directors	303,000			303,000
141-1-203-0000-0-72210-518810-0000-0001-203	Bonus Pay	36,000			36,000
141-1-203-0000-0-72210-520110-0000-0001-203	Social Security	21,018			21,018
141-1-203-0000-0-72210-520410-0000-0001-203	State Retirement	29,459			29,459
141-1-203-0000-0-72210-521210-0000-0001-203	Medicare	4,915			4,915
	Total 72210 - Regular Education Instructional Support	394,392	-	-	394,392
	Total District	4,692,800	152,850	(180,933)	4,664,717

ACCOUNT CODE	DESCRIPTION	FY2023		AMENDED
		BUDGET 5/11/2023	INCREASE	DECREASE
Charter Schools				
Chattanooga Girls Leadership Academy				
141-1-203-8001-3-71100-559990-0000-0001-203	Other Charges	13,424	13,019	26,443
	Total 71100 - Regular Instruction	13,424	13,019	-
Ivy Academy				
141-1-203-8002-3-71100-559990-0000-0001-203	Other Charges	14,755	12,967	27,722
	Total 71100 - Regular Instruction	14,755	12,967	-
Chattanooga Charter School of Excellence - Elementary				
141-1-203-8003-1-71100-559990-0000-0001-203	Other Charges	81,341	(18,042)	63,299
	Total 71100 - Regular Instruction	81,341	-	(18,042)
Ivy's Skillern Elementary				
141-1-203-8005-1-71100-559990-0000-0001-203	Other Charges	32,536	(18,462)	14,074
	Total 71100 - Regular Instruction	32,536	-	(18,462)
Chattanooga Charter School of Excellence - Middle				
141-1-203-8010-2-71100-559990-0000-0001-203	Other Charges	17,078	7,882	24,960
	Total 71100 - Regular Instruction	17,078	7,882	-
Chattanooga Preparatory School				
141-1-203-8011-3-71100-559990-0000-0001-203	Other Charges	16,087	18,861	34,948
	Total 71100 - Regular Instruction	16,087	18,861	-
Montessori Elementary at Highland Park				
141-1-203-8142-1-71100-559990-0000-0001-203	Other Charges	31,938	10,228	42,166
	Total 71100 - Regular Instruction	31,938	10,228	-
	Total Charter Schools	207,159	62,957	(36,504)
	Total Summer Learning Camps	4,899,959	215,807	(217,437)
				4,898,329
Transportation				
District				
141-1-203-0000-0-72710-531410-0000-0000-203	Contracts w/ Public Carriers	845,199	851	846,050
	Total 72710 - Transportation	845,199	851	-
Chattanooga Girls Leadership Academy				
141-1-203-8001-3-72710-531410-0000-0000-203	Contracts w/ Public Carriers	3,843	953	4,796
	Total 72710 - Transportation	3,843	953	-
Ivy Academy				
141-1-203-8002-3-72710-531410-0000-0000-203	Contracts w/ Public Carriers	4,225	803	5,028
	Total 72710 - Transportation	4,225	803	-
Chattanooga Charter School of Excellence - Elementary				
141-1-203-8003-1-72710-531410-0000-0000-203	Contracts w/ Public Carriers	12,774	(1,293)	11,481
	Total 72710 - Transportation	12,774	-	(1,293)
Ivy Academy's Skillern Elementary				
141-1-203-8005-1-72710-531410-0000-0000-203	Contracts w/ Public Carriers	6,387	(3,834)	2,553
	Total 72710 - Transportation	6,387	-	(3,834)
Chattanooga Charter School of Excellence - Middle				
141-1-203-8010-2-72710-531410-0000-0000-203	Contracts w/ Public Carriers	4,889	(362)	4,527
	Total 72710 - Transportation	4,889	-	(362)
Chattanooga Preparatory School				
141-1-203-8011-3-72710-531410-0000-0000-203	Contracts w/ Public Carriers	4,606	1,733	6,339
	Total 72710 - Transportation	4,606	1,733	-
Montessori Elementary at Highland Park				
141-1-203-8142-1-72710-531410-0000-0000-203	Contracts w/ Public Carriers	4,869	2,779	7,648
	Total 72710 - Transportation	4,869	2,779	-
	Total Transportation	886,792	7,119	(5,489)
	TOTAL BUDGET	5,786,751	222,926	(222,926)
				5,786,751

HAMILTON COUNTY DEPARTMENT OF EDUCATION
 STATE PROGRAMS
 ARTS360
 BUDGET FISCAL YEAR 2022-2023
 FY23 award is \$25,000

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		
		3/16/2023	INCREASE	DECREASE
141-1-210-0000-0-00000-469800-0000-0000-210	Revenue	25,000		
	Total Source of Funds	25,000	-	-

AMENDED BUDGET
6/15/2023

USE OF FUNDS SUMMARY

71100	Regular Instruction	22,900	2,100	-	25,000
72210	Instructional Staff Support	2,100	-	2,100	-
	Total Use of Funds	25,000	2,100	2,100	25,000

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		
		3/16/2023	INCREASE	DECREASE
141-1-210-0000-0-71100-514090-0000-0000-210	Stipend	1,000		
141-1-210-0000-0-71100-520110-0000-0000-210	Social Security	62		
141-1-210-0000-0-71100-520410-0000-0000-210	State Retirement	87		
141-1-210-0000-0-71100-521210-0000-0000-210	Medicare	15		
141-1-210-0000-0-71100-539990-0000-0000-210	Other Contracted Services	13,428		
141-1-210-0000-0-71100-542910-0000-0000-210	Instructional Supplies	5,810	2,100	
141-1-210-0000-0-71100-572210-0000-0000-210	Instructional Equipment	2,498		
	Total 71100 - Regular Instruction	22,900	2,100	-
141-1-210-0000-0-72210-552410-0000-0000-210	In-Service/Staff Development	2,100		2,100
	Total 72210 - Inst Staff Support	2,100	-	2,100
	TOTAL BUDGET	25,000	2,100	2,100

AMENDED BUDGET
6/15/2023

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
STATE PROGRAMS
INNOVATIVE SCHOOL MODELS
BUDGET FISCAL YEAR 2022-2023**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 5/11/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
141-1-222-0000-0-00000-467900-0000-0000-222	Revenue	23,500,000			23,500,000
	Total Source of Funds	23,500,000	-	-	23,500,000

USE OF FUNDS SUMMARY

71100	Regular Instruction	2,597,774	-	(536,477)	2,061,297
71300	Vocational Education Instruction	1,690,927	408,719	-	2,099,646
72130	Other Student Support	142,003	-	-	142,003
72210	Regular Instruction Support	14,300	-	-	14,300
72230	Vocational Instruction Staff Support	751,356	127,758	(8,500)	870,614
72250	Educational Technology	17,055,500	-	-	17,055,500
72710	Transportation	124,100	-	-	124,100
76100	Regular Capital Outlay	1,124,040	1,005,540	(997,040)	1,132,540
	Total Use of Funds	23,500,000	1,542,017	(1,542,017)	23,500,000

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 5/11/2023	INCREASE	DECREASE	AMENDED BUDGET 6/15/2023
District					
141-1-222-0000-0-72250-579010-0000-0000-222	Other Equipment	17,055,500			17,055,500
	Total 72250 - Education Technology	17,055,500	-	-	17,055,500
	Total - District	17,055,500	-	-	17,055,500
Brainerd High School					
141-1-222-0021-3-71100-549990-0000-0000-222	Other Supplies & Materials	3,800		(2,000)	1,800
141-1-222-0021-3-71100-572210-0000-0000-222	Regular Instruction Equipment	25,000			25,000
	Total 71100 - Regular Instruction	28,800	-	(2,000)	26,800
141-1-222-0021-3-71300-535610-0000-0000-222	Tuition	-	2,000		2,000
141-1-222-0021-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	15,000			15,000
141-1-222-0021-3-71300-549990-0000-0000-222	Other Supplies & Materials	13,500			13,500
141-1-222-0021-3-71300-559990-0000-0000-222	Other Charges	7,400			7,400
141-1-222-0021-3-71300-573010-0000-0000-222	Equipment Vocational	167,000			167,000
	Total 71300 - Vocational Education Instruction	202,900	2,000	-	204,900
141-1-222-0021-3-72230-539990-0000-0000-222	Other Contracted Services	1,000			1,000
141-1-222-0021-3-72230-552410-0000-0000-222	In-Service/Staff Development	5,000			5,000
141-1-222-0021-3-72230-579010-0000-0000-222	Other Equipment	8,500		(8,500)	-
	Total 72230 - Vocational Instruction Staff Support	14,500	-	(8,500)	6,000
141-1-222-0021-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	3,800			3,800
	Total 72710 - Contracts w/ Public Carriers	3,800	-	-	3,800
141-1-222-0021-3-76100-570710-0000-0000-222	Building Improvements	-	8,500		8,500
	Total 76100 - Regular Capital Outlay	-	8,500	-	8,500
	Total - Brainerd High School	250,000	10,500	(10,500)	250,000
Brown Middle School					
141-1-222-0035-2-71100-572210-0000-0000-222	Regular Instruction Equipment	177,400			177,400
	Total 71100 - Regular Instruction	177,400	-	-	177,400
141-1-222-0035-2-71300-573010-0000-0000-222	Equipment Vocational	24,000			24,000
	Total 71300 - Vocational Education Instruction	24,000	-	-	24,000
141-1-222-0035-2-72230-549990-0000-0000-222	Other Supplies & Materials	4,600			4,600
141-1-222-0035-2-72230-552410-0000-0000-222	In-Service/Staff Development	9,000			9,000
	Total 72230 - Vocational Instruction Staff Support	13,600	-	-	13,600
	Total - Brown Middle School	215,000	-	-	215,000
Central High School					
141-1-222-0040-3-71100-514090-0000-0000-222	Stipends	4,298		(4,298)	-
141-1-222-0040-3-71100-520110-0000-0000-222	Social Security	266		(266)	-
141-1-222-0040-3-71100-520410-0000-0000-222	State Retirement	374		(374)	-
141-1-222-0040-3-71100-521210-0000-0000-222	Medicare	62		(62)	-
	Total 71100 - Regular Instruction	5,000	-	(5,000)	-
141-1-222-0040-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	2,250			2,250
141-1-222-0040-3-71300-547110-0000-0000-222	Software	700			700
141-1-222-0040-3-71300-573010-0000-0000-222	Equipment Vocational	124,350			124,350
	Total 71300 - Vocational Education Instruction	127,300	-	-	127,300

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			AMENDED BUDGET
		5/11/2023	INCREASE	DECREASE	6/15/2023
141-1-222-0040-3-72230-519610-0000-0000-222	Stipends	-	4,298		4,298
141-1-222-0040-3-72230-520110-0000-0000-222	Social Security	-	266		266
141-1-222-0040-3-72230-520410-0000-0000-222	State Retirement	-	374		374
141-1-222-0040-3-72230-521210-0000-0000-222	Medicare	-	62		62
141-1-222-0040-3-72230-552410-0000-0000-222	In-Service/Staff Development	17,700			17,700
	Total 72230 - Vocational Instruction Staff Support	17,700	5,000	-	22,700
141-1-222-0040-3-76100-539990-0000-0000-222	Other Contracted Services	100,000		(100,000)	-
141-1-222-0040-3-76100-570710-0000-0000-222	Building Improvements	-	100,000		100,000
	Total 76100 - Regular Capital Outlay	100,000	100,000	(100,000)	100,000
	Total - Central High School	250,000	105,000	(105,000)	250,000
Normal Park Museum Magnet School					
141-1-222-0041-2-71100-514090-0000-0000-222	Stipends	4,298		(4,298)	-
141-1-222-0041-2-71100-520110-0000-0000-222	Social Security	266		(266)	-
141-1-222-0041-2-71100-520410-0000-0000-222	State Retirement	374		(374)	-
141-1-222-0041-2-71100-521210-0000-0000-222	Medicare	62		(62)	-
141-1-222-0041-2-71100-572210-0000-0000-222	Regular Instruction Equipment	95,000			95,000
	Total 71100 - Regular Instruction	100,000	-	(5,000)	95,000
141-1-222-0041-2-72230-519610-0000-0000-222	Stipends	-	4,298		4,298
141-1-222-0041-2-72230-520110-0000-0000-222	Social Security	-	266		266
141-1-222-0041-2-72230-520410-0000-0000-222	State Retirement	-	374		374
141-1-222-0041-2-72230-521210-0000-0000-222	Medicare	-	62		62
	Total 72230 - Vocational Instruction Staff Support	-	5,000	-	5,000
141-1-222-0041-2-76100-539990-0000-0000-222	Other Contracted Services	25,000		(25,000)	-
141-1-222-0041-2-76100-570710-0000-0000-222	Building Improvements	-	25,000		25,000
	Total 76100 - Regular Capital Outlay	25,000	25,000	(25,000)	25,000
	Total - Normal Park Museum Magnet School	125,000	30,000	(30,000)	125,000
Center for Creative Arts					
141-1-222-0045-3-71100-572210-0000-0000-222	Regular Instruction Equipment	100,000			100,000
	Total 71100 - Regular Instruction	100,000	-	-	100,000
141-1-222-0045-3-76100-570710-0000-0000-222	Building Improvements	49,000			49,000
	Total 76100 - Regular Capital Outlay	49,000	-	-	49,000
	Total - Center for Creative Arts	149,000	-	-	149,000
Chattanooga School for Arts & Sciences					
141-1-222-0046-3-71100-572210-0000-0000-222	Regular Instruction Equipment	113,770			113,770
	Total 71100 - Regular Instruction	113,770	-	-	113,770
141-1-222-0046-3-71300-573010-0000-0000-222	Equipment Vocational	11,230			11,230
	Total 71300 - Vocational Education Instruction	11,230	-	-	11,230
	Total - Chattanooga School for Arts & Sciences	125,000	-	-	125,000
Dalewood Middle School					
141-1-222-0055-2-71100-572210-0000-0000-222	Regular Instruction Equipment	75,000			75,000
	Total 71100 - Regular Instruction	75,000	-	-	75,000
141-1-222-0055-2-76100-539990-0000-0000-222	Other Contracted Services	50,000		(50,000)	-
141-1-222-0055-2-76100-570710-0000-0000-222	Building Improvements	-	50,000		50,000
	Total 76100 - Regular Capital Outlay	50,000	50,000	(50,000)	50,000
	Total - Dalewood Middle School	125,000	50,000	(50,000)	125,000
East Hamilton High School					
141-1-222-0059-3-71100-542910-0000-0000-222	Instructional Supplies & Materials	15,000			15,000
141-1-222-0059-3-71100-572210-0000-0000-222	Regular Instruction Equipment	25,000			25,000
	Total 71100 - Regular Instruction	40,000	-	-	40,000
141-1-222-0059-3-71300-573010-0000-0000-222	Equipment Vocational	194,460			194,460
	Total 71300 - Vocational Education Instruction	194,460	-	-	194,460
141-1-222-0059-3-76100-539990-0000-0000-222	Other Contracted Services	15,540		(15,540)	-
141-1-222-0059-3-76100-570710-0000-0000-222	Building Improvements	-	15,540		15,540
	Total 76100 - Regular Capital Outlay	15,540	15,540	(15,540)	15,540
	Total - East Hamilton High School	250,000	15,540	(15,540)	250,000

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			AMENDED BUDGET
		5/11/2023	INCREASE	DECREASE	6/15/2023
East Hamilton Middle School					
141-1-222-0060-2-71100-572210-0000-0000-222	Regular Instruction Equipment	122,500			122,500
	Total 71100 - Regular Instruction	122,500	-	-	122,500
141-1-222-0060-2-72210-552410-0000-0000-222	In-Service/Staff Development	2,500			2,500
	Total 72210 - Regular Instructional Support	2,500	-	-	2,500
	Total - East Hamilton Middle School	125,000	-	-	125,000
East Lake Academy					
141-1-222-0064-2-72230-579010-0000-0000-222	Other Equipment	200,500			200,500
	Total 72230 - Vocational Instruction Staff Support	200,500	-	-	200,500
141-1-222-0064-2-76100-539990-0000-0000-222	Other Contracted Services	50,000		(50,000)	-
141-1-222-0064-2-76100-570710-0000-0000-222	Building Improvements	-	50,000		50,000
	Total 76100 - Regular Capital Outlay	50,000	50,000	(50,000)	50,000
	Total - East Lake Academy	250,500	50,000	(50,000)	250,500
East Ridge High School					
141-1-222-0070-3-71300-535610-0000-0000-222	Tuition	1,000			1,000
141-1-222-0070-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	6,000			6,000
141-1-222-0070-3-71300-547110-0000-0000-222	Software	1,360			1,360
141-1-222-0070-3-71300-549990-0000-0000-222	Other Supplies & Materials	5,000			5,000
141-1-222-0070-3-71300-573010-0000-0000-222	Equipment Vocational	184,059			184,059
	Total 71300 - Vocational Education Instruction	197,419	-	-	197,419
141-1-222-0070-3-72230-579010-0000-0000-222	Other Equipment	41,581			41,581
	Total 72230 - Vocational Instruction Staff Support	41,581	-	-	41,581
141-1-222-0070-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	11,000			11,000
	Total 72710 - Contracts w/ Public Carriers	11,000	-	-	11,000
	Total - East Ridge High School	250,000	-	-	250,000
East Ridge Middle School					
141-1-222-0075-2-71100-514090-0000-0000-222	Stipends	7,306		(3,868)	3,438
141-1-222-0075-2-71100-520110-0000-0000-222	Social Security	453		(240)	213
141-1-222-0075-2-71100-520410-0000-0000-222	State Retirement	635		(336)	299
141-1-222-0075-2-71100-521210-0000-0000-222	Medicare	106		(56)	50
141-1-222-0075-2-71100-547110-0000-0000-222	Software	5,200			5,200
141-1-222-0075-2-71100-549990-0000-0000-222	Other Supplies & Materials	4,000			4,000
141-1-222-0075-2-71100-572210-0000-0000-222	Regular Instruction Equipment	83,000			83,000
	Total 71100 - Regular Instruction	100,700	-	(4,500)	96,200
141-1-222-0075-2-72230-519610-0000-0000-222	Stipends	-	3,868		3,868
141-1-222-0075-2-72230-520110-0000-0000-222	Social Security	-	240		240
141-1-222-0075-2-72230-520410-0000-0000-222	State Retirement	-	336		336
141-1-222-0075-2-72230-521210-0000-0000-222	Medicare	-	56		56
141-1-222-0075-2-72230-552410-0000-0000-222	In-Service/Staff Development	6,500			6,500
	Total 72230 - Vocational Instruction Staff Support	6,500	4,500	-	11,000
141-1-222-0075-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	2,800			2,800
	Total 72710 - Contracts w/ Public Carriers	2,800	-	-	2,800
141-1-222-0075-2-76100-539990-0000-0000-222	Other Contracted Services	15,000		(15,000)	-
141-1-222-0075-2-76100-570710-0000-0000-222	Building Improvements	-	15,000		15,000
	Total 76100 - Regular Capital Outlay	15,000	15,000	(15,000)	15,000
	Total - East Ridge Middle School	125,000	19,500	(19,500)	125,000
Hamilton County Collegiate High					
141-1-222-0086-3-71100-535610-0000-0000-222	Tuition	100,000			100,000
141-1-222-0086-3-71100-542910-0000-0000-222	Instructional Supplies & Materials	25,000			25,000
	Total 71100 - Regular Instruction	125,000	-	-	125,000
141-1-222-0086-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	100,000			100,000
	Total 71300 - Vocational Education Instruction	100,000	-	-	100,000
141-1-222-0086-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	25,000			25,000
	Total 72710 - Contracts w/ Public Carriers	25,000	-	-	25,000
	Total - Hamilton County Collegiate High	250,000	-	-	250,000
Howard Connect Academy					
141-1-222-0098-2-71300-539990-0000-0000-222	Other Contracted Services	61,000			61,000
141-1-222-0098-2-71300-573010-0000-0000-222	Equipment Vocational	25,000			25,000
	Total 71300 - Vocational Education Instruction	86,000	-	-	86,000
141-1-222-0098-2-72230-552410-0000-0000-222	In-Service/Staff Development	6,000			6,000
	Total 72230 - Vocational Instruction Staff Support	6,000	-	-	6,000

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			AMENDED BUDGET
		5/11/2023	INCREASE	DECREASE	6/15/2023
141-1-222-0098-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	8,000			8,000
	Total 72710 - Contracts w/ Public Carriers	8,000	-	-	8,000
141-1-222-0098-2-76100-539990-0000-0000-222	Other Contracted Services	25,000		(25,000)	-
141-1-222-0098-2-76100-570710-0000-0000-222	Building Improvements	-	25,000		25,000
	Total 76100 - Regular Capital Outlay	25,000	25,000	(25,000)	25,000
	Total - Howard Connect Academy	125,000	25,000	(25,000)	125,000
Hunter Middle School					
141-1-222-0100-2-71100-514090-0000-0000-222	Stipends	4,298		(4,298)	-
141-1-222-0100-2-71100-520110-0000-0000-222	Social Security	266		(266)	-
141-1-222-0100-2-71100-520410-0000-0000-222	State Retirement	374		(374)	-
141-1-222-0100-2-71100-521210-0000-0000-222	Medicare	62		(62)	-
141-1-222-0100-2-71100-572210-0000-0000-222	Regular Instruction Equipment	40,000		(40,000)	-
	Total 71100 - Regular Instruction	45,000	-	(45,000)	-
141-1-222-0100-2-71300-573010-0000-0000-222	Equipment Vocational	-	40,000		40,000
	Total 71300 - Vocational Education Instruction	-	40,000	-	40,000
141-1-222-0100-2-72130-579010-0000-0000-222	Other Equipment	30,000			30,000
	Total 72130 - Other Student Support	30,000	-	-	30,000
141-1-222-0100-2-72230-519610-0000-0000-222	Stipends	-	4,298		4,298
141-1-222-0100-2-72230-520110-0000-0000-222	Social Security	-	266		266
141-1-222-0100-2-72230-520410-0000-0000-222	State Retirement	-	374		374
141-1-222-0100-2-72230-521210-0000-0000-222	Medicare	-	62		62
141-1-222-0100-2-72230-579010-0000-0000-222	Other Equipment	35,000			35,000
	Total 72230 - Vocational Instruction Staff Support	35,000	5,000	-	40,000
141-1-222-0100-2-76100-539990-0000-0000-222	Other Contracted Services	15,000		(15,000)	-
141-1-222-0100-2-76100-570710-0000-0000-222	Building Improvements	-	15,000		15,000
	Total 76100 - Regular Capital Outlay	15,000	15,000	(15,000)	15,000
	Total - Hunter Middle School	125,000	60,000	(60,000)	125,000
Loftis Middle School					
141-1-222-0120-2-71100-514090-0000-0000-222	Stipends	1,719		(1,719)	-
141-1-222-0120-2-71100-520110-0000-0000-222	Social Security	107		(107)	-
141-1-222-0120-2-71100-520410-0000-0000-222	State Retirement	149		(149)	-
141-1-222-0120-2-71100-521210-0000-0000-222	Medicare	25		(25)	-
	Total 71100 - Regular Instruction	2,000	-	(2,000)	-
141-1-222-0120-2-71300-549990-0000-0000-222	Other Supplies & Materials	10,000			10,000
141-1-222-0120-2-71300-573010-0000-0000-222	Equipment Vocational	40,000			40,000
	Total 71300 - Vocational Education Instruction	50,000	-	-	50,000
141-1-222-0120-2-72230-519610-0000-0000-222	Stipends	-	1,719		1,719
141-1-222-0120-2-72230-520110-0000-0000-222	Social Security	-	107		107
141-1-222-0120-2-72230-520410-0000-0000-222	State Retirement	-	149		149
141-1-222-0120-2-72230-521210-0000-0000-222	Medicare	-	25		25
141-1-222-0120-2-72230-552410-0000-0000-222	In-Service/Staff Development	3,000			3,000
	Total 72230 - Vocational Instruction Staff Support	3,000	2,000	-	5,000
141-1-222-0120-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	5,000			5,000
	Total 72710 - Contracts w/ Public Carriers	5,000	-	-	5,000
141-1-222-0120-2-76100-539990-0000-0000-222	Other Contracted Services	50,000		(50,000)	-
141-1-222-0120-2-76100-570710-0000-0000-222	Building Improvements	-	50,000		50,000
141-1-222-0120-2-76100-579010-0000-0000-222	Other Equipment	15,000			15,000
	Total 76100 - Regular Capital Outlay	65,000	50,000	(50,000)	65,000
	Total - Loftis Middle School	125,000	52,000	(52,000)	125,000
Hixson High School					
141-1-222-0128-3-71100-549990-0000-0000-222	Other Supplies & Materials	20,100			20,100
	Total 71100 - Regular Instruction	20,100	-	-	20,100
141-1-222-0128-3-71300-547110-0000-0000-222	Software	5,000			5,000
141-1-222-0128-3-71300-549990-0000-0000-222	Other Supplies & Materials	14,700			14,700
141-1-222-0128-3-71300-559990-0000-0000-222	Other Charges	7,500			7,500
	Total 71300 - Vocational Education Instruction	27,200	-	-	27,200
141-1-222-0128-3-72230-579010-0000-0000-222	Other Equipment	195,200			195,200
	Total 72230 - Vocational Instruction Staff Support	195,200	-	-	195,200
141-1-222-0128-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	7,500			7,500
	Total 72710 - Contracts w/ Public Carriers	7,500	-	-	7,500

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			AMENDED BUDGET
		5/11/2023	INCREASE	DECREASE	6/15/2023
141-1-222-0128-3-76100-539990-0000-0000-222	Other Contracted Services	80,000		(80,000)	-
141-1-222-0128-3-76100-570710-0000-0000-222	Building Improvements	-	80,000		80,000
	Total 76100 - Regular Capital Outlay	80,000	80,000	(80,000)	80,000
	Total - Hixson High School	330,000	80,000	(80,000)	330,000
Hixson Middle School					
141-1-222-0129-2-71100-514090-0000-0000-222	Stipends	17,191			17,191
141-1-222-0129-2-71100-520110-0000-0000-222	Social Security	1,066			1,066
141-1-222-0129-2-71100-520410-0000-0000-222	State Retirement	1,494			1,494
141-1-222-0129-2-71100-521210-0000-0000-222	Medicare	249			249
141-1-222-0129-2-71100-572210-0000-0000-222	Regular Instruction Equipment	105,000			105,000
	Total 71100 - Regular Instruction	125,000	-	-	125,000
	Total - Hixson Middle School	125,000	-	-	125,000
The Howard School					
141-1-222-0137-3-71100-572210-0000-0000-222	Regular Instruction Equipment	70,000			70,000
	Total 71100 - Regular Instruction	70,000	-	-	70,000
141-1-222-0137-3-71300-547110-0000-0000-222	Software	4,000			4,000
141-1-222-0137-3-71300-549990-0000-0000-222	Other Supplies & Materials	14,500			14,500
141-1-222-0137-3-71300-573010-0000-0000-222	Equipment Vocational	121,500			121,500
	Total 71300 - Vocational Education Instruction	140,000	-	-	140,000
141-1-222-0137-3-76100-539990-0000-0000-222	Other Contracted Services	40,000		(40,000)	-
141-1-222-0137-3-76100-570710-0000-0000-222	Building Improvements	-	40,000		40,000
	Total 76100 - Regular Capital Outlay	40,000	40,000	(40,000)	40,000
	Total -The Howard School	250,000	40,000	(40,000)	250,000
Ooltewah Middle School					
141-1-222-0157-2-71100-542910-0000-0000-222	Instructional Supplies & Materials	4,000			4,000
141-1-222-0157-2-71100-572210-0000-0000-222	Regular Instruction Equipment	17,200			17,200
	Total 71100 - Regular Instruction	21,200	-	-	21,200
141-1-222-0157-2-71300-539990-0000-0000-222	Other Contracted Services	20,000			20,000
141-1-222-0157-2-71300-549990-0000-0000-222	Other Supplies & Materials	8,000			8,000
141-1-222-0157-2-71300-573010-0000-0000-222	Equipment Vocational	5,800			5,800
	Total 71300 - Vocational Education Instruction	33,800	-	-	33,800
141-1-222-0157-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	20,000			20,000
	Total 72710 - Contracts w/ Public Carriers	20,000	-	-	20,000
141-1-222-0157-2-76100-579010-0000-0000-222	Other Equipment	50,000			50,000
	Total 76100 - Regular Capital Outlay	50,000	-	-	50,000
	Total - Ooltewah Middle School	125,000	-	-	125,000
Ooltewah High School					
141-1-222-0160-3-71100-535610-0000-0000-222	Tuition	5,000			5,000
141-1-222-0160-3-71100-542910-0000-0000-222	Instructional Supplies & Materials	5,000			5,000
141-1-222-0160-3-71100-572210-0000-0000-222	Regular Instruction Equipment	68,000			68,000
	Total 71100 - Regular Instruction	78,000	-	-	78,000
141-1-222-0160-3-71300-549990-0000-0000-222	Other Supplies & Materials	2,000			2,000
141-1-222-0160-3-71300-573010-0000-0000-222	Equipment Vocational	40,500			40,500
	Total 71300 - Vocational Education Instruction	42,500	-	-	42,500
141-1-222-0160-3-72230-552410-0000-0000-222	In-Service/Staff Development	19,500			19,500
	Total 72230 - Vocational Instruction Staff Support	19,500	-	-	19,500
141-1-222-0160-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	10,000			10,000
	Total 72710 - Contracts w/ Public Carriers	10,000	-	-	10,000
141-1-222-0160-3-76100-539990-0000-0000-222	Other Contracted Services	100,000		(100,000)	-
141-1-222-0160-3-76100-570710-0000-0000-222	Building Improvements	-	100,000		100,000
	Total 76100 - Regular Capital Outlay	100,000	100,000	(100,000)	100,000
	Total - Ooltewah High School	250,000	100,000	(100,000)	250,000
Chattanooga School for the Liberal Arts					
141-1-222-0162-2-71100-547110-0000-0000-222	Software	7,350			7,350
141-1-222-0162-2-71100-549990-0000-0000-222	Other Supplies & Materials	2,250			2,250
141-1-222-0162-2-71100-572210-0000-0000-222	Regular Instruction Equipment	67,227			67,227
	Total 71100 - Regular Instruction	76,827	-	-	76,827
141-1-222-0162-2-71300-549990-0000-0000-222	Other Supplies & Materials	4,000			4,000
	Total 71300 - Vocational Education Instruction	4,000	-	-	4,000

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			AMENDED BUDGET
		5/11/2023	INCREASE	DECREASE	6/15/2023
141-1-222-0162-2-72130-512320-0000-0000-222	College & Career Advisor	21,627			21,627
141-1-222-0162-2-72130-520110-0000-0000-222	Social Security	1,341			1,341
141-1-222-0162-2-72130-520410-0000-0000-222	State Retirement	3,179			3,179
141-1-222-0162-2-72130-520610-0000-0000-222	Life Insurance	17			17
141-1-222-0162-2-72130-520710-0000-0000-222	Health Insurance	4,230			4,230
141-1-222-0162-2-72130-520810-0000-0000-222	Dental Insurance	151			151
141-1-222-0162-2-72130-521010-0000-0000-222	Unemployment Compensation	17			17
141-1-222-0162-2-72130-521210-0000-0000-222	Medicare	314			314
141-1-222-0162-2-72130-529910-0000-0000-222	Long Term Disability	43			43
141-1-222-0162-2-72130-529930-0000-0000-222	Short Term Disability	84			84
	Total 72130 - Other Student Support	31,003	-	-	31,003
141-1-222-0162-2-72230-552410-0000-0000-222	In-Service/Staff Development	13,170			13,170
	Total 72230 - Vocational Instruction Staff Support	13,170	-	-	13,170
	Total - Chattanooga School for the Liberal Arts	125,000	-	-	125,000
Lookout Valley Middle/High School					
141-1-222-0165-3-71300-549990-0000-0000-222	Other Supplies & Materials	20,000			20,000
141-1-222-0165-3-71300-573010-0000-0000-222	Equipment Vocational	50,000			50,000
	Total 71300 - Vocational Education Instruction	70,000	-	-	70,000
141-1-222-0165-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	5,000			5,000
	Total 72710 - Contracts w/ Public Carriers	5,000	-	-	5,000
141-1-222-0165-3-76100-539990-0000-0000-222	Other Contracted Services	50,000		(50,000)	-
141-1-222-0165-3-76100-570710-0000-0000-222	Building Improvements	-	50,000		50,000
	Total 76100 - Regular Capital Outlay	50,000	50,000	(50,000)	50,000
	Total - Lookout Valley Middle/High School	125,000	50,000	(50,000)	125,000
Red Bank High School					
141-1-222-0175-3-71100-572210-0000-0000-222	Regular Instruction Equipment	102,000			102,000
	Total 71100 - Regular Instruction	102,000	-	-	102,000
141-1-222-0175-3-71300-573010-0000-0000-222	Equipment Vocational	27,000			27,000
	Total 71300 - Vocational Education Instruction	27,000	-	-	27,000
141-1-222-0175-3-72130-579010-0000-0000-222	Other Equipment	16,000			16,000
	Total 72130 - Other Student Support	16,000	-	-	16,000
141-1-222-0175-3-72230-552410-0000-0000-222	In-Service/Staff Development	5,000			5,000
	Total 72230 - Vocational Instruction Staff Support	5,000	-	-	5,000
141-1-222-0175-3-76100-539990-0000-0000-222	Other Contracted Services	100,000		(95,000)	5,000
141-1-222-0175-3-76100-570710-0000-0000-222	Building Improvements	-	95,000		95,000
	Total 76100 - Regular Capital Outlay	100,000	95,000	(95,000)	100,000
	Total - Red Bank High School	250,000	95,000	(95,000)	250,000
Red Bank Middle School					
141-1-222-0180-2-71100-514090-0000-0000-222	Stipends	18,481		(18,481)	-
141-1-222-0180-2-71100-520110-0000-0000-222	Social Security	1,146		(1,146)	-
141-1-222-0180-2-71100-520410-0000-0000-222	State Retirement	1,605		(1,605)	-
141-1-222-0180-2-71100-521210-0000-0000-222	Medicare	268		(268)	-
141-1-222-0180-2-71100-542910-0000-0000-222	Instructional Supplies & Materials	1,100		(1,100)	-
141-1-222-0180-2-71100-572210-0000-0000-222	Regular Instruction Equipment	63,900		(63,900)	-
	Total 71100 - Regular Instruction	86,500	-	(86,500)	-
141-1-222-0180-2-71300-542910-0000-0000-222	Instructional Supplies & Materials	-	1,100		1,100
141-1-222-0180-2-71300-573010-0000-0000-222	Equipment Vocational	-	63,900		63,900
	Total 71300 - Vocational Education Instruction	-	65,000	-	65,000
141-1-222-0180-2-72210-552410-0000-0000-222	In-Service/Staff Development	4,000			4,000
	Total 72210 - Regular Instructional Support	4,000	-	-	4,000
141-1-222-0180-2-72230-519610-0000-0000-222	Stipends	-	18,481		18,481
141-1-222-0180-2-72230-520110-0000-0000-222	Social Security	-	1,146		1,146
141-1-222-0180-2-72230-520410-0000-0000-222	State Retirement	-	1,605		1,605
141-1-222-0180-2-72230-521210-0000-0000-222	Medicare	-	268		268
	Total 72230 - Vocational Instruction Staff Support	-	21,500	-	21,500
141-1-222-0180-2-76100-539990-0000-0000-222	Other Contracted Services	34,500		(34,500)	-
141-1-222-0180-2-76100-570710-0000-0000-222	Building Improvements	-	34,500		34,500
	Total 76100 - Regular Capital Outlay	34,500	34,500	(34,500)	34,500
	Total - Red Bank Middle School	125,000	121,000	(121,000)	125,000
Sale Creek Middle/High School					
141-1-222-0190-3-71100-572210-0000-0000-222	Regular Instruction Equipment	75,219		(75,219)	-
	Total 71100 - Regular Instruction	75,219	-	(75,219)	-

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			AMENDED BUDGET
		5/11/2023	INCREASE	DECREASE	6/15/2023
141-1-222-0190-3-71300-533610-0000-0000-222	Maintenance & Repairs - Equipment	1,000			1,000
141-1-222-0190-3-71300-549990-0000-0000-222	Other Supplies & Materials	4,000			4,000
141-1-222-0190-3-71300-573010-0000-0000-222	Equipment Vocational	34,781	75,219		110,000
	Total 71300 - Vocational Education Instruction	39,781	75,219	-	115,000
141-1-222-0190-3-76100-539990-0000-0000-222	Other Contracted Services	10,000		(10,000)	-
141-1-222-0190-3-76100-570710-0000-0000-222	Building Improvements	-	10,000		10,000
	Total 76100 - Regular Capital Outlay	10,000	10,000	(10,000)	10,000
	Total - Sale Creek Middle/High School	125,000	85,219	(85,219)	125,000
Sequoyah High School					
141-1-222-0196-3-71100-514090-0000-0000-222	Stipends	6,189		(6,189)	-
141-1-222-0196-3-71100-520110-0000-0000-222	Social Security	384		(384)	-
141-1-222-0196-3-71100-520410-0000-0000-222	State Retirement	537		(537)	-
141-1-222-0196-3-71100-521210-0000-0000-222	Medicare	90		(90)	-
	Total 71100 - Regular Instruction	7,200	-	(7,200)	-
141-1-222-0196-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	5,000			5,000
141-1-222-0196-3-71300-547110-0000-0000-222	Software	1,830			1,830
141-1-222-0196-3-71300-573010-0000-0000-222	Equipment Vocational	135,670			135,670
	Total 71300 - Vocational Education Instruction	142,500	-	-	142,500
141-1-222-0196-3-72210-552410-0000-0000-222	In-Service/Staff Development	300			300
	Total 72210 - Regular Instructional Support	300	-	-	300
141-1-222-0196-3-72230-519610-0000-0000-222	Stipends	-	6,189		6,189
141-1-222-0196-3-72230-520110-0000-0000-222	Social Security	-	384		384
141-1-222-0196-3-72230-520410-0000-0000-222	State Retirement	-	537		537
141-1-222-0196-3-72230-521210-0000-0000-222	Medicare	-	90		90
	Total 72230 - Vocational Instruction Staff Support	-	7,200	-	7,200
141-1-222-0196-3-76100-539990-0000-0000-222	Other Contracted Services	100,000		(100,000)	-
141-1-222-0196-3-76100-570710-0000-0000-222	Building Improvements	-	100,000		100,000
	Total 76100 - Regular Capital Outlay	100,000	100,000	(100,000)	100,000
	Total - Sequoyah High School	250,000	107,200	(107,200)	250,000
Orchard Knob Middle School					
141-1-222-0200-2-71100-514090-0000-0000-222	Stipends	4,728		(4,728)	-
141-1-222-0200-2-71100-520110-0000-0000-222	Social Security	293		(293)	-
141-1-222-0200-2-71100-520410-0000-0000-222	State Retirement	410		(410)	-
141-1-222-0200-2-71100-521210-0000-0000-222	Medicare	69		(69)	-
141-1-222-0200-2-71100-542910-0000-0000-222	Instructional Supplies & Materials	10,000		(10,000)	-
141-1-222-0200-2-71100-572210-0000-0000-222	Regular Instruction Equipment	70,000		(70,000)	-
	Total 71100 - Regular Instruction	85,500	-	(85,500)	-
141-1-222-0200-2-71300-542910-0000-0000-222	Instructional Supplies & Materials	-	10,000		10,000
141-1-222-0200-2-71300-549990-0000-0000-222	Other Supplies & Materials	10,000			10,000
141-1-222-0200-2-71300-573010-0000-0000-222	Equipment Vocational	-	70,000		70,000
	Total 71300 - Vocational Education Instruction	10,000	80,000	-	90,000
141-1-222-0200-2-72230-519610-0000-0000-222	Stipends	-	4,728		4,728
141-1-222-0200-2-72230-520110-0000-0000-222	Social Security	-	293		293
141-1-222-0200-2-72230-520410-0000-0000-222	State Retirement	-	410		410
141-1-222-0200-2-72230-521210-0000-0000-222	Medicare	-	69		69
141-1-222-0200-2-72230-552410-0000-0000-222	In-Service/Staff Development	19,500			19,500
	Total 72230 - Vocational Instruction Staff Support	19,500	5,500	-	25,000
141-1-222-0200-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	10,000			10,000
	Total 72710 - Contracts w/ Public Carriers	10,000	-	-	10,000
	Total - Orchard Knob Middle School	125,000	85,500	(85,500)	125,000
Signal Mountain Middle/High School					
141-1-222-0210-3-71100-514090-0000-0000-222	Stipends	8,596		(8,596)	-
141-1-222-0210-3-71100-520110-0000-0000-222	Social Security	533		(533)	-
141-1-222-0210-3-71100-520410-0000-0000-222	State Retirement	746		(746)	-
141-1-222-0210-3-71100-521210-0000-0000-222	Medicare	125		(125)	-
141-1-222-0210-3-71100-572210-0000-0000-222	Regular Instruction Equipment	43,500		(43,500)	-
	Total 71100 - Regular Instruction	53,500	-	(53,500)	-
141-1-222-0210-3-71300-514090-0000-0000-222	Stipends	-	8,596		8,596
141-1-222-0210-3-71300-520110-0000-0000-222	Social Security	-	533		533
141-1-222-0210-3-71300-520410-0000-0000-222	State Retirement	-	746		746
141-1-222-0210-3-71300-521210-0000-0000-222	Medicare	-	125		125
141-1-222-0210-3-71300-547110-0000-0000-222	Software	2,000			2,000
141-1-222-0210-3-71300-573010-0000-0000-222	Equipment Vocational	36,000	43,500		79,500
	Total 71300 - Vocational Education Instruction	38,000	53,500	-	91,500

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			AMENDED BUDGET
		5/11/2023	INCREASE	DECREASE	6/15/2023
141-1-222-0210-3-72210-552410-0000-0000-222	In-Service/Staff Development	7,500			7,500
	Total 72210 - Regular Instructional Support	7,500	-	-	7,500
141-1-222-0210-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	6,000			6,000
	Total 72710 - Contracts w/ Public Carriers	6,000	-	-	6,000
141-1-222-0210-3-76100-539990-0000-0000-222	Other Contracted Services	17,000		(17,000)	-
141-1-222-0210-3-76100-570710-0000-0000-222	Building Improvements	3,000	17,000		20,000
	Total 76100 - Regular Capital Outlay	20,000	17,000	(17,000)	20,000
	Total - Signal Mountain Middle/High School	125,000	70,500	(70,500)	125,000
Soddy Daisy High School					
141-1-222-0220-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	10,155			10,155
141-1-222-0220-3-71300-573010-0000-0000-222	Equipment Vocational	12,500			12,500
	Total 71300 - Vocational Education Instruction	22,655	-	-	22,655
141-1-222-0220-3-72230-552410-0000-0000-222	In-Service/Staff Development	13,345			13,345
141-1-222-0220-3-72230-579010-0000-0000-222	Other Equipment	114,000			114,000
	Total 72230 - Vocational Instruction Staff Support	127,345	-	-	127,345
141-1-222-0220-3-76100-539990-0000-0000-222	Other Contracted Services	100,000		(95,000)	5,000
141-1-222-0220-3-76100-570710-0000-0000-222	Building Improvements	-	95,000		95,000
	Total 76100 - Regular Capital Outlay	100,000	95,000	(95,000)	100,000
	Total -Soddy Daisy High School	250,000	95,000	(95,000)	250,000
Soddy Daisy Middle School					
141-1-222-0225-2-71100-514090-0000-0000-222	Stipends	1,719		(1,719)	-
141-1-222-0225-2-71100-520110-0000-0000-222	Social Security	107		(107)	-
141-1-222-0225-2-71100-520410-0000-0000-222	State Retirement	149		(149)	-
141-1-222-0225-2-71100-521210-0000-0000-222	Medicare	25		(25)	-
141-1-222-0225-2-71100-547110-0000-0000-222	Software	3,000		(3,000)	-
141-1-222-0225-2-71100-572210-0000-0000-222	Regular Instruction Equipment	90,000		(90,000)	-
	Total 71100 - Regular Instruction	95,000	-	(95,000)	-
141-1-222-0225-2-71300-547110-0000-0000-222	Software	-	3,000		3,000
141-1-222-0225-2-71300-573010-0000-0000-222	Equipment Vocational	-	90,000		90,000
	Total 71300 - Vocational Education Instruction	-	93,000	-	93,000
141-1-222-0225-2-72230-519610-0000-0000-222	Stipends	-	1,719		1,719
141-1-222-0225-2-72230-520110-0000-0000-222	Social Security	-	107		107
141-1-222-0225-2-72230-520410-0000-0000-222	State Retirement	-	149		149
141-1-222-0225-2-72230-521210-0000-0000-222	Medicare	-	25		25
	Total 72230 - Vocational Instruction Staff Support	-	2,000	-	2,000
141-1-222-0225-2-76100-539990-0000-0000-222	Other Contracted Services	30,000		(30,000)	-
141-1-222-0225-2-76100-570710-0000-0000-222	Building Improvements	-	30,000		30,000
	Total 76100 - Regular Capital Outlay	30,000	30,000	(30,000)	30,000
	Total - Soddy Daisy Middle School	125,000	125,000	(125,000)	125,000
Tyner Academy					
141-1-222-0237-3-71100-549990-0000-0000-222	Other Supplies & Materials	25,500			25,500
141-1-222-0237-3-71100-572210-0000-0000-222	Regular Instruction Equipment	71,000			71,000
	Total 71100 - Regular Instruction	96,500	-	-	96,500
141-1-222-0237-3-71300-549990-0000-0000-222	Other Supplies & Materials	50,000			50,000
	Total 71300 - Vocational Education Instruction	50,000	-	-	50,000
141-1-222-0237-3-72130-549990-0000-0000-222	Other Supplies & Materials	40,000			40,000
141-1-222-0237-3-72130-579010-0000-0000-222	Other Equipment	25,000			25,000
	Total 72130 - Other Student Support	65,000	-	-	65,000
141-1-222-0237-3-72230-519610-0000-0000-222	Stipends	11,604			11,604
141-1-222-0237-3-72230-520110-0000-0000-222	Social Security	719			719
141-1-222-0237-3-72230-520410-0000-0000-222	State Retirement	1,009			1,009
141-1-222-0237-3-72230-521210-0000-0000-222	Medicare	168			168
141-1-222-0237-3-72230-552410-0000-0000-222	In-Service/Staff Development	15,000			15,000
	Total 72230 - Vocational Instruction Staff Support	28,500	-	-	28,500
141-1-222-0237-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	10,000			10,000
	Total 72710 - Contracts w/ Public Carriers	10,000	-	-	10,000
	Total - Tyner Academy	250,000	-	-	250,000

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			AMENDED BUDGET
		5/11/2023	INCREASE	DECREASE	6/15/2023
Tyner Middle Academy					
141-1-222-0239-2-71100-514090-0000-0000-222	Stipends	60,218		(60,218)	-
141-1-222-0239-2-71100-520110-0000-0000-222	Social Security	3,734		(3,734)	-
141-1-222-0239-2-71100-520410-0000-0000-222	State Retirement	5,233		(5,233)	-
141-1-222-0239-2-71100-521210-0000-0000-222	Medicare	873		(873)	-
	Total 71100 - Regular Instruction	70,058	-	(70,058)	-
141-1-222-0239-2-71300-549990-0000-0000-222	Other Supplies & Materials	4,000			4,000
141-1-222-0239-2-71300-573010-0000-0000-222	Equipment Vocational	46,182			46,182
	Total 71300 - Vocational Education Instruction	50,182	-	-	50,182
141-1-222-0239-2-72230-519610-0000-0000-222	Stipends	-	60,218		60,218
141-1-222-0239-2-72230-520110-0000-0000-222	Social Security	-	3,734		3,734
141-1-222-0239-2-72230-520410-0000-0000-222	State Retirement	-	5,233		5,233
141-1-222-0239-2-72230-521210-0000-0000-222	Medicare	-	873		873
141-1-222-0239-2-72230-552410-0000-0000-222	In-Service/Staff Development	4,760			4,760
	Total 72230 - Vocational Instruction Staff Support	4,760	70,058	-	74,818
	Total -Tyner Middle Academy	125,000	70,058	(70,058)	125,000
STEM School					
141-1-222-0280-3-71100-572210-0000-0000-222	Regular Instruction Equipment	500,000			500,000
	Total 71100 - Regular Instruction	500,000	-	-	500,000
	Total - STEM School	500,000	-	-	500,000
	TOTAL BUDGET	23,500,000	1,542,017	(1,542,017)	23,500,000

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 FUTURE READY INSTITUTES - BCBS
 BUDGET FISCAL YEAR 2022-2023**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		11/17/2022	INCREASE	DECREASE	6/15/2023
141-5-446-0000-0-00000-4T4555-0000-0000	Restricted for Education	274,176			274,176
141-5-446-0000-0-00000-445700-0000-0000	Contributions & Gifts	100			100
	Total Source of Funds	274,276	-	-	274,276

USE OF FUNDS SUMMARY

		AMENDED BUDGET		AMENDED BUDGET	
		11/17/2022	INCREASE	DECREASE	6/15/2023
71100	Regular Instruction	109,230	-	-	109,230
71300	Vocational Education Program	55,618	15,000	(15,000)	55,618
72210	Instructional Support	93,825	-	-	93,825
72710	Transportation	15,603	-	-	15,603
	Total Use of Funds	274,276	15,000	(15,000)	274,276

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		11/17/2022	INCREASE	DECREASE	6/15/2023
<u>Future Ready Institutes</u>					
141-5-446-0000-0-71300-549990-0000-0000	Other Supplies and Materials	1,136			1,136
	Total 71300 - Vocational Education	1,136	-	-	1,136
	Total - Future Ready Institutes	1,136	-	-	1,136
<u>Red Bank High School</u>					
141-5-446-0175-3-71100-514090-0000-0000	Teachers - Extended Contract	7,632			7,632
141-5-446-0175-3-71100-520110-0000-0000	Social Security	473			473
141-5-446-0175-3-71100-520410-0000-0000	State Retirement	785			785
141-5-446-0175-3-71100-521210-0000-0000	Employer Medicare	109			109
141-5-446-0175-3-71100-533610-0000-0000	Maintenance & Repairs Equipment	7,106			7,106
141-5-446-0175-3-71100-542910-0000-0000	Instructional Supplies	9,532			9,532
141-5-446-0175-3-71100-549990-0000-0000	Other Supplies & Materials - Tables, Chairs, Shelving	9,440			9,440
141-5-446-0175-3-71100-559990-0000-0000	Other - Student Competition Fees/Materials	21,070			21,070
	Total 71100 - Regular Instruction	56,147	-	-	56,147
141-5-446-0175-3-71300-518990-PPTT-0000	Other Salaries - Work Based Learning/Summer Internships	-	15,000		15,000
141-5-446-0175-3-71300-549990-0000-0000	Other Supplies & Materials - Early Postsecondary Fees	12,500			12,500
141-5-446-0175-3-71300-559990-0000-0000	Other Charges - Work Based Learning/Summer Internships	15,000		(15,000)	-
	Total 71300 - Vocational Education	27,500	15,000	(15,000)	27,500
141-5-446-0175-3-72210-519610-0000-0000	Stipends	9,593			9,593
141-5-446-0175-3-72210-520110-0000-0000	Social Security	607			607
141-5-446-0175-3-72210-520410-0000-0000	State Retirement	1,006			1,006
141-5-446-0175-3-72210-521210-0000-0000	Employer Medicare	142			142
141-5-446-0175-3-72210-552410-0000-0000	In-Service/Staff Development	34,460			34,460
	Total 72210 - Instructional Support	45,808	-	-	45,808
141-5-446-0175-3-72710-531410-0000-0000	Contracts with Public Carriers	8,200			8,200
	Total 72710 - Transportation	8,200	-	-	8,200
	Total - Red Bank High School	137,655	15,000	(15,000)	137,655

ACCOUNT CODE	DESCRIPTION	AMENDED			AMENDED
		BUDGET	INCREASE	DECREASE	BUDGET
		11/17/2022			6/15/2023
Soddy Daisy High School					
141-5-446-0220-3-71100-514090-0000-0000	Teachers - Extended Contract	4,991			4,991
141-5-446-0220-3-71100-520110-0000-0000	Social Security	309			309
141-5-446-0220-3-71100-520410-0000-0000	State Retirement	514			514
141-5-446-0220-3-71100-521210-0000-0000	Employer Medicare	72			72
141-5-446-0220-3-71100-533610-0000-0000	Maintenance & Repairs Equipment	9,935			9,935
141-5-446-0220-3-71100-539990-0000-0000	Other Contracted Services	3,500			3,500
141-5-446-0220-3-71100-542910-0000-0000	Instructional Supplies	12,169			12,169
141-5-446-0220-3-71100-559990-0000-0000	Other Charges - Student Competition Fees & Materials	20,081			20,081
141-5-446-0220-3-71100-572210-0000-0000	Equipment - Computers, TVs, Specialized Equipment	1,512			1,512
	Total 71100 - Regular Instruction	53,083	-	-	53,083
141-5-446-0220-3-71300-549990-0000-0000	Other Supplies/Materials - Early Postsecondary Fees	11,982			11,982
141-5-446-0220-3-71300-559990-0000-0000	Other Charges - Work Based Learning/Summer Internships	15,000			15,000
	Total 71300 - Vocational Education	26,982	-	-	26,982
141-5-446-0220-3-72210-519610-0000-0000	Stipends	10,996			10,996
141-5-446-0220-3-72210-520110-0000-0000	Social Security	699			699
141-5-446-0220-3-72210-520410-0000-0000	State Retirement	1,158			1,158
141-5-446-0220-3-72210-521210-0000-0000	Employer Medicare	164			164
141-5-446-0220-3-72210-552410-0000-0000	In-Service/Staff Development	35,000			35,000
	Total 72210 - Instructional Support	48,017	-	-	48,017
141-5-446-0220-3-72710-531410-0000-0000	Contracts with Public Carriers	7,403			7,403
	Total 72710 - Transportation	7,403	-	-	7,403
	Total - Soddy Daisy High School	135,485	-	-	135,485
	TOTAL BUDGET	274,276	15,000	(15,000)	274,276

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

MEMORANDUM

To: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

From: Mary Ellen Heuton, CPA
Chief Financial Officer

Date: June 15, 2023

RE: **FY23 General Purpose Budget Amendment**

Board approval is requested to amend the FY23 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 FY23 budget.
- Adjust Revenue to recognize projected revenue for FY23 by \$10,674,831
- Appropriate additional funds from the projected revenue in the amount of \$10,674,831 for various expenditures including contract substitutes, transportation, maintenance and operation of plant, technology, instructional supplies, and centralized operations:
- Appropriate unassigned fund balance for the following projects:
 - \$1,085,000 for Portables for various campuses (approved by Executive Committee on 6/6/23 to facilitate ordering)
 - \$1,855,000 for Professional Services of a Consultant and Architect related to the future renovation of the CIGNA building
- Reappropriate \$5,000,000 of funds committed in prior years for math curriculum purchases; funds were in Committed for Instruction at 6/30/22.

In addition to the funds appropriated in the original FY23 Approved Budget, funds were appropriated to meet obligations carried forward from FY22 open purchase order balances in each respective fund. The amount appropriated at 7/1/22 was \$8,164,862.65. The majority of this appropriation was reversed either because the obligation was cancelled or the appropriation was covered with other funding. The final amount appropriated was \$620,263.96 (\$360,614.44 for General Purpose Funds and \$259,649.52 for Self-funded).

Additionally, there are at least two grants (ESSER 2.0 and Turnaround Action Grant 2) that we anticipate will need an amendment for Fiscal Year 2023 after June 30, 2023. Funds will be moved from lines that have been obligated through June 30 but don't get fully expended, such as: extended contracts, consultants, stipends for professional development, travel/conferences, social security benefits, and retirement benefits. Remaining funds will be moved to an already open and approved line within the budget and/or indirect cost lines. No new lines will be requested. Board approval is requested for this late amendment with details to be ratified once finalized.

Recommend approval as presented.

Hamilton County Schools
 FY 2023 GP Budget Amendment Detail
 June 15, 2023

Munis Account Number	Type	Department	Object Description	FY23 Revised Budget Increase/(Decrease)
141-1-845-0000-0-72130-539950-0000-0000-	E	Security	Hardware/Software Licenses	(101,686.00)
141-1-845-0000-0-72130-539990-0000-0000-	E	Security	Other Contracted Services	(90,000.00)
141-1-845-0000-0-72810-579010-0000-0000-	E	Security	Equipment Other	191,686.00
141-1-823-0000-0-72210-530810-0000-0000-	E	MidTown LC	Consultants	(2,000.00)
141-1-823-0000-0-72210-535510-0000-0000-	E	MidTown LC	Travel	(2,000.00)
141-1-823-0000-0-72210-559990-0000-0000-	E	MidTown LC	Other Charges	8,000.00
141-1-823-0000-0-72210-570110-0000-0000-	E	MidTown LC	Equipment - Admin	(4,000.00)
141-1-903-0000-0-72320-539990-0000-0000-	E	Other Systemwide	Other Contracted Services	(5,000.00)
141-1-903-0000-0-72320-549990-0000-0000-	E	Other Systemwide	Other Supplies and materials	5,000.00
141-1-842-0000-0-71100-542910-0000-0000-	E	I B Programs	Instructional Supplies	(15,300.00)
141-1-842-0000-0-72210-532010-0000-0000-	E	I B Programs	Dues and Memberships	15,300.00
141-1-841-0000-0-71100-542910-0000-0000-	E	Innovation and Fine Arts	Instructional Supplies	(20,000.00)
141-1-841-0000-0-72210-559990-0000-0000-	E	Innovation and Fine Arts	Other Charges	3,000.00
141-1-841-0000-0-72210-579010-0000-0000-	E	Innovation and Fine Arts	Equipment Other	17,000.00
141-1-811-0000-0-72320-535510-0000-0000-	E	Communications Department	Travel	(5,000.00)
141-1-811-0000-0-72320-570110-0000-0000-	E	Communications Department	Equipment Admin	5,000.00
141-1-811-0000-0-72320-539940-0000-0000-	E	Communications Department	Contracted Printing	(5,000.00)
141-1-811-0000-0-72320-570110-0000-0000-	E	Communications Department	Equipment Admin	5,000.00
141-1-811-0000-0-72320-543510-0000-0000-	E	Communications Department	Office Supplies	(760.00)
141-1-811-0000-0-72320-570110-0000-0000-	E	Communications Department	Equipment Admin	760.00
141-1-811-0000-0-72810-530730-0000-0000-	E	Communications Department	Dataline Communications	(500.00)
141-1-811-0000-0-72320-547110-0000-0000-	E	Communications Department	Software	450.00
141-1-811-0000-0-72320-539990-0000-0000-	E	Communications Department	Other Contracted Services	50.00
141-1-853-0000-0-72130-539990-0000-0000-	E	SEAD	Other Contracted Services	(12,000.00)
141-1-853-0000-0-72210-535510-0000-0000-	E	SEAD	Travel-Mileage	12,000.00
141-1-820-0000-0-72710-539990-0000-0000-	E	Transportation	Other Contracted Services	(24,000.00)
141-1-820-0000-0-72710-539950-0000-0000-	E	Transportation	Hardware/Software Licenses	24,000.00
141-1-820-0000-0-72710-552410-0000-0000-	E	Transportation	In Service/Staff Development	(1,000.00)
141-1-820-0000-0-72710-543510-0000-0000-	E	Transportation	Office Supplies	1,000.00
141-1-820-0000-0-72710-533810-0000-0000-	E	Transportation	Maint & Repairs - Vehicles	(1,000.00)
141-1-820-0000-0-72710-543510-0000-0000-	E	Transportation	Office Supplies	1,000.00
141-1-837-0000-0-72130-532210-0000-0000-	E	Accountability & Research	Evaluation and Testing	417,127.32
141-1-837-0000-0-72130-539950-0000-0000-	E	Accountability & Research	Hardware/Software Licenses	(417,127.32)
141-1-817-0000-0-72220-510510-0000-0000-	E	Exceptional Ed Office	Director	320,000.00
141-1-817-0000-0-72220-510520-0000-0000-	E	Exceptional Ed Office	Supervisor	(320,000.00)
141-1-816-0000-0-71100-544920-0000-0000-	E	Instructional Material	Textbooks-Consumables	(356,000.00)
141-1-816-0000-0-71100-539950-0000-0000-	E	Instructional Material	Hardware/Software Licenses	157,000.00
141-1-816-0000-0-72210-539990-0000-0000-	E	Instructional Material	Other Contracted Services	42,000.00
141-1-816-0000-0-72210-549990-0000-0000-	E	Instructional Material	Other Supplies And Materials	157,000.00
141-1-801-0000-0-72320-570110-0000-0000-	E	Superintendent	Equipment Admin	(1,202.00)
141-1-801-0000-0-72320-559990-0000-0000-	E	Superintendent	Other Charges	(1,200.00)
141-1-801-0000-0-72320-543510-0000-0000-	E	Superintendent	Office Supplies	(2,800.00)
141-1-801-0000-0-72320-535510-0000-0000-	E	Superintendent	Travel	(1,798.00)
141-1-801-0000-0-72320-552410-0000-0000-	E	Superintendent	In Service/Staff Development	3,400.00
141-1-801-0000-0-72320-539990-0000-0000-	E	Superintendent	Other Contracted Services	3,600.00
141-1-800-0000-0-00000-401100-0000-0000-	R	GP District Revenue	Current Property Tax	(1,248,878.00)
141-1-800-0000-0-00000-402100-0000-0000-	R	GP District Revenue	Local Sales Tax	(7,339,305.19)
141-1-800-0000-0-00000-402110-0000-0000-	R	GP District Revenue	Sales Tax-Out of State	(1,217,272.52)
141-1-800-0000-0-00000-402750-0000-0000-	R	GP District Revenue	Mixed Drink Tax	(604,333.58)
141-1-800-0000-0-00000-441100-0000-0000-	R	GP District Revenue	Interest Earned-Now Account	(1,042.00)
141-1-800-0000-0-00000-461120-0000-0000-	R	GP District Revenue	Interest	(264,000.00)
141-1-851-6000-0-71100-539980-0000-0000-	E	Centralized Operations	Contract Substitutes	3,000,000.00
141-1-821-0000-0-99100-559010-0000-0000-	E	Maintenance	Transfers	257,000.00
141-1-821-0000-0-72620-542510-0000-0000-	E	Maintenance	Gasoline	120,000.00
141-1-822-0000-0-72610-535910-0000-0000-	E	Operation Of Plant	Disposal Fees	140,000.00

Munis Account Number	Type	Department	Object Description	FY23 Revised Budget Increase/(Decrease)
141-1-822-0000-0-72610-549920-0000-0000-	E	Operation Of Plant	Asbestos Removal	45,000.00
141-1-822-0000-0-72610-532910-0000-0000-	E	Operation Of Plant	Laundry Services	35,000.00
141-1-822-0000-0-72610-559920-0000-0000-	E	Operation Of Plant	Storm Water Fees	200,000.00
141-1-822-0000-0-72610-545410-0000-0000-	E	Operation Of Plant	Water And Sewer	420,000.00
141-1-822-0000-0-72610-539990-0000-0000-	E	Operation Of Plant	Other Contracted Services	250,000.00
141-1-839-0000-0-72610-532810-0000-0000-	E	Custodial Operations	Janitorial Services	133,000.00
141-1-821-0000-0-72620-533510-0000-0000-	E	Maintenance	Maint & Repairs - Building	600,000.00
141-1-821-0000-0-72620-571710-0000-0000-	E	Maintenance	Equipment Maintenance	123,000.00
141-1-821-0000-0-72620-533810-0000-0000-	E	Maintenance	Maint & Repairs - Vehicles	200,000.00
141-1-820-0000-0-72710-531510-0000-0000-	E	Transportation	Contracts W/Vehicle Owners	3,367,838.64
141-1-916-0000-0-72250-539990-0000-0000-	E	Capital Technology	Other Contracted Services	10,000.00
141-1-905-0000-0-72250-539950-0000-0000-	E	Information Services	Hardware/Software Licenses	216,000.00
141-1-913-0000-0-72210-539990-0000-0000-	E	Family & Community Engagement	Other Contracted Services	25,000.00
141-1-845-0000-0-72130-539950-0000-0000-	E	Security	Hardware/Software Licenses	100,000.00
141-1-841-0000-0-71100-542910-0000-0000-	E	Innovation and Fine Arts	Instructional Supplies	40,000.00
141-1-851-0000-0-72210-543510-0000-0000-	E	Centralized Operations	Office Supplies	400,000.00
141-1-851-0000-0-71100-539910-0000-0000-	E	Centralized Operations	Copier Lease/Maint	50,000.00
141-1-803-0000-0-72520-559990-0000-0000-	E	Talent Office	Other Charges	33,000.00
141-1-817-9980-0-71100-539990-0000-0000-	E	Exceptional Ed Office	Other Contracted Services	36,000.00
141-1-902-0000-0-72320-5140C0-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	1,000.00
141-1-902-0000-0-72320-520410-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	105.00
141-1-902-0000-0-72320-521710-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	20.00
141-1-902-0000-0-72320-520110-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	62.00
141-1-902-0000-0-72320-521210-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	14.50
141-1-902-0000-0-72520-5140C0-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	4,000.00
141-1-902-0000-0-72520-520410-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	420.00
141-1-902-0000-0-72520-521710-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	80.00
141-1-902-0000-0-72520-520110-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	248.00
141-1-902-0000-0-72520-521210-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	58.00
141-1-902-0000-0-72210-5140C0-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	8,000.00
141-1-902-0000-0-72210-520410-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	840.00
141-1-902-0000-0-72210-521710-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	160.00
141-1-902-0000-0-72210-520110-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	496.00
141-1-902-0000-0-72210-521210-0000-0000-	E	Career Ladder Program-District	Instructional Supplies	116.00
141-1-851-0000-0-71100-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	1,340.00
141-1-851-0000-0-71200-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	5,680.00
141-1-851-0000-0-71300-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	650.00
141-1-851-0000-0-72110-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	16,150.00
141-1-851-0000-0-72120-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	3,360.00
141-1-851-0000-0-72130-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	41,360.00
141-1-851-0000-0-72210-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	10,300.00
141-1-851-0000-0-72220-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	3,830.00
141-1-851-0000-0-72230-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	(450.00)
141-1-851-0000-0-72250-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	2,290.00
141-1-851-0000-0-72320-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	9,160.00
141-1-851-0000-0-72410-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	115,880.00
141-1-851-0000-0-72510-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	3,320.00
141-1-851-0000-0-72520-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	1,050.00
141-1-851-0000-0-72610-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	(1,040.00)
141-1-851-0000-0-72620-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	44,430.00
141-1-851-0000-0-72710-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	180.00
141-1-851-0000-0-73100-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	2,340.00
141-1-851-0000-0-73300-530720-0000-0000-	E	Centralized Operations	Pager-Cell Phones-Radio	950.00
141-1-817-0000-0-72220-510510-0000-0000-	E	Exceptional Ed Office	Director	250,000.00
141-1-803-0000-0-72520-510510-0000-0000-	E	Talent Office	Director	85,000.00
141-1-811-0000-0-72320-539940-0000-0000-	E	Communications Department	Contracted Printing	4,000.00
141-1-837-0000-0-72130-532210-0000-0000-	E	Accountability & Research	Evaluation and Testing	258,593.15
141-1-821-0000-0-00000-4T9000-0000-0000-	R	Maintenance	Transfer from Unassigned FB	(2,940,000.00)
141-1-821-0000-0-99100-559010-0000-0000-	E	Maintenance	Transfers	1,085,000.00
141-1-821-0000-0-99100-559010-0000-0000-	E	Maintenance	Transfers	1,855,000.00

Munis Account Number	Type	Department	Object Description	FY23 Revised Budget Increase/(Decrease)
141-1-816-0000-0-00000-4T4660-0000-0000-	R	Instructional Material	Transfer from Committed -Instr	(5,000,000.00)
141-1-816-0000-0-71100-544930-0000-0000-	E	Instructional Material	Digital Learning	500,000.00
141-1-816-0000-0-71100-543010-0000-0000-	E	Instructional Material	Textbooks - Electronic	1,200,000.00
141-1-816-0000-0-71100-544920-0000-0000-	E	Instructional Material	Textbooks-Consumables	1,200,000.00
141-1-816-0000-0-71100-544910-0000-0000-	E	Instructional Material	Textbooks	1,500,000.00
141-1-816-0000-0-72210-539990-0000-0000-	E	Instructional Material	Other Contracted Services	300,000.00
141-1-816-0000-0-72210-549990-0000-0000-	E	Instructional Material	Other Supplies And Materials	300,000.00
			Net adjustment	<u>(0.00)</u>

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

MEMORANDUM

To: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

From: Mary Ellen Heuton, CPA
Chief Financial Officer

Date: June 15, 2023

RE: **Approval of School Accounts Payable**

The State requires every school to clear all contractual obligations by June 30 of each year. If this cannot be done, authorization to carry over accounts payable must be obtained from the Board of Education. The attached accounts payable items are being submitted for approval. These items could not be paid prior to fiscal year-end because orders were either not received, were partially received, or invoices were not yet available. Sufficient funds are on hand to cover these outstanding obligations.

Recommendation: It is recommended that the Board of Education approve the outstanding obligations at June 30, 2023, for carryover into the 2023-2024 fiscal year.

Attachment

Recommendation: It is recommended that the Board of Education approve contractual obligations at June 30, 2023, for carry-over into 2023-2024 Fiscal Year as follows:

<u>School Name</u>	<u>Amount</u>
Allen Elementary School	\$ -
Alpine Crest Elementary School	\$ -
Apison Elementary School	\$ 5,826.93
Barger Academy of Fine Arts	\$ -
Battle Academy for Teaching and Learning	\$ 3,411.10
Big Ridge Elementary School	\$ 1,751.40
Brainerd High School	\$ -
Brown Academy for Classical Studies	\$ 175.00
Brown Middle School	\$ 2,033.00
Central High School	\$ 6,050.00
Chattanooga High Center for Creative Arts	\$ 5,934.88
Clifton Hills Elementary School	\$ -
Chattanooga School for Arts and Science	\$ 22,441.02
Chattanooga School for Liberal Arts	\$ 12,196.24
Daisy Elementary School	\$ -
Dalewood Middle School	\$ -
Dawn School	\$ -
Donaldson Elementary School	\$ -
Dupont Elementary School	\$ 1,500.00
East Brainerd Elementary	\$ 4,554.85
East Hamilton Middle School	\$ 21,959.50
East Hamilton School	\$ 51,331.60
East Lake Academy of Fine Arts	\$ -
East Lake Elementary School	\$ 675.00
East Ridge Elementary School	\$ 6,050.00
East Ridge High School	\$ -
East Ridge Middle School	\$ -
East Side Elementary School	\$ 500.00
Hardy Elementary School	\$ 1,259.40
Harrison Bay Future Ready Center	\$ -
Harrison Elementary School	\$ 3,971.17
Hixson Elementary School	\$ 5,892.08
Hixson High School	\$ 7,511.61
Hixson Middle School	\$ -
Howard Connect Academy	\$ -
Howard High School	\$ 6,224.45
Hunter Middle School	\$ 9,249.45
Loftis Middle School	\$ 13,725.92
Lookout Mountain Elementary School	\$ 3,567.90
Lookout Valley Elementary School	\$ -
Lookout Valley High-Middle School	\$ 9,400.00

Recommendation: It is recommended that the Board of Education approve contractual obligations at June 30, 2023, for carry-over into 2023-2024 Fiscal Year as follows:

<u>School Name</u>	<u>Amount</u>
McConnell Elementary School	\$ -
Middle Valley Elementary School	\$ -
Nolan Elementary School	\$ -
Normal Park Museum Magnet	\$ 1,448.63
North Hamilton County Elementary School	\$ -
Ooltewah Elementary School	\$ -
Ooltewah High School	\$ 20,417.87
Ooltewah Middle School	\$ 5,500.00
Orchard Knob Elementary School	\$ 825.00
Orchard Knob Middle School	\$ -
Red Bank Elementary School	\$ 20,201.65
Red Bank High School	\$ 5,202.78
Red Bank Middle School	\$ -
Rivermont Elementary School	\$ 3,319.45
Sale Creek Mid/High School	\$ 9,175.00
Sequoyah High School	\$ 3,500.00
Shepherd Elementary School	\$ 387.45
Signal Mtn Middle/High School	\$ 27,365.35
Smith Elementary School	\$ 21,894.61
Snow Hill Elementary School	\$ 500.00
Soddy Daisy High School	\$ -
Soddy Daisy Middle School	\$ 11,641.73
Soddy Elementary School	\$ -
Spring Creek Elementary School	\$ -
Stem School	\$ -
Thrasher Elementary School	\$ 302.00
Tyner Academy	\$ 5,400.00
Tyner Middle Academy	\$ 2,734.56
Washington Alternative	\$ -
Westview Elementary School	\$ -
Wolftever Elementary School	\$ 400.00
Woodmore Elementary School	\$ -
	<u>\$ 347,408.58</u>



MEMORANDUM

To: Hamilton County Board of Education
 Dr. Justin Robertson, Superintendent

From: Mary Ellen Heuton, Chief Financial Officer
 Angelia Askins, Director of Federal Programs
 Sarah Evans, Director of Exceptional Education

Date: June 15, 2023

Subject: SY24 Federal Programs Consolidated Federal Application

Notification to the Board of preliminary Consolidated Federal Application awards. Pending approval of the SY24 Consolidated Federal Application by TDOE.

Name	Description	Director/Coordinator	Estimated Allocation
Title I-A	Students in Poverty	Angelia Askins	\$15,236,828.70
Title II-A	Teacher Quality; Teacher and Principal Professional Development	Angelia Askins	\$1,977,408.12
Title III-A	English as a Second Language	Diego Trujillo	\$522,484.39
Title I-A Neglected	Serving students who are neglected	Angelia Askins	\$145,050.57
Title I-D	Serving students who are delinquent	Angelia Askins	\$64,783.65
Title I-C	Serving students who are migrant	Diego Trujillo	\$14,472.38
Title IV Part A	Student Support and Academic Enrichments	Angelia Askins	\$1,246,305.69
IDEA Part B	Special Education Services for eligible students ages 3-21	Sarah Evans	\$10,791,745.00
IDEA Preschool	Special Education Services for eligible students ages 3-5	Sarah Evans	\$295,571.00
Grant Total			\$30,294,649.50

Summaries of how funds will be used.

Federal Programs Summary

Title I-A: Improving the Academic Achievement of the Disadvantaged

Public Schools – Title I supports HCS Schools, Charter Schools, Private Schools and Neglected and Delinquent facilities. The funds will be used to pay for supplemental teachers, interventionists, curriculum coaches for literacy and numeracy, educational assistants, parent coordinators, Family Partnership Specialists, instructional

materials, instructional equipment, educational field experiences, parental involvement, and staff development (*Elementary and Secondary Education Act of 1965*, as amended, Title 1, Part A; 20 U.S.C. 6301-6339, 6571-6578).

Pre-Kindergarten – There are 20 pre-kindergarten classes in the district that will be fully or partially funded by Title I. The funds will be used to pay for teachers, educational assistants, instructional materials, instructional facilitators, equipment, parental involvement, and staff development.

Parental Involvement – These funds are allocated to all Title I schools. The schools may use the funds for the following: Family Partnership Specialists; materials and supplies to support parent classes and meetings; refreshments to disseminate technical information for parent meetings, family literacy and numeracy nights. Additionally, funds will be used to provide Title I informational literature, and training opportunities.

School Support – The School Support account pays for district initiatives. Initiatives include: Pre-K, Diploma Completion program, Expectation Graduation, Homeless, Literacy and Numeracy coaches for priority schools, Parental Involvement, support to focus and reward schools, and one Director of elementary schools Title I support.

Indirect Costs – Covers costs not easily allocated to the grants, such as overhead, purchasing, accounting and payroll services, etc.

Title II-A: Teacher Quality, Professional Development Recruitment/Retention

These funds are used for personnel, and staff development of teachers and administrators [*Title IX*, Section 9501(b) (3)(B)].

Title III-A: English Language Acquisition/Language Enhancement/Academic Achievement

These funds are used for personnel, staff development of ELL teachers, SIOP training for general classroom teachers, administrators, instructional materials, and equipment.

Title I, A: Neglected

The purpose of Title I, A neglected is to provide services programs for children living in local institutions for neglected children. The students have been voluntarily or involuntarily placed in these facilities due to abandonment, neglect, or death of parent/guardian. Title I A Section 1115 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), provides additional guidelines for programs and service. Funds will be used for the following: Give primary consideration to providing extended learning time, before and after school programs, summer programs and opportunities, help provide accelerated, high quality curriculum, including applied learning, tutoring, supplemental supports, minimize removing children from the regular classroom during regular school hours for instructions, provide professional development to teachers, principals, and staff, enhance instruction, parent engagement.

Title I, D: Delinquent

The purpose of the Title I, D program is to ensure youth who are in neglected or delinquent facilities or institutions: – meet challenging state academic content and achievement standards, are provided services to successfully transition from institutionalization to further schooling or employment and are provided services to prevent dropping out of school. The students have been placed in this facility due to being adjudicated delinquent or in need of supervision. Title I, D Section 1401 of the Elementary and Secondary Education Act

(ESEA) as amended by the Every Student Succeeds Act (ESSA), provides additional guidelines for programs and services.

Funds are used for the following: Programs that assist children and youth with returning to local schools from correctional facilities, programs that assist in the transition of children and youth from facilities to the school environment, dropout prevention programs, coordination of health and social services such as: o A & D counseling, mental health services, mentoring and peer mediation, career and technical programs, career counseling, curriculum-based youth entrepreneurship. Section 1401 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), provides additional guidelines for programs and services

Title I, C: Migrant

The purpose of Title I, Part C is to provide high-quality and comprehensive supplemental educational programs and services during the school year and, as applicable, during the summer or intersession periods, that address the unique educational needs of eligible migratory children who have not attained either a high school diploma or High School Equivalency Diploma (GED).

Title IV, Part A: *Student Support and Academic Enrichment (SSAE) Grant*

The purpose of Title IV, Part A is to improve students' academic achievement by increasing the opportunity for students to have access to a well-rounded education, improving school conditions for student learning (safe and healthy students), and improving the effective use of technology in order to improve the academic achievement and digital literacy of all students.

IDEA, Part B

These funds are used to provide Special Education Services for eligible students ages 3 -21 under Tennessee Code Annotated; Section 49-10-302, and Federal Regulations for CFDA # 84.027A. This grant covers special education teachers, educational assistants, support staff, staff development, supplies, equipment and contracted services.

IDEA, Part B: 619 Preschool

These funds are used to provide Special Education Services for eligible students ages 3-5 under Tennessee Code Annotated; Section 49-10-302, for IDEA, Part B 619 Preschool Grant, and Federal Regulations CFDA # 84.173A. This grant covers one preschool teacher, one preschool educational diagnostician, two preschool educational assistants, supplies and equipment for eligible preschool students.

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Justin Robertson
Superintendent

FROM: Shannon Moody
Chief Strategy Officer

DATE: June 15, 2023

RE: Second and Final Reading
Proposed Policy Revisions

The Administration, in consultation and under the advisement of the Board's attorneys, has reviewed and recommended the following policy for a second and final reading.

<u>POLICY #</u>	<u>POLICY TITLE</u>
6.3021	Student Disciplinary Procedures
6.401	Student Health Services
6.403	Student Communicable Diseases
6.409	Child Abuse and Neglect
6.504	Migrant Students
6.600	Student Records
6.602	Student Records Inspection & Correction Procedure
6.701	Student Solicitations Fundraising Activities
6.702	Student Clubs and Organizations

Proposed changes/revisions must receive approval by the Board upon a second and final reading to take effect.

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Student Disciplinary Procedures	Descriptor Code: 6.3021	Issued Date: 01/16/20
		Rescinded:	Revised: 06/15/23

1 Any administrator may suspend any student from school, from any school-related activity on or off
2 campus, from a specific class or classes (i.e., in-school suspension), or from riding a school bus for any
3 misconduct prejudicial to good order and discipline, including, but not limited to, any misconduct
4 described more particularly in the Board's Code of Acceptable Behavior and Discipline or Zero
5 Tolerance policies, or any misconduct that violates the law.¹

6 **PROCEDURES FOR SUSPENSIONS²**

7
8
9 Unless the student's continued presence in the school, class or school-related activity presents an
10 immediate danger to the student or other persons or property, no principal shall suspend any student
11 until that student has been advised of the nature of his/her misconduct, questioned about it, and
12 allowed to give an explanation.

13
14 Upon suspension of any student, including an in-school suspension in excess of one (1) day, the
15 principal shall make an immediate attempt to contact the parent or guardian to inform him or her of the
16 suspension, the reason for the suspension, and any conditions on readmission to the school. Within
17 twenty-four (24) hours, the principal shall provide this same information in writing to the Chief
18 Operations Officer (COO) or designee.

19
20 The student shall not be sent home before the end of the school day unless the parent or guardian has
21 been contacted.

22 **SUSPENSIONS IN EXCESS OF FIVE (5) DAYS:³**

23
24
25 For any suspension in excess of five (5) days, whether in-school or out-of-school, the principal shall
26 develop a behavioral intervention plan. If the student is one with a disability, the principal shall notify
27 the case manager and collaborate with the student's IEP team or Section 504 committee.

28 **SUSPENSIONS IN EXCESS OF TEN (10) DAYS:⁴**

29
30
31 If at the time of the suspension the principal determines that an offense has been committed which, in
32 the judgment of the principal, would justify a suspension for more than ten (10) days, he/she may
33 suspend the student unconditionally for a specified period of time or upon such terms and conditions as
34 are deemed reasonable.

35
36 The principal shall immediately give written or actual notice to the parent or guardian and the student
37 of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed,
38 orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or
39 guardian, the student, or any person holding a teaching license who is employed by the school system

1 if requested by the student. The appeal from this decision shall be to the Disciplinary Hearing
2 Authority per Board Policy No. 6.3022.

3
4 If the suspension occurs during the last ten (10) days of any term or semester, the student shall be
5 permitted to take such final examinations or submit such required work as necessary to complete the
6 course of instruction for that semester, subject to conditions prescribed by the principal.⁵

7
8 Students found to be eligible for special education shall only be suspended in accordance with Board
9 Policy No. 6.3023 governing such suspensions.

10 **IN-SCHOOL SUSPENSIONS⁶**

11
12 For purposes of this Policy, in-school suspensions include any removal of a student from a regular
13 class or classes and assigning that student to a restricted class, night school, or some other program at
14 the same school.

15
16 Students given an in-school suspension in excess of one (1) day shall attend either special classes
17 attended only by students being disciplined for misconduct or be placed in an isolated area appropriate
18 for study.

19
20 Personnel responsible for in-school suspension will see that each student is supervised at all times and
21 has textbooks and classwork assignments from his/her regular teachers. Students given in-school
22 suspension shall be required to complete academic assignments and shall receive credit for work
23 completed.

24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 **Legal References:**

¹ T.C.A. § 49-6-3401(a) and (b)

² T.C.A. § 49-6-3401(c)

³ T.C.A. § 49-6-3401(c)(3)

⁴ T.C.A. § 49-6-3401(c)(4)

⁵ T.C.A. § 49-6-3401(d)

⁶ T.C.A. § 49-6-3401(b)

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Student Health Services	Descriptor Code: 6.401	Issued Date: 05/19/16
		Rescinded:	Revised: 06/15/23

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The major objective of student health services is to protect and promote the health of the student. This responsibility is shared by all individuals and agencies in the community.

To obtain this objective:

1. A safe, sanitary, healthful school environment shall be provided; and
2. Basic principles of healthful living shall be taught.

The student health services program¹ shall include:

1. Identification of physical, mental or emotional characteristics of students which will prevent them from attaining their potentialities through public education;
2. Evidence of a complete medical examination of every student entering school for the first time;
3. Proof of immunization except those who are exempt by statute;
4. A medical examination as directed by the TSSAA of every student prior to participation in interscholastic athletics;
5. A cumulative health record;
6. A record for each student which contains information as to how and where to contact parents in case of emergency;
7. A report of each accident taking place while the student is under the jurisdiction of the school;
8. Plan for taking care of sick or injured students;
9. Procedures for reporting suspected child abuse or neglect;
10. Plan for dealing with communicable diseases;
11. Procedures for dispensing medication;
12. Teacher referral of students for available health service; and
13. Method for evaluating criteria, including the extent and use of available health services based upon the needs of students within the school.
14. Procedures for handling drug/alcohol problems that may arise in schools.

Legal References:
1. TRR/MS 0520-1-3-.08 (2)

Cross References:
Communicable Diseases 6.403
Medicines 6.405

Hamilton County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Student Communicable Diseases	Descriptor Code: 6.403	Issued Date: 12/16/04
		Rescinds:	Issued: 06/15/23

1 No student will be denied an education solely because of a communicable disease, and his/her educational
2 program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

3
4 Parents or guardians of infected students shall inform appropriate school officials of the infection so that
5 proper precautions for the protection of other students, employees, and the infected student shall be taken.

6
7 No student with a communicable disease which may endanger the health of either himself/herself or
8 other individuals will enter or remain in the regular school setting.^{1,2} If a school principal has reason to
9 believe a student has a communicable disease which may endanger the health of either himself/herself
10 or other individuals in the regular school setting, the principal shall:

- 11
12 1. Assign the student to a setting which will protect other students, employees and the student
13 himself; or
- 14
15 2. Exclude the student from school until certification is obtained from a physician or the County
16 Health Department by either the parent or principal stating that the disease is no longer commu-
17 nicable.

18
19 If the principal has reason to believe that the student has a long-term communicable disease, the
20 principal must require confirmation from a physician or the county health department as to
21 the student's condition. If the student is confirmed to have a long-term communicable disease,
22 the principal may refer the student for homebound instruction, special education services and/
23 or 504 accommodations if appropriate to the situation.³

24
25 The principal may request that further examinations be conducted by a physician or County Health De-
26 partment and may request periodic re-examinations after the student has been readmitted to the school.²

27
28 Parents/guardians of students who have been excluded from school shall meet with the school leader
29 and school nurse prior to returning to school to ensure that the proper physician or county health
30 department certificate has been provided, and that the student's transition back to school is
31 appropriate.

32
33 Expenses incurred from examinations requested by school officials shall be paid by the Board. The
34 names of all students excluded from school under this policy will be forwarded to the office of the
35 director of schools.

36
37
38 _____
39 Legal References:

- 40 1. TRR/MS 0520-1-3-.08(2)(c)
- 41 2. TCA 49-2-203(b)(2)
3. State Board of Education Rule 6.403

Cross References:

- Special Education 4.202
Special Programs 4.206

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Child Abuse and Neglect	Descriptor Code: 6.409	Issued Date: 05/19/16
		Rescinded:	Revised: 06/15/23

CHILD ABUSE REPORTING PROCEDURES

All school system employees have a duty to report suspected child abuse immediately to the appropriate authorities.¹ Given the number of agencies that have the authority to investigate abuse, however, and further considering the lack of resources that many of these agencies face, the Hamilton County Board of Education has developed this policy to give employees guidance to ensure that suspected child abuse is promptly investigated and that children are adequately protected.

THE DUTY TO REPORT

A person has the duty to report suspected child abuse when the following occur:^{2,3}

- The person has knowledge of (or is called upon to render aid to) any child who is suffering from (or has suffered from) any wound, injury, disability, or other physical or mental condition; and the physical or mental condition is of such a nature that it reasonably appears to have been caused by brutality, abuse, or neglect caused by a caregiver of the child.
- or
- The person has reason to suspect that the child is a victim of sexual abuse regardless of whether the child has suffered a physical injury from the suspected sexual abuse and regardless of whom the perpetrator of the abuse may have been.

HOW TO REPORT

Anyone having knowledge of suspected child abuse, as described above, must report his or her belief to both of the following offices:

- The Department of Children’s Services by way of the statewide hotline (1-877-542-2873), the local DCS office, or the DCS website, bearing in mind that circumstances may dictate the need to speak to a DCS agent as quickly as possible.
- and
- The Hamilton County Sheriff’s Office or the local police department for the municipality in which the child lives.

Any report of child abuse shall include, if known, the name, age, address and telephone number of the child; the name, address, and telephone number of the child’s caregiver; and any facts pertinent to the

1 report. Once the report is given to DCS and local police department all confidential files should be given
2 to the school child abuse coordinator or alternate child abuse coordinator.

3
4 Additionally, if the suspected child abuse occurs outside of Hamilton County, it may be necessary to
5 notify the local law enforcement agency so that the child is protected, and the matter is investigated
6 promptly.

7
8 Any school-based employee who reports suspected child abuse must notify the school's child abuse
9 coordinator and his or her principal or supervisor and the child abuse coordinator will join the employee
10 in placing the phone call to the appropriate authorities. If the child abuse coordinator is not available to
11 participate in the phone call, the employee must notify the school's alternate child abuse coordinator,
12 who will assist in placing the phone call. If neither the child abuse coordinator nor the alternate child
13 abuse coordinator is available, the employee must nevertheless report any suspected child abuse to the
14 appropriate authorities without delay. When the alleged abuse involves someone employed by,
15 previously employed by, or otherwise affiliated with the school, the report may be made directly to the
16 department of children's services and law enforcement prior to notifying the school child abuse
17 coordinator.¹

18
19 The Hamilton County Department of Education strongly encourages any employee notifying any of
20 these offices of any suspected child abuse to make a written record of the report to include the following:
21 agency contacted; agency phone number; the person to whom the employee spoke; date and time of the
22 conversation; name of the child in question; the precise information conveyed to the agency; and the
23 DCS case number assigned.

24 25 ACTION BY ADMINISTRATORS AND SCHOOL CHILD ABUSE COORDINATORS

26
27 Each school shall designate a child abuse coordinator and alternate child abuse coordinator. These
28 individuals must:

- 29
- 30 1. Have access to an area providing privacy and access to a telephone for reporting suspected child
31 abuse;
 - 32 2. receive training in regard to mandatory reporting, multidisciplinary protocols, advocacy centers,
33 the importance of limited interviews, and signs of child abuse;
 - 34 3. be available for school personnel to share information about suspected child abuse;
 - 35 4. assist school personnel in reporting suspected child abuse to appropriate authorities;
 - 36 5. serve as a liaison between the school and law enforcement and DCS in child abuse investigations;
 - 37 6. assist law enforcement and DCS by sharing available information regarding suspected child
38 abuse and by providing an area within the school for law enforcement and DCS to meet with the
39 child and reporting school personnel as a group or individually if required; and
 - 40 7. maintain confidential files in accordance with Tenn. Code Ann. § 37-5-107 and 37-1-612 39
41 regarding all reported suspicions of child abuse.
- 42

43 The Hamilton County Board of Education does not expect administrators to screen or approve the
44 decision of subordinate employees to report suspected child abuse. Each employee has an independent
45 duty under state law and this policy to report child abuse whenever he or she believes it has occurred.
46 Nevertheless, the Board of Education expects administrators to support their employees and to provide
47 guidance as necessary.

1
2 Accordingly, the Board of Education advises administrators that it may be necessary and appropriate for
3 them to direct their employees to contact several agencies in order to ensure that the allegations of abuse
4 will be investigated promptly and that the child in question will be protected. If an administrator has any
5 question or concern about the effectiveness of any response, he or she is receiving regarding reports of
6 child abuse, the administrator should contact the Director of DCS' Special Investigations Unit and report
7 the suspected child abuse and what efforts the Board of Education employees have taken to report this
8 matter.

9
10 The Board of Education expects administrators to make a written record of any conversation they have
11 with their employees and any agency officials regarding allegations of suspected child abuse and efforts
12 made to report this abuse to the appropriate authorities. These records should be maintained in
13 confidential files kept separate and apart from other students or employee records.

14 15 NOTICE TO PARENTS OR LEGAL GUARDIANS

16
17 School personnel may notify parents or legal guardians of suspected child abuse: 1) when federal law or
18 regulation mandates disclosure; and 2) the parent or guardian to whom the notification is made is not
19 alleged to be the perpetrator or in any way complicit in the abuse or neglect. Any such notification to
20 parents or guardians must be done in conjunction with the Department of Children's Services.¹ In the
21 absence of those circumstances, school personnel shall not provide any information relevant to the
22 suspected child abuse to a child's parents or guardians and must refer any questions from the child's
23 parents or guardian to the investigating law enforcement agency and the Department of Children's
24 Services.

25
26 In circumstances where school personnel may provide notification of suspected child abuse to a child's
27 parents or guardian, school personnel will share with the parents or guardian whatever information is
28 necessary to provide for the future wellbeing of the child and, upon request, may provide additional
29 information pertaining to the suspected child abuse; provided, however, that school personnel will
30 protect otherwise confidential information including the name of the reporting employee, the name of
31 anyone whose safety would otherwise be jeopardized, and any information protected by federal law.

32 33 WRONGDOING BY A SCHOOL EMPLOYEE

34
35 In the event any school system employee becomes aware that another employee may have been
36 responsible for the suspected child abuse, or if the employee becomes aware that another employee has
37 failed to report suspected child abuse, then, after immediately contacting the Department of Children's
38 Services and Law Enforcement, and the employee shall also notify the Director of School or their
39 designee and report the other employee's suspected wrongdoing.

40 41 CONFIDENTIALITY

42
43 Once a school system employee becomes aware of suspected abuse, he or she is to report the matter to
44 the appropriate agencies and to the appropriate officials within the school system. Aside from his or her
45 duty to report to agency officials or school system administrators, however, no employee is to discuss
46 the suspected abuse of a child with anyone. Under no circumstances shall the employee discuss the
47 matter with the media or any member of the public, including the child's parents or legal guardian unless

1 the employee is given express permission by the Superintendent or the Superintendent’s designee to do
2 so. Violation of this instruction will be treated as insubordination and will be punished accordingly.

3
4 **FURTHER DIRECTIONS TO PRINCIPALS AND SUPERVISORS**

5
6 Administrators are to circulate these guidelines to their employees at faculty meetings, staff meeting,
7 and otherwise as may be appropriate. Written copies of these guidelines shall be kept in break rooms and
8 shall be disseminated to school system employees.

9
10 Additionally, administrators are to require that their employees receive appropriate training regarding
11 the application of this policy and Tennessee law. This training shall include signs of abuse, brutality or
12 neglect and appropriate reporting procedures.

13
14 Employees working directly with students shall annually complete the child abuse training program
15 required by state law.⁴

16
17 If there are any questions about this policy, including compliance, these questions shall be directed to
18 the Chief Equity Officer at 423-498-7104.

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30 _____
31 Legal References:
32 1. TCA 49-6-1601 42
33 2. TCA 37-1-403 43
34 3. TCA 37-1-605 44
4. TCA 37-1-408

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Migrant Students	Descriptor Code: 6.504	Issued Date: Click here to enter a date.
		Rescinded:	Revised: 06/15/23

The Director of Schools will designate a staff member to deliver the (OS) Occupational Survey to all students once the MEP Contractor has identified all migrant students, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

In developing and implementing a program to address the needs of migratory students the district will:¹

1. Identify migratory students and assess the educational and related health and social needs of each student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide academic content and student academic achievement.
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the state MEP contractor, the LEA will identify the needs of migratory students and to the extent feasible provide advocacy and outreach programs to migratory students and their families, and professional development for district staff. The Director of Schools or designee will notify the Tennessee Department of Education and request assistance if needed.

Legal References:

1. 20 USCA 6318; 20 USCA 6391

Cross References:

Time Schedules and Extra Duty 5.602

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 09/24/15
		Rescinded:	Revised: 06/15/23

1
2
3 A cumulative record shall be kept for each student enrolled in school. The folder shall contain all
4 records required under federal and state law and policy; shall be kept current; and shall accompany the
5 student through his/her school career.¹
6

7 The name used on the record of the student entering the school system must be the same as that shown
8 on the birth certificate, unless evidence is presented that such name has been legally changed.² If the
9 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such
10 student shall be as shown on documents which are acceptable as proof of date of birth.
11

12 The name used on the records of a student entering the system from another school must be the same
13 as that shown on records from the school previously attended unless evidence is presented that such
14 name has been legally changed as prescribed by law.
15

16 When a student transfers to another school within the system, copies of the student's records, including
17 the student's disciplinary records, shall be sent to the transfer school.³
18

19 When a student transfers to a school outside the system, copies of the student's records, including the
20 student's disciplinary records, shall be sent to the transfer school.³
21

22 All records shall be remitted in accordance with the Family Education Rights and Privacy Act
23 (FERPA).
24

25 **CONFIDENTIALITY OF STUDENT RECORDS**⁴

26
27 Except as provided in this Board Policy 6.600 or to comply with a valid court order, student records
28 shall be confidential.
29

30 Authorized school officials shall have access to and permit access to student education records only
31 for legitimate educational purposes.⁴ A "legitimate educational interest" is the official's need to know
32 information in order to:
33

- 34 1. Perform required administrative tasks;
- 35
- 36 2. Perform a supervisory or instructional task directly related to the student's education;
- 37
- 38
- 39
- 40

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

DEFINITION AND USE OF DIRECTORY INFORMATION ⁵

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

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

Limited Use of Directory Information

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

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

RELEASE OF STUDENT RECORDS WITHOUT CONSENT

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

1. If the disclosure is an item of directory information; the definition and specific uses of directory information are set forth above;
2. To comply with a judicial order or lawfully issued subpoena: the school system will make a reasonable effort to notify the student's parent(s) or the eligible student before making a disclosure;

- 1 3. To comply with the requirements of child abuse reports to the extent known by the school
2 officials including the name, address, and age of the child, the name and address of the person
3 responsible for the care of the child, and the facts required in the report;³
4
- 5 4. When certain federal and state officials need information in order to audit or enforce legal
6 conditions related to federally-supported education programs in the school system;
7
- 8 5. When the school system has entered into a contract or written agreement for an organization to
9 conduct scientific research on the system's behalf to develop tests or improve instruction,
10 provided that the studies are conducted in a manner which will not permit the personal
11 identification of students and their parents by individuals other than representatives of the
12 organization and the information will be destroyed when no longer needed for the purpose for
13 which the study was conducted.
14
- 15 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the
16 Internal Revenue Code;
17
- 18 7. To accrediting organizations to carry out their accrediting functions;
19
- 20 8. When a student seeks or intends to enroll in another school district or a post-secondary school.
21 Parent(s) of students or eligible students have a right to obtain copies of records transferred
22 under this provision;⁴
23
- 24 9. To financial institutions or government agencies that provide or may provide financial aid to a
25 student in order to establish eligibility, to determine the amount of financial aid, to establish
26 conditions for the receipt of financial aid, and to enforce financial aid agreements.
27
- 28 10. To make the needed disclosure in a health or safety emergency when warranted by the
29 seriousness of the threat to the student or other persons, when the information is necessary and
30 needed to meet the emergency, when time is an important and limiting factor, and when the
31 persons to whom the information is to be disclosed are qualified and, in a position, to deal with
32 the emergency.
33
- 34 11. To the Attorney General or his designee for the official purposes related to the investigation or
35 prosecution of an act of domestic or international terrorism. An education agency that, in good
36 faith, produces education records in accordance with an order issued under this Act shall not be
37 liable to any person for that production.⁵
38
- 39 12. To any agency caseworker or other representative of a state or local child welfare agency or
40 tribal organization authorized to access the student's educational records when such agencies or
41 organizations are legally responsible for the care and protection of the student.⁶
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RELEASE OF STUDENT RECORDS CONSENT

Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent. Written consent must include:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s) or eligible student;
5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student* may obtain a copy of any records disclosed under this provision.

RECORDKEEPING

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

The record will include at least:

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

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

Legal References:

- 1 20-123g; TCA 10-7-503; TCA 10-7-504
- 2 TCA 49-6-5106
- 3 TCA 49-6-3001(c)(1)
- 4 TCA10-7-504(a)(4); 20 USC 1232g
- 5 34 CFR § 99.3
- 6 USA Patriot Act of 2001 § 507

Cross References:

- School Board Records 1.407
- Promotion and Retention 4.603
- Attendance 6.200
- Custody/Parental Access 6.209
- Disciplinary Hearings 6.317

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Student Records Inspection & Correction Procedure	Descriptor Code: 6.602	Issued Date: 09/24/15
		Rescinded:	Revised: 06/15/23

INSPECTION PROCEDURE.⁵

Parent(s) of students and eligible students* may inspect and review the student's education records upon written request.¹

Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request.

The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce.²

When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information.²

FEES FOR COPIES

A reasonable fee for copies provided to parent(s) or eligible students shall be determined by the director of schools. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.³

CORRECTION PROCEDURES

Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be incorrect.⁴ The Director of Schools shall develop an acceptable procedure to establish an orderly process to review and potentially correct an education record.

Transcript Corrections

Student transcript alterations may only be made when the change is supported by documentation providing an explanation of the reason for the transcript alteration and evidence that the student has earned the grade reflected in the altered transcript.⁶ This documentation must be reviewed and approved by both the principal and the school counselor. The approval must be formally documented via signature of both the principal and counselor on a cover letter attached to the documentation and maintained in school files.

Any employee who is aware of unauthorized transcript alterations must immediately report to their direct supervisor or to the next level of supervision, as appropriate. District administration and/or the board

1 shall not retaliate against any employee who reports violations of this policy regarding transcript
2 alterations.

3
4 Any person who intentionally violates this policy may be subject to disciplinary action, including, but
5 not limited to, revocation of a professional educator license or certification issued by the department of
6 education, and may be subject to prosecution for falsification of educational or academic records under
7 § 39-14-136.

8
9 *The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary
10 school, at which time all of the above rights become the student’s rights.

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Legal References:

1. 34 CFR §99.10
2. 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.2
5. TCA 49-1-704
6. TCA 49-50-1101

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Student Solicitations/Fundraising Activities	Descriptor Code: 6.701	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. Fundraising activities involving students shall be kept to a minimum and serve only to provide for goods and/or services that enhance the instructional program and provide desirable learning experiences. For purposes of this policy a fundraising activity is defined as any activity (e.g. resale, fund drive, use of school facilities for which the school receives a commission, or the requesting of voluntary contributions of money or other resources) conducted by the school or its representatives which is intended or designed to generate a profit for the general fund or for an individual club or class account. Property received through fundraising activities (including donations and grant awards) is considered to be property of the District and will remain in the classroom. If the teacher moves to another site, either within the District or to another school system, the materials remain in the school. To attempt a fair balance, the following general guidelines will apply:

1. Fundraising activities are authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for supplanting funds which are the responsibility of the local board of education.
2. Any commission payable by companies will be paid in the form of reduced prices to the students, or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
3. All fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort must be approved in writing by the director of schools or his/her designee. All other fundraising activities, such as donors choose classroom projects and club specific fundraisers that do not involve the participation of the general student population, must have written approval from the principal. In granting approval for a fundraising activity, the Director of Schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body and supplement, not replace, funds necessary to fulfill the board's required contributions. The authorization request shall contain the following information: ¹
 1. A list of the proposed fundraising activities;
 2. Purpose of the fundraising activity;
 3. Amount needed and proposed uses;
 4. Present balance of affected fund and/or accounts;
 5. Expected student involvement in fundraising activity (school-wide or individual class or club);
 5. Anticipated beginning and ending dates; and
 6. Margin of profit and how it is to be paid to the school.

- 1 4. Students will not be excused from a regular class to participate in a fundraising activity. No grade
2 in a subject or course will be affected by a student's participation in a fundraising activity.
3
4
5 5. No quotas will be imposed on students involved and their efforts will be voluntary. Students who
6 do not participate in fundraising activities will not be punished or discriminated against in any
7 way.
8
9 6. Hamilton County Department of Education Employees who knowingly authorize unapproved
10 fundraising activities are subject to disciplinary actions up to and including termination of
11 employment.
12

13 This policy shall not be construed as preventing a teacher from using instructional or informational
14 materials even though the materials might include reference to a brand, product or a service.
15

16 **ONLINE FUNDRAISING**

17
18 Online fundraiser/donation sites should be considered fundraisers and follow all policies above and the
19 following:
20

- 21 1. All crowdfunding sites considered for approval must provide reliable contribution reports for the
22 fundraiser.
23
24 2. Property received through crowdfunding sites is considered to be the property of the District and
25 will remain in the classroom. If the teacher moves to another site, either within the District or to
26 another school system, the materials remain in the school.
27

28 All fundraisers must comply with the procedures established by the Tennessee Internal School Uniform
29 Accounting Policy Manual and by Hamilton County Department of Education.
30

31 **LOTTERIES**

32
33 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
34 among purchasers of chances by means of tickets or otherwise through a random drawing or other
35 random selection process.²
36
37

38 Legal References:

- 39 1. Tennessee Internal School Uniform Accounting
40 Policy Manual; Section 4-26
41 2. OP Tenn. Atty. Gen. 95-039 (April 18, 1995)
42

Cross References:

Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Student Clubs and Organizations	Descriptor Code: 6.702	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

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Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program.

The principal, in cooperation with the faculty and student body representatives, shall approve all clubs and organizations within the school.

One or more staff members will serve as sponsors of each activity and will attend all meetings. Each sponsor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

An approved copy of the aims, objectives, and constitution for each organization will be kept on file in the principal's office.

The Director of Schools or their designee shall approve all requirements imposed by clubs which have restricted membership.

The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation. Hazing of students is strictly prohibited.¹ Any organization which permits an initiation to go beyond the scope of activities planned and previously approved will be suspended until reinstated by the principal.

Sororities, fraternities, and all secret organizations are prohibited.

Legal References:
1. TCA 49-2-120

Cross References:

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Justin Robertson
Superintendent

FROM: Shannon Moody
Chief Strategy Officer

DATE: June 15, 2023

RE: Second and Final Reading at the request of the Board Policy Committee

The Board Policy Committee has reviewed and recommended the following policy for a second and final reading.

<u>POLICY #</u>	<u>POLICY TITLE</u>
6.311	Cell Phone Use

Proposed changes/revisions must receive approval by the Board upon a second and final reading to take effect.

Hamilton County Board of Education

Monitoring: Review: Quarterly in September, December, March, & June	Descriptor Term: Cell Phone Use	Descriptor Code: 6.311	Issued Date: 06/15/23
		Rescinded:	Revised:

The increase in use of cell phones and personal communication devices by students during the school day has become a significant distraction in the school environment and is impeding student learning. While there is considerable dependence on cell phones and personal communication devices, additional guidance is needed to protect valuable time for learning and foster and maintain positive school environments.

Devices are defined as cell phones, personal communication devices, and personal electronic devices including, but not limited to, wearable technology such as eyeglasses, rings, earbuds, headphones, or watches that have the capability to record, live stream, or interact with wireless technology.

Restrictions to device use:

- Taking photos or recording videos, whether by cell phone or any other device, is prohibited.
- Using cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence and consequences will be assigned. Consequences may be issued for the person who records and/or shares an altercation.
- Cell phone recordings done outside of school that are shared by and with members of the school community and cause harm toward students and/or a significant disruption in school are prohibited.

Consequences for cell phone violations will be issued in alignment with the HCS Code of Acceptable Behavior. The consequences for violating this cell phone policy may be in addition to any other violations of the HCS Code of Acceptable Behavior. Finally, students bring cell phones and personal electronic devices to school at their own risk. School staff are not liable for lost or stolen cell phones and are not responsible to conduct any investigations regarding the loss of a student electronic device.

Students may possess devices so long as devices are only seen, heard, or utilized when directed by appropriate school staff. Devices should be stored in closed pockets, backpacks, purses, bags, assigned locker, automobile, or other school approved location.

When technology is utilized to support the instruction of standards in the classroom, the use of chrome books should be prioritized over cell phones. The principal or his/her designee may grant a student permission to use a cell phone as a device to assist with instruction at his/her discretion. For grades 9-12, each individual school may choose to allow cell phones in designated areas during lunch period.

~~SECONDARY STUDENTS: GRADES 6-12~~

~~Students may possess devices so long as such devices are only seen, heard, or utilized when directed by the teacher and/or appropriate school staff. Devices should be stored in closed pockets, backpacks, purses, or bags, assigned locker, automobile, or other school approved location.~~

1 ~~If teachers decide to utilize When technology is utilized in the classroom, the use of chrome books should~~
2 ~~be prioritized over cell phones. On rare occasions, teachers and/or appropriate school staff may grant~~
3 ~~permission for the use of these devices to assist with instruction in his/her classroom as appropriate. The~~
4 ~~principal or his/her designee may also grant a student permission to use such a cell phone as a device to~~
5 ~~assist with instruction as appropriate at his/her discretion. Cell phones may be used outside of the~~
6 ~~classroom in areas designated by each individual school during the times designated by the school.~~

7 **ELEMENTARY STUDENTS: GRADES K-5**

8 ~~The use of devices in Elementary School is restricted to before and after school unless there are~~
9 ~~extenuating circumstances that have been communicated by a parent/guardian and approved by the~~
10 ~~school administration. Students should have phones turned off and stored in a bag, backpack, or purse,~~
11 ~~assigned locker, or other school approved location during the regular school day.~~

12 **STUDENT EXCEPTIONS**

13 Students may be allowed to use a cell phone as a tool for hearing, translation, or other functions for
14 students with a 504 Plan or IEP that articulates both the need and parameters for use. All staff will be
15 informed if a student has an identified exception and will accommodate the student accordingly.

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30 Legal References:

Cross References:

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Justin Robertson
Superintendent

FROM: Dr. Zac Brown
Chief Talent Officer

DATE: June 15, 2023

RE: Teacher and School Leader Incentive Program, U.S. Dept. of Education

The Talent Office is requesting approval to submit an application to the Teacher and School Leader Incentive Program in the amount of \$4,000,000.

The TSL program supports entities in implementing, improving, or expanding their overall Human Capital Management System (HCMS), which by definition must include a Performance-Based Compensation System (PBCS). The TSL programs primarily serves educators in High-Need Schools who raise student academic achievement and close the achievement gap between high- and low-performing students, although the program may also fund services for educators serving in high-need subject areas (though not necessarily in High-Need Schools), as determined by the LEA or the State. If awarded, this grant would allow for the establishment of new Multi-Classroom Leadership sites/positions and associated classified positions (e.g. educational assistants in GYO programs) to provide for expanded leadership and classified-to-certified development opportunities while increasing student achievement.

Board approval of the application is required due to the grant's matching requirement, which will be met by means of normal school staffing. Multi-Classroom Leaders will be employed by HCS through general funds and the grant will provide for their leadership stipend and training. A copy of the application is attached.

FY 2023 Teacher and School Leader Incentive Program

Grant Application Instructions



CFDA Number: 84.374A

Form Approved OMB #1810-0758

Expiration Date: June 30, 2024

Application Closing Date: June 28, 2023

U.S. Department of Education | Office of Elementary and Secondary Education
400 Maryland Avenue, S.W. | Washington, DC 20202-5900

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I. Program and Competition Background

Program Overview

Program Office: Office of Elementary and Secondary Education (OESE) **Grant Name:** Teacher and School Leader Incentive Program (TSL) **CFDA Number:** 84.374A

Grant Type: Discretionary/Competitive Grant

Program Purpose: Authorized in sections 2211 – 2213 of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), TSL supports efforts of local educational agencies (LEAs) and States to focus on use and improvements in human capital management systems (HCMSs) and sustainable performance-based compensation systems (PBCSs), especially in high-need schools, to increase the effectiveness of teachers, principals, and other school leaders and thereby increase student achievement. Under TSL, key HCMS decisions, including those that affect educator’s opportunities to receive performance-based compensation, are informed by the results of the LEA’s educator evaluation and support system.

Eligible Applicants: Eligible entities that may apply for a FY 2023 TSL grant are:

- (a) An LEA, including a charter school that is an LEA, or a consortium of LEAs;
- (b) A SEA or other State agency designated by the Chief Executive of a State to participate;
- (c) The Bureau of Indian Education; or
- (d) A partnership consisting of—
 - (i) One or more agencies described in subparagraph (a), (b), or (c); and
 - (ii) At least one nonprofit or for-profit entity.

Program Elements Summary: This competition has two absolute priorities, two competitive preference priorities, and several application requirements, as described in the NIA and included below. They are:

Absolute Priorities:

- Absolute Priority 1: Human Capital Management Systems (HCMS) or Performance Based Compensation Systems (PBCS) and Career Advancement Opportunities
- Absolute Priority 2: High-Need Schools

Competitive Preference Priorities:

- Competitive Preference Priority 1: Promoting Equity in Student Access to Educational Resources and Opportunities
- Competitive Preference Priority 2: Supporting a Diverse Educator Workforce and Professional Growth to Strengthen Student Learning

The Absolute Priorities, and Application Requirements are addressed in the NIA.

Project Period: Under this competition, applicants may apply for a three-year grant. Under the TSL statute, at the end of the three-year grant period, the Secretary may renew an award for a period of up to two additional years if the grantee demonstrates that it is effectively using its funds. This renewal may include allowing the grantee to scale up or replicate its successful program. In order to help the Department with its budgetary planning, Section IV of this application package contains instructions for applicants to submit budgets and budget narratives now for a period of up to three years.

More information on the process of funding projects in Years 4 and 5 will be provided when it is available.

II. Timeline and General Information

Important Dates

Event	Date
Teacher and School Leader Incentive Program (84.374A) Application available	May 24, 2023
Pre-Application Information Webinars for potential applicants	June 1, 2023, 2pm EDT Join on your computer, mobile app or room device Click here to join the meeting Or call in (audio only) +1 202-991-0393,,392736442#
Intent to Apply Email to TSL@ed.gov	June 6, 2023
Deadline for transmitting applications:	June 28, 2023, 11:59:59 pm EDT
Estimated Award Announcement:	By September 30, 2023

FY 2023 TSL Notice Inviting Applications

All applicants interested in completing a TSL application should first thoroughly review the FY 2023

Notice Inviting Applications (NIA). The NIA will orient applicants to the TSL program by providing the following information:

- Background information and purpose of the program;
- Eligibility requirements;
- Absolute Priorities;
- Competitive Preference Priorities (optional);
- Programmatic and application requirements;
- Selection Criteria and assigned points;
- Definition of terms used in the NIA;
- Procedural and substantive requirements of the application process; and
- Instructions on how to electronically submit the application.

The full text of the NIA for the FY 2023 TSL grant competition can be found in the Federal Register Web site at <https://www.federalregister.gov/documents/2021/07/09/2021-14714/applications-for-new-awards-teacher-and-school-leader-incentive-program>. For convenience, the Federal Register Notice and NIA are published on the U.S. Department of Education's [TSL program website](#).

All TSL applications must be received on or before **11:59:59 pm EDT**, on June 28, 2023. Please note that U.S. Department of Education grant application deadline is **11:59:59 pm EDT**. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than **11:59:59 pm EDT**, on June 28, 2023, the application deadline date. Late applications, without an exception granted according to the Common Instructions, will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on February 13, 2019 (84 FR 3768) and available at <https://www.federalregister.gov/d/2019-02206>, which contain requirements and information on how to submit an application.

Notification of Intent to Apply

The Department will be able to review grant applications more efficiently if we know the approximate number of applicants who intend to apply. Therefore, we strongly encourage, but do not require, each potential applicant to notify us of the applicant's intent to submit an application. To do so, please email TSL@ed.gov with the subject line

“Intent to Apply,” and include the applicant’s name and contact person’s name and email address by June 6, 2023.

Applicants that do not submit a notice of intent to apply may still apply for funding; applicants that do submit a notice of intent to apply are not bound to apply or bound by the information provided.

FY 2023 TSL Grant Competition Design Elements

Priorities and Requirements:

The FY 2023 TSL competition includes two absolute priorities and two competitive preference priorities. Applicants are required to apply for both Absolute Priority 1 and Absolute Priority 2. Clear headings should be provided to indicate an applicant's response to the absolute priorities under which they are submitting their proposal and to the competitive preference priorities under which they are submitting their proposal, as applicable. There are four selection criteria upon which application proposals will be evaluated. To read a list of Absolute and Competitive Preference Priorities, and Selection Criteria for this grant competition, please reference the Notice Inviting Applications (NIA) for this competition on the Federal Register.

III. Application Forms and Parts

A complete application consists of several required forms and attachments. The following sections list and provide guidance for completing the required application components.

A. Standard Forms

As a part of the application, applicants must complete and submit the following, required standard forms, assurances, and certifications included in the list below.

- Application for Federal Assistance (SF 424)

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will review only materials/files attached to the section labeled “Other Attachments Form.”

- Department of Education Supplemental Information for SF 424

- Department of Education (EED) Budget Worksheet Sections A & B
- Disclosure of Lobbying Activities (SF-LLL) (Optional)
- General Education Provisions Act (GEPA) Requirements - Section 427
- Assurances, Non-Construction Programs (SF 424B); and
- Grants.gov Lobbying Form (formerly ED 80-0013 form).

Electronic copies and instructions for the required forms can be found in the Grants.gov submission package.

B. ED Abstract Narrative

Eligible applicants must submit a one-page abstract. The one-page abstract, limited to 2000 characters, should be attached to the ED Abstract Narrative Form, and should include the following items:

- The name and eligibility classification of each applicant;
- Provide a list of the names of all participating LEAs, State agencies (including the Bureau of Indian Education if it is an applicant), or nonprofit or for-profit organizations or entities in the application;
- Indicate if the application is from a single eligible applicant or a partnership and identify the applicant's eligibility classification (e.g., an LEA);
- Describe the reach of the proposed project by indicating the total number of schools, teachers, principals, etc., and students directly impacted by the project in the participating LEA(s);
- A summary statement of the project objectives and activities; and
- An identification of the Competitive Preference Priorities for which the applicant is applying.

C. Project Narrative

The Project Narrative should describe the project that an applicant would carry out as well as other required elements if its application is funded. It also should include the eligible applicant's response to the Selection Criteria (provided in the last portion of this Section IV.B) since the application will be evaluated and scored against these criteria. The NIA identifies the maximum possible score for each criterion. The Project Narrative should, as a general matter, follow the order of the Selection Criteria. It should contain clear headings to help the Department staff and peer reviewers match the narrative with the Selection Criteria. Finally, the Project

Narrative also may include the eligible applicant's response, if any, to one or both Competitive Preference Priorities.

It is also important that applicants here clearly address (a) Absolute Priority 1 and Absolute Priority 2, (b) the statutory application requirements, and (c) either or both Competitive Preference Priorities for which they wish to apply. The budgetary information associated with the match – and any other non-Federal resources offered to support the project -- should be included in the Budget of Non-Federal funds (EED Budget Worksheet-Section B) and the Budget Narrative. Other relevant information about the match may be included in the Project Narrative. Depending on the priority, an applicant may be able to address a priority fully within the context of its selection criteria discussion. In other cases, an applicant may wish to address a priority outside of the selection criteria discussion.

The Project Narrative should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on Grants.gov. It should be organized in the following manner in order to expedite the review process. First, a Table of Contents should be included which shows how your Project Narrative is organized and where important sections of your proposal are located. The Table of Contents should not exceed **one** double spaced page.

Eligible applicants are strongly encouraged, but not required, to limit the project narrative to 40 pages. The Table of Contents does not count toward this desired limit.

The Department also encourage applicants to adhere to the following guidelines when constructing the Project Narrative:

- A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Calibri, Courier, or Arial.

Ensure that you only attach the U.S. Department of Education approved file types detailed in the Common Instructions. Also, do not upload any password-protected files to your application. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

NOTE: The recommended page limit does not apply to the cover sheet; the budget section, including the Budget Narrative justification; the assurances and certifications; the one-page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to the entire “Project Narrative” section except for the Table of Contents.

D. Effective Educator Development (EED) Applicant Budget Worksheet

In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of each recommended project to ensure that costs relate to the activities and objectives of the project, are **reasonable, allowable, and allocable**. The budget should only include costs that are allowable, reasonable, and necessary for carrying out the objectives of the TSL project. Rules about allowable costs are set out in 2 C.F.R. Part 200, *Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards* (Uniform Guidance), in Subpart E—Cost Principles. During the Department’s budget review that occurs as a part of the grant selection process, we may delete or reduce costs from the budget that are not reasonable, necessary, and allocable to the program, or are otherwise unallowable.

You will use the **EED Applicant Budget Worksheet**: <https://oese.ed.gov/files/2021/07/EED-Applicant-Grantee-Budget-Worksheet-Final.xlsx> to provide a line-item summary of the requested Federal funds, the amount and source of Non-Federal matching funds you commit to providing in your application, and a budget narrative that provides a description and justification for the funds to be used in your proposed TSL project. While the budget narrative should project costs of all partners and any other entities who will work on the project, only one combined budget representing the total of all costs of the proposed project should be provided. This budget should reflect a 3-year proposed project period. Specific instructions for how to compose the budget narrative are included later in this section.

The **EED Applicant Budget Worksheet** should be attached as a **single** document to the Budget Narrative Attachment Form in accordance with the instructions found on [Grants.gov](https://www.grants.gov). Do not upload any password-protected files to your application. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

Remember that you must provide all requested budget information for each year of the project (up to 36 months) and the total amount identified in Sections A and B of the **EED Applicant Budget Worksheet** Form. The annual budget period will be October 1 – September 30. For instance, the budget for Year 1 should include the estimated costs for October 1, 2023 – September 30, 2024, and so forth.

Budget Summary Guidelines (Budget Worksheet Sections A, B, and C)

Applicants must provide a summary of requested federal funds for each line-item category included on the worksheet. Applicants should provide dollar amounts for all requested years of the desired grant award.

Section A: Federal Funding Summary

- Applicants should populate the Name of Institution/Organization: and use the dropdown to select the appropriate EED program (SEED, TSL, or TQP) at the top of the Section A tab.
- Costs associated with performance payments for educators should be reflected in the Performance Based Compensation line item, only.
- Indirect Cost Rates: The TSL program is a Supplement Not Supplant grant program and applicants must use a restricted indirect cost rate not to exceed 8 percent.
- Applicants who apply an incorrect indirect cost rate to their proposed budgets will be required to apply the correct indirect cost rate if their application is proposed for funding prior to the start of their project period.
- All applicants should review the Budget and Match/Cost Share FAQs for additional information on indirect cost rates.

NOTE about Indirect Costs:

The Department of Education (ED) reimburses grantees for its portion of indirect costs that a grantee incurs on projects funded by the Teacher and School Leader Incentive Program (CFDA 84.374A). The applicant should include any proposed indirect costs in its proposed TSL-supported budget and budget narrative. In order to charge indirect costs to this program, a grantee must have a currently approved Indirect Cost Rate (ICR) agreement with a restricted rate.

If an applicant does not have a current indirect cost rate agreement, it does not need to submit any documentation regarding indirect costs with its application. These proposed indirect costs should be calculated using a temporary rate of ten percent and that rate should be applied to all direct salaries and wages. However, the applicant must expeditiously take steps to obtain an indirect cost rate agreement after the grant award is made. The rules allow for a temporary ICR of 10% of budgeted salaries and wages and require the grantee to submit an ICR proposal within 90 days after issuance of the grant award notification (see 34 CFR § 75.560(c)).

For additional information about obtaining an approved indirect cost rate or applying for an indirect cost rate, contact the Department’s Office of the Chief Financial Officer at (202) 245-8035.

The ICR must be negotiated with and approved by the grantee’s cognizant agency, i.e., either (1) the federal agency from which it has received the most direct funding, subject to indirect cost support; (2) the federal agency specifically assigned cognizance by the Office of Management and Budget; or (3) the State agency that provides the most subgrant funds to the grantee (if no direct federal awards are received).

NOTE: Applicants should pay special attention to specific questions on the application budget form (ED 524) about their cognizant agency and the ICR being used in the budget. Applicants should be aware that ED is very often not the cognizant agency for its grantees. Rather, ED accepts the currently approved ICR established by the appropriate cognizant agency.

Applicants are encouraged to have an accountant calculate a proposed ICR using current information in the audited financial statements, actual cost data or the Internal Revenue Service Form 990. Applicants should use this proposed rate in the application materials and indicate the documentation used to calculate the rate. Guidance related to calculating an ICR can be found on ED's website at: <https://www2.ed.gov/about/offices/list/ocfo/intro.html>.

If the requested budget does not include these estimated indirect costs, they will not be included in the budget approved by the Department that forms the basis of the grant award. This means that, after award, a grantee would only have funds with which to charge indirect costs to the grant if the approved direct costs of the grantee's project for any budget period exceed the grantee's actual direct costs. Where this occurs, the grantee may submit a requested budget revision to the Department program office to use the excess funds budgeted for direct costs to cover its indirect costs.

Section B: Non-Federal Funding Summary

Applicants must provide a summary of secured nonfederal funds for each line-item category included on the worksheet. Reporting dollar amounts on this tab confirm that the applicant has already properly secured these funds and the funds will be available for use immediately if the applicant is successful in receiving a new EED award. No additional documentation will be needed at the time of application to confirm cost share and matching funds requirements have been met. Applicants must provide nonfederal dollar amounts appropriate for the desired grant program for all requested years of the desired grant program.

Section C: Sources of Non-Federal Funding

Section 2212(f) of the ESEA provides that each eligible entity that receives a TSL grant must provide, from non-Federal sources, an amount equal to 50 percent of the amount of the TSL grant, which may be provided in cash or in kind, to carry out the activities supported by the grant. Applicants must itemize nonfederal cost share and match funds according to the appropriate funding source. These nonfederal funds will be used to meet the required match/cost share requirement for the proposed project award. Applicants must provide dollar amounts for all requested years of the proposed project. All funds described in Section B must also be included in Section C. Remember, including dollar amounts on this tab confirm that the applicant has already properly secured these funds and the funds will be available for use immediately if the applicant is successful.

Budget Breakdown and Narrative (Budget Worksheet Sections D and E)

Section D: Itemized Budget Breakdown

Applicants must provide budget narrative information to justify all proposed project costs. Applicants must justify the need for each expense and explain how each cost is necessary to the implementation of the proposed project. All funds included in Sections A and B should be itemized in Section D. Following are specific instructions for completing each budget category under Section D.

Personnel: For each project year, include the following information related to Personnel expenses in the table under this section.

- Provide the title of each position to be compensated under this project.
- Provide the base salary for each position listed.
- Provide the number of FTEs at each key position to be compensated under this project.
- Provide the dollar amount of the portion of the base salary to be compensated under this project.
- Do not include fees and expenses for consultants in the personnel category. These costs should be included under the Contractual category.

Fringe: For each project year, include the following information on proposed costs related to Fringe Benefits in the table under this section.

- Provide the title of each position listed in the Personnel category for which Fringe Benefits will be applied.
- Provide the Fringe Rate for each position listed.
- Provide the dollar amount of the Fringe Benefits to be provided for each position listed. If multiple staff are to be provided fringe benefits under a position title, include the total amount across all staff.
- Do not include fringe benefits for salaries and wages that are treated as part of the indirect cost.

Travel: For each project year, include the following information on proposed travel expenditures in the table under this section.

- Provide the high-level travel category for each type of trip you are proposing to be funded under this grant project (i.e. conferences, regional meetings, etc.).
- In the Frequency column indicate the number of instances travel will occur within each category across the full project period.
- For each project year, provide the total amount to be expended under each travel category.
- ****Required Meeting:** Applicants must budget for attendance at the Annual Effective Educator Development (EED) Grantee Summit. There are no registration fees for this 2.5

day meeting. For planning purposes, applicants should include funds for Round-trip airfare for three participants to a major U.S. city, lodging expenses for three participants for up to four nights in a major U.S. city, Per diem expenses for three participants for up to four days in a major U.S. city., and funds for local ground transportation.

- ****Optional Meeting:** Applicants may budget for attendance at an optional annual regional grantee meeting. There are no registration fees for this 1.5 day meeting. For planning purposes, applicants should include funds for Round-trip airfare for three participants to a major U.S. city, lodging expenses for three participants for up to two nights in a major U.S. city, Per diem expenses for three participants for up to three days in a major U.S. city., and funds for local ground transportation.

Equipment: Equipment is defined as tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes **or \$5,000 per article**. Lower limits may be established to maintain consistency with the applicant’s policy. For each project year, include the following information on proposed equipment expenditures in the table under this section.

- Provide a brief description of each equipment purchase proposed to be funded under the grant project.
- For each project year, indicate the quantity of units to be purchased, and the unit cost.
- The total equipment item cost for each project year will auto-calculate based on the figures provided.

Supplies: Supplies are defined as tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project. Individual pieces of equipment that are under \$5,000 per unit are generally considered supplies. However, as noted in the example under Equipment, an applicant’s organization may have a different equipment policy. For each project year, include the following information on proposed supply expenditures in the table under this section.

- Provide a brief description of each supply purchase proposed to be funded under the grant project.
- For each project year, indicate the total cost proposed to be expended for each supply category.
- The total supply item cost for each project year will auto-calculate based on the figures provided.

Contractual: The contractual category should include all costs specifically incurred with actions

that the applicant takes in conjunction with an established internal procurement system. These actions include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

In August 2013, the Department issued §75.135 of the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.135). This regulation permits applicants for TSL and other Department competitive grants, under certain conditions, to identify in their project applications those entities with which they would contract for data collection, data analysis, evaluation services, or essential services, where these activities are required by the program – without the need to follow otherwise applicable Federal procurement requirements. If applicant proposes to select a contractor before receiving a TSL award, please see 34 CFR 75.135(a) - (c) (section 75.135(a) - (c) of EDGAR) on how the requirements for competitive procurements that normally apply may be avoided by naming the contractors in the application.

For each project year, include the following information on contractual expenditures in the table under this section.

- Provide a brief description of each product to be acquired or professional service to be provided by a vendor under the grant project.
- For each project year, indicate the cost for each product or service listed.
- The cost for each project year will auto-calculate based on the figures provided.

Performance-Based Compensations: For each project year, include the following information related to Performance-Based Compensation expenses in the table under this section.

- When indicating costs associated with performance compensation, indicate the type of performance compensation to be provided (i.e. principal performance bonuses, teacher performance bonuses, recruitment bonuses, etc.).
- Itemize costs associated with Fringe Benefits for performance-based compensation, if applicable.
- For “Quantity” provide, for each project year, the number of educators expected to receive the incentive.
- For “Amount” indicate the total proposed cost associated with the performance incentive (amount per person times the number of individuals expected to receive the incentive).
- When budgeting Performance-Based Compensation costs remember these costs **must be budgeted in the year that these expenses are earned**. While we realize that in many cases the actual payment of these funds will not occur until the next budget period (i.e., incentives for Year 1 are not paid until Year 2), the budget form requires applicants to list expenses using a 3-year budget period. As such, applicants must include **performance-based compensation costs in the year that the award will be earned**. For instance, if an applicant anticipates using the TSL grant to make performance-based awards to

educators for their performance in Year 1 with the TSL grant, the applicant should include those expenses in Year 1 budget. Likewise, if an applicant anticipates using the TSL grant to make performance-based awards to educators for their performance in Year 3 of the grant, the applicant should include those expenses in the Year 3 TSL budget.

Other: In the “Other” category, indicate all direct costs not covered in the Personnel, Fringe, Travel, Equipment, Supplies, Contractual, and Performance-Based Compensation categories. For example, include costs such as space rental, required fees, honoraria, and travel (where a contract is not in place for services), training, and communication and printing costs. Do not include costs that are included in the indirect cost rate. For each project year, include the following information for other expenses in the table under this section.

- List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- For each project year, indicate the total proposed cost associated with the other expense.

Section E: Narrative Justification

In this section, applicants must provide **written justification to support project cost for each budget line item**. Project costs must be linked to the proposed project objectives. Applicants must explain why each cost is necessary for implementation of the proposed project and describe the basis for cost estimates or computations. The budget narrative must include a breakdown of all non-Federal contributions budgeted in Section C of the EED Applicant Budget Worksheet, that will be used to support the project. The Department of Education requires each grantee to comply with statutory and regulatory requirements applicable to the program and to the content of its approved application. Therefore, if an application is approved, the grantee is responsible for fulfilling the TSL match requirement, and the commitment of non-TSL funds or in-kind resources set forth in Section B of ED Form 524 (or other portion) of its application.

Additionally, the budget narrative must provide **sufficient detail** to justify the use of **TSL funds and non-Federal matching funds**. It should:

- Provide the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures;
- Clarify the **relationship** between the requested funds and project activities and outcomes;
- Describe the total **amount that will be expended** as shown in the EED Applicant Budget Worksheet; and
- Enable reviewers and project staff to understand how the requested funds will be used.
- As noted previously, Performance-Based Compensation costs **must be budgeted in the year that these expenses are earned** even if the actual payment of these funds will not occur until the next budget period.

E. Other Attachments Form

Required items such as the logic model for the project, letter or other documentation showing the applicant's ability and intent to meet the program's statutory matching funds requirement, and high-need school documentation should be included as appendices to the Other Attachments form. Other items such as resumes of key personnel, letters of support from project partners, and additional artifacts that support the project should also be **attached as appendices to the Other Attachments Form**. For each appendix, applicants are asked to label each file with the Appendix name and upload the file to the Other Attachments Form. Please adhere to the following guidelines when uploading appendices into the Other Attachments form:

- Ensure that you only attach the U.S. Department of Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.
- Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.
- When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.
- Eligible applicants should attach all appendices to the Other Attachments Form. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section; however, applicants are encouraged to limit the number of appendix entries to a reasonable number for a reviewer to read. The entire application package should be no larger than 8MB. Therefore, you may want to check the total size of your package before submission.
- The following structure is recommended for uploading and labeling appendices:

Appendix A: Logic Model

Appendix B: Resumes of Key Personnel

Appendix C: Letters of Support and MOUs from partners, if applicable

Appendix D: Match Intent and Ability Letter

Appendix E: High-Needs School Data

Appendix F: Other documents, if applicable

Appendix G: Optional TSL Applicant Checklist

Optional TSL Applicant Checklist

The TSL Program Office has developed an optional TSL Applicant Checklist: https://oese.ed.gov/files/2021/07/TSL-optional_app-checklist.docx to help prospective applicants ensure their application includes all required information before it is submitted in Grants.gov. The checklist also serves the purpose of documenting and identifying where required information can be found in the application. Submitting the optional checklist will enable the Department to, more efficiently and accurately, determine whether grant applications meet all eligibility requirements. Further, use of the checklist will enable reviewers and Department staff to identify where in your application required information is located and prevent your application from being found ineligible for funding because this information cannot be located. Therefore, we strongly encourage, each potential applicant to complete and submit the optional checklist.

IV. Submitting the Application Using Grants.Gov.

To facilitate your use of Grants.gov, this guidance includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department.

Browser Support:

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser>.

ATTENTION – Workspace, Adobe Forms and PDF Files:

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-%20overview.html>

- 1) **Create a Workspace:** Creating a workspace allows you to complete the application online and route it through your organization for review before submitting.

- 2) **Complete a Workspace:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
 - a. **Adobe Reader:** If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

- b. **Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
 - c. **Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant's name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.
- 3) **Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- 4) **Track a Workspace Submission:** After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to

<https://www.grants.gov/web/grants/applicants/applicant-training.html>.

Helpful Reminders:

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on

SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually.]

To register in SAM.gov, click on the “Get Started” link under the “Register Your Entity...” heading in SAM.gov. Grantees, and other entities wanting to do business with the U.S. Department of Education (e.g., entities applying for a grant), that are not already registered in SAM.gov must complete the “Register Entity” registration option and NOT the “Get a Unique Entity ID” option. The “Get a Unique Entity ID” option, which is not a full registration, is only available to entities for reporting purposes. Failing to complete the “Register Entity” option may result in loss of funding, loss of applicant eligibility, and/or delays in receiving a grant award. Information about SAM is available at www.SAM.gov. To further assist you with registering in SAM or updating your existing SAM registration, see the Quick Start Guide for Grant Registrations and the Entity Registration Video at <https://sam.gov/content/entity-registration>.

- 2) **SUBMIT EARLY – We strongly recommend that you do not wait until the application deadline to submit your application. Grants.gov will put a date/time stamp on your application and then process it only after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 pm EDT on the deadline date.

Note: To submit successfully, you must provide the UEI on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM. If you do not enter the UEI assigned by SAM on your application, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK –** You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 pm EDT, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be

assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 11:59:59 pm EDT on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: <mailto:support@grants.gov> or access the Grants.gov Self-Service Knowledge Base web portal at: [HHS Grants.gov Service Portal - Grants.gov Self Service Portal \(servicenowservices.com\)](http://www.grants.gov/web/grants/applicants/self-service-portal)

If electronic submission is required, you must submit an electronic application before 11:59:59 pm EDT, unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please visit <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs at: <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>. Additional information is available on Workspace at: <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace>.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly

longer than when you are connected to the Internet with a high-speed connection, e.g., cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we **recommend** applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

Grants.gov System Maintenance

Please be reminded that the Grants.gov system will not be available for use during the times listed below.

Date	Scope	Details
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June 17-19, 2023	Server Maintenance	Scheduled Maintenance Outage: Production System will go Offline Saturday, June 17, 2023 at 12:01 AM ET. Production System will go Online Monday, June 19, 2023 at 6 AM ET.
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Application Tips

- I. **Register or maintain registration on SAM.gov.** The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your UEI number and TIN. Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to update in the system.
- II. **Register early on Grants.gov.** The registration process may take up to two weeks to complete. For additional information on the registration and submission process please review the resources available on the Grants.gov Website.
- III. **Verify that the person assigned to submit the application has been designated as an Authorized Organization Representative (AOR).** You must be “active” in order to submit an application on behalf of the organization.
- IV. **Carefully review the FY 2023 NIA for eligibility requirements.** Be sure to address both absolute priorities in your application.
- V. **Review the submission for clarity.** Applications will be read by multiple peer reviewers; therefore, it is important to ensure that the application can be understood by someone who is unfamiliar with your project.
- VI. **Submit early on Grants.gov.** Applications must be finished uploading, and be validated by the Grants.gov system, by **11:59:59 pm EDT on June 28, 2023**. Validation indicates if the submission was successful and may take up to two days. If the submitted application is deemed invalid due to an error, applicants may correct the error and resubmit only if the **11:59:59 pm EDT** deadline has not passed. Applicants are encouraged to review the submission to be sure that the files transmitted correctly. Grants.gov may not catch all errors. Late submissions or modifications to the submitted application will not be accepted after the deadline.
- VII. Each application will be reviewed under the competition for which it was submitted in the Grants.gov system, and only applications that are successfully submitted by the established closing date will be reviewed.

NOTE: Applicants will receive multiple emails to confirm submission in Grants.gov, validation, and transmission to the Department. Once the application is transmitted to the Department, applicants will receive a final email with a unique identifier called a PR Award Number. Use this number when making inquiries about the submitted application. Please review the email carefully to ensure that you submitted the application under the intended competition.

V. Additional Information

Addressing Your Questions

The Department provides multiple avenues for interested applicants to ask questions and clarify their understanding of the TSL competition and process. Applicants should keep in mind that the Department cannot provide guidance on specific proposals.

The Department will soon make available a Frequently Asked Questions (FAQ) document on the TSL Web site, at <https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/teacher-and-school-leader-incentive-program>.

Applicants should look for this FAQ document and review it carefully to see whether their question has been addressed. The Department also plans to update, as appropriate, this document in response to applicant questions. Interested applicants may send their questions to TSL@ed.gov.

The Department has established the following address, TSL@ed.gov, where potential applicants may ask questions about the TSL competition. In addition, the Department plans to host an informational session, live or online, designed to help interested applicants with the application process. We encourage interested applicants to participate in these sessions. Participation in the Webinars is voluntary. For those who are not able to attend, the training will be available via a link posted on the TSL Web site.

Transparency

After awards are made under this competition, all the submitted applications, together with reviewer scores and comments for those applications, may be posted on the Department's web site.

Executive Order 12372 - Intergovernmental Review of Federal Programs

This program is subject to the requirement of the Executive Order 12372

(Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. The objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance. Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372.

You may locate the name and contact information of State Single Point of Contact at:

<https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. Do not send applications to the above address.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 87 hours per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit and voluntary.

Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537, or email ICDocketMgr@ed.gov and reference the OMB Control Number **1894-0006**.

NOTE: Please do not return completed applications to this address.

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

FROM: Dr. Zac Brown
Chief Talent Officer

DATE: June 15, 2023

RE: Request for new and updated job class descriptions:

In alignment with policy 5.103 and 5.101, the following new and updated job class descriptions are presented to you for your review. These updates include job classes where the job description is being updated to reflect the current essential job responsibilities of the existing job class.

Job Class Descriptions

Job Title	Purpose
Executive Director of Information Technology	The purpose of this classification is to direct operations and activities of the Information Services Department, including establishing/implementing strategic plans for deployment of technology to meet current/future needs of the School System, establishing technology standards for hardware, software, networking systems, services, and protocols, and overseeing deployment of technology to support established standards.
Executive Director of Grants and Federal Programs	The Executive Director of Grants and Federal Programs is responsible for the implementation and oversight of Titles I, II, III, & IV, 21st Century, Priority, and ATSI grants and provides oversight for all grant requests. This position will oversee the planning, implementation, evaluation, and reporting required in all external local, state, and federal funding projects. The Executive Director will lead the Grants and Federal Programs team to support school leaders and the Central Office with identifying, budgeting, and planning for grants coming into HCS. The goal of the office will be to ensure that all spending meets compliance guidelines and aligns to the district strategic plan, priority plan, and school improvement plans.

<p>Executive Director of Human Capital and Financial Solutions</p>	<p>The purpose of this job is to provide strategic and operational leadership and oversight of human capital and financial operations solutions for Hamilton County Schools. The Executive Director is accountable through collaboration for researching, designing, and improving systems and processes of shared services including, but not limited to operations, data analytics, policies and procedures, HRIS, compensation, compliance, benefits administration, payroll, accommodations, licensure, and leave management.</p>
<p>Director of Opportunity and Gap Closure</p>	<p>The Director of Opportunity and Gap Closure supports the Opportunity 2030 goal of Every Student Learns by focusing on intervention systems throughout the district. The purpose of this position is to connect the vision for intervention and various methods for gap closure across all schools in Hamilton County. This includes response to intervention, school-based tutoring, community-based tutoring, out-of-school time academic opportunities, and summer programming.</p>
<p>Director of Family and Community Engagement</p>	<p>The Director of Family and Community Engagement leads district-wide efforts to deepen relationships between schools, families, and community partners to support student academic achievement and well-being. The Director will build and manage a team to effectively facilitate family and community engagement initiatives for Hamilton County Schools. The Director will be responsible for integrating and coordinating cross-functional communication with teams and individuals who have engagement responsibilities across the district as well as ensuring two-way communication between the district and its stakeholders. The Director will also ensure that a community schools framework is implemented to tailor support, provide opportunities, and remove barriers to student learning and family wellness.</p>
<p>Coordinator of Strategic Partnerships</p>	<p>The Strategic Partnership Coordinator will design, manage, and evaluate the structure for sourcing, cultivating, managing, and celebrating relationships with strategic district partners. The Coordinator will ensure a district wide approach to working with external organizations that enhance student learning and support identified teacher, principal, student, and family needs in a way that aligns with the goals and commitments of the Hamilton County Schools strategic plan.</p>
<p>Budget Analyst</p>	<p>The budget analyst will conduct budget, accounting and financial activities, including position control, budget preparation, budget administration, general accounting, financial reporting, maintenance of records, and other financial activities.</p>

Leadership Development Facilitator	The Leadership Development Facilitator will design, develop, and implement a robust leadership development curriculum for Hamilton County Schools Leadership, Exploration, and Development (LEAD) programs. As a member of the Induction and Leadership team, this position will partner with the Director of Induction and Leadership, senior leaders, and other teaching and learning members to create an exciting, modern, and comprehensive learning experience for aspiring leaders at Hamilton County Schools.
Resource Facilitator	The Resource Facilitator supports a department or division in the management and tracking of financial resources, budgets and positions. The individual is responsible for performing administrative, financial, and organizational management tasks to ensure the effective and efficient operations of the department.
Coordinator of Classified Recruitment and Development	The purpose of this job is to coordinate and develop school-based mentoring supports and community-facing outreach to ensure high-quality classified-to-certified teacher pathways. The HR Coordinator of Classified Recruitment and Development will work with Human Resources, external partners, and classified staff members to recruit, develop, and retain future HCS teachers. The HR Coordinator supports the Opportunity 2030 strategy of matching well-qualified educators with caring school sites through innovative recruitment pipelines.
Human Resources Generalist I	The purpose of this job is to perform the daily functions of the Talent department including onboarding and offboarding staff, customer service, data entry, and enforcing company policies and practices.
Human Resources Generalist II	The purpose of this job is to perform the daily functions of the Talent department including onboarding and offboarding staff, customer service, data entry, administering leave, and enforcing company policies and practices. The Generalist II will focus on continuous improvement with employee onboarding communications and handle increasingly complex employee issues.
Human Resources Generalist III	The purpose of this job is to perform the daily functions of the Talent department including onboarding and offboarding staff, customer service, data entry, administering leave, and enforcing company policies and practices. The Generalist III will assist the HR department with employee relation matters, be an expert in HR operating procedures, and train new human resources employees.
Benefits Specialist I	As part of the Human Resources team, the Benefits Specialist I completes the functions relating to employee benefit programs including health, dental, disability, retirement, flexible spending, wellness, voluntary and life insurance benefits.

Benefits Specialist II	As part of the Human Resources team, the Benefits Specialist II completes the functions relating to employee benefit programs including health, dental, disability, retirement, flexible spending, wellness, voluntary and life insurance benefits. The Benefits Specialist II will focus on employee eligibility and communications of benefit offerings.
Benefits Specialist III	As part of the Human Resources team, the Benefits Specialist III completes the functions relating to employee benefit programs including health, dental, disability, retirement, flexible spending, wellness, voluntary and life insurance benefits. The Benefits Specialist III will focus on projects related to benefits, continuous improvement, and preparing for meetings designed to help employees understand the benefits offerings.
Human Resources Assistant	The purpose of this job is to perform clerical work associated with processing information/documentation in support of the Human Resources department.
Benefits Manager	The purpose of this job is to ensure HCS remains an employer of choice showing that every employee is valued by providing a competitive benefits package for all employees. This position will direct, administer, and manage the planning and operation of various employee benefit programs, including health, dental, life, accident, flexible spending, leaves of absence, etc. This position will also oversee the daily operations of the HCS wellness programs including the pharmacies and clinics.
Chief of Academic	The purpose of this position is to oversee Pre-K through 12 departments that support curriculum, instruction, school administration and leadership.
Family Connection Center Manager (Vacant)	The FCC Manager will proactively coordinate wraparound support with other district departments and school staff to create a welcoming environment and support families in navigating the educational system through direct services, connections, and resource development. The FCC Manager is responsible for planning, staffing, and overseeing the day-to-day operations of the Center and ensuring a customer-focused climate at all times.

Enclosure: Job Descriptions (19)



Hamilton County Schools Job Description

Job Title:	Chief Academic Officer	FLSA Status:	Exempt
Job Class and Grade:	A140 Grade: Administrator	Reports To:	Superintendent
Purpose of Job			
The purpose of this position is to oversee Pre-K through 12 departments that support curriculum, instruction, school administration and leadership.			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> • Leads the planning, development, and implementation of programs, policies, and procedures for assigned areas to ensure the effective utilization of resources to support the vision and mission of the school district. • Creates a customer-focused climate and provides quality services and support to schools and other stakeholders. • Designs, recommends, carries out educational initiatives; disseminates and interprets the results to administrators, teachers, parents, and other stakeholders as appropriate. • Consults and collaborates with the Superintendent, Board of Education, State Department of Education, administrators, district employees, and other officials to ensure efficient school operations. • Facilitates effective use of learning time by maximizing increased instructional time focused on student academic needs; ensuring student engagement, differentiated instruction and focused interventions; and integrating curriculum to strengthen key concepts across all subject areas. • Evaluates effectiveness of operations and programs in assigned areas; identifies and implements improvements or enhancements. Assures effective implementation of school improvement plans, including measurable long-term and short-term goals and objectives related to student learning and achievement. • Provides effective leadership to schools and departments to support curriculum, instruction, school administration, school leadership, and student achievement. • Oversees the implementation of rigorous academic standards to better prepare graduates for success as they pursue credentials and careers beyond high school. • Communicates academic standards to students, parents, teachers, and the general public. • Provide ongoing, targeted professional learning opportunities for teachers and administrators that result in student growth and achievement. • Provides support to school administration, teachers, parents, and students. • Supervises, directs, counsels, disciplines, and evaluates assigned staff. • Ensures compliance with district, state, and federal policies, regulations, and laws. • Develops, recommends, and implements budget for assigned area; monitors expenditures to ensure compliance with approved budget. • Establishes procedures for ensuring assigned areas are safe. • Communicates with supervisor, employees, other departments, school system officials, school officials/staff, teachers, parents/families, students, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. • Follow established procedures to ensure assigned areas are safe. • Attends work as scheduled and arrives to work on time. • Maintains confidentiality. 			



Hamilton County Schools Job Description

- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Prepares or completes various forms, reports, correspondence as required.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- May operate a motor vehicle to conduct various work activities. Travels to school and other locations as needed.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Master's degree preferred in School Administration and Supervision or Educational Leadership
- Ten (10) years previous experience that includes progressively responsible school management, school administration or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.
- Possession of valid State of Tennessee Professional Teacher certification preferred.
- Must possess a valid state-issued driver's license.

Skills/Qualifications:

- Ability to communicate effectively verbally and in writing with stakeholders inside and outside HCDE.
- Ability to work in a highly visible and fast-paced work environment.
- Ability to work under pressure and deal effectively with unexpected events.
- Demonstrated ability to effectively work with a diverse group of stakeholders.
- Ability to use multiple technology devices to complete essential functions of job.
- Demonstrated skills in planning, organization, problem-solving, decision-making, and time management.

Compensation:

Salary is based on a combination of relevant education and experience.

Minimum Salary: \$120,000

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand				x
11-20 lbs				x	Walk				x
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

Hamilton County Board of Education, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Hamilton County Schools Job Description

Job Title:	Leadership Development Facilitator	FLSA Status:	Exempt
Job Class and Grade:	L166 Grade: Certified Scale	Reports To:	Director
Purpose of Job			
<p>The Leadership Development Facilitator will design, develop, and implement a robust leadership development curriculum for Hamilton County Schools Leadership, Exploration, and Development (LEAD) programs. As a member of the Induction and Leadership team, this position will partner with the Director of Induction and Leadership, senior leaders, and other teaching and learning members to create an exciting, modern, and comprehensive learning experience for aspiring leaders at Hamilton County Schools.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> ● Ensure all leadership development content and experiences align with HCS Leadership standards and framework combined with current research and best practices in culturally focused programming and leadership development. ● Partner closely with participants, supervisors, and senior leadership throughout the development journey to ensure clarity, consistency, and simplicity and deliver an exceptional customer experience ● Conducts leadership development using a variety of instructional techniques and formats to include role-playing, simulations, team exercises, group discussions, videos, and lectures to ensure engagement, knowledge transfer, skill development, and efficient and fun learning. ● Responsible for ensuring all content and delivery methods (both delivery and supporting materials) drive the desired behaviors and mindset shift and build competence, confidence, and knowledge. ● Work independently and as part of a team to analyze, design, create and deploy appropriate learning and development solutions to leaders at all levels. ● Ensure ongoing programmatic excellence and effective delivery of services by focusing on research and innovative training and development processes and curriculum. ● Responsible for measuring, evaluating, and analyzing feedback and adjusting materials and methods as appropriate. ● Effectively work and build relationships with colleagues understanding various perspectives and leadership levels. ● Ensure key stakeholders are involved and kept informed of progress on development plans. ● Actively support all efforts to reinforce HCS culture, inclusive of our Diversity, Equity and inclusion strategy. ● Determine key measures of success. Provide analysis, reporting, and recommendations that drive continuous improvement, ensure application, and provide momentum for leader development strategy across the organization. ● Follow established procedures to ensure assigned areas are safe. ● Attends work as scheduled and arrives to work on time. ● Maintains confidentiality. 			



Hamilton County Schools Job Description

- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Prepares or completes various forms, reports, correspondence as required.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- May operate a motor vehicle to conduct various work activities. Travels to school and other locations as needed.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Bachelor's degree in education or related field required. Advanced degree preferred.
- Five (5) years proven work experience in teaching and/or coaching required.
- Three (3) years successful experience with leading district level initiatives as a teacher leader preferred.
- Experience creating and leading professional development.
- School administrator experience preferred.
- Must possess and maintain a valid TN teaching or School Service certification. If you hold a teaching license in another state, [you must apply for a Tennessee teaching license](#).
- Must possess and maintain a valid state-issued driver's license.

Skills/Qualifications:

- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members.
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills.
- Ability to self-start, work independently and/or with a team, virtually as well as in an office.

Compensation:

Salary is based on a combination of relevant education and experience.

Minimum Salary: \$46,260

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs				x	Walk			x	
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Budget Analyst	FLSA Status:	Exempt
Job Class and Grade:	P184 Grade: F	Reports To:	Director
Purpose of Job			
<p>The purpose of this classification is to conduct budget, accounting, and financial activities, including position control, budget preparation, budget administration, general accounting, financial reporting, maintenance of records, and other financial activities.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> ● Logs and screens position control requests for accuracy, completeness, and conformity to established processes. ● Creates and updates positions in the enterprise system. ● Communicates with appropriate stakeholders to coordinate necessary activities to process position Control requests. ● Works to maintain position compliance with approved budgets for Hamilton County Schools including utilizing accurate account, job class, location and other applicable codes. ● Serves as backup for Position Control Manager. ● Processes a variety of documentation associated with department operations within designated timeframes and per established procedures. ● Maintains compliance with Generally Accepted Accounting Principles (GAAP) and all other applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations. ● Prepares budget documents, charts, and graphs; prepares spreadsheets and monitors salary expenses for system personnel; assists in making budgetary projections; maintains database and history of budget information; downloads information from mainframe system to personal computer database; requests reports from systems for monthly budget updates. ● Assists with information needed to prepare annual budget documentation for presentation to School Board, County Commissioners, and the public; updates revenue analysis needed for budget presentation and other items needed for budget process. ● Analyzes department accounts. ● Assists with budget maintenance which includes budget amendments, budget requests, and account code requests. ● Prepares a variety of financial reports; assists with preparation of various state and federal reports, including the Annual Financial Report; prepares monthly School Board financial statements; compiles statistical and administrative data for reports; researches data and makes applicable calculations; distributes monthly financial reports and explanations to various individuals, departments, or outside agencies. ● Prepares and maintains a list of account approvers for internal control purposes. ● Provides support for system users on monthly accounting reports; meets periodically with users to review budget items, accounts, and year-to-date activity. ● Prepares or completes various forms, reports, correspondence, invoices, financial statements, spreadsheets, graphs, charts, tax reports/forms, or other documents. ● Assists with the year-end closing process. 			



Hamilton County Schools Job Description

- Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer system; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, payroll, financial, presentation, Internet, email, or other computer programs; performs basic maintenance of office/computer equipment, such as backing up data or replacing paper, toner, or ribbons; coordinates service/repair activities as needed.
- Maintains file system of various files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; coordinates maintenance/retention of records in accordance with guidelines governing records retention.
- Works collaboratively with administration, principals, secretaries, staff, and other stakeholders.
- Provides assistance to other employees or departments as needed.
- Protects confidentiality of employee and financial records and information.
- Understands and follows oral and written directives accurately, timely, and with a positive attitude.
- Ensures accuracy of input and output data.
- Participates in professional development.
- Communicates with supervisor, employees, other departments, school system officials, school officials/staff, teachers, parents/families, students, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Communicates through the proper channels to keep supervisor and other appropriate personnel informed of impending problems or events of unusual nature.
- Follow established procedures to ensure assigned areas are safe.
- Works collaboratively with all stakeholders.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Prepares or completes various forms, reports, correspondence as required.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High School Diploma/GED required. Bachelor's degree in Accounting, Business Administration, or closely related field strongly preferred.
- Three (3) years of related work experience is preferred.

Skills/Qualifications:

- Demonstrate excellent verbal and written communication skills.
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills with a proven ability to meet deadlines.



Hamilton County Schools Job Description

- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficiency with or the ability to quickly learn the organization's HRIS and applicant tracking systems.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: F

Minimum Salary: \$45,181.50

[Salary Scale](#)

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs			x		Climb		x		
21-50 lbs		x			Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs			x		Walk			x	
21-50 lbs		x			Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F= Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Executive Director of Human Capital and Financial Solutions	FLSA Status:	Exempt
Job Class and Grade:	P187 Grade: P	Reports To:	Chief

Purpose of Job

The purpose of this job is to provide strategic and operational leadership and oversight of human capital and financial operations solutions for Hamilton County Schools. The Executive Director is accountable through collaboration for researching, designing, and improving systems and processes of shared services including, but not limited to operations, data analytics, policies and procedures, HRIS, compensation, compliance, benefits administration, payroll, accommodations, licensure, and leave management. The Executive Director is a forward thinker, creator, problem solver, and hands-on trusted partner and supports the mission and vision of HCS.

Primary Job Duties and Responsibilities

- Provides proactive and strategic guidance and support for organizational planning and development initiatives that align the human capital and financial action plans to support Hamilton County Schools' vision and mission.
- Conducts research regarding policies and procedures by collecting data and formulating results to revise and implement continuous improvement and compliance. Evaluates the effectiveness of operations and programs in assigned areas; identifies and recommends improvements or enhancement. Further executes the planning, developing, and implementing of programs, policies, and procedures for designated areas to ensure the most effective utilization of resources to support the vision and mission of the district. Leads continuous improvement through change management and on-going system-based training. Stays abreast of best practices, evaluates the effectiveness of operations and programs, identifies and recommends improvements or enhancements to drive efficiencies.
- Drives analytical rigor and deep analysis on effectiveness and competitiveness of existing programs and benefits; establishes and drives key metrics, including utilization, engagement, and cost analyses. Conducts deep dive analysis on key issues impacting the district to determine root causes and formulate solutions.
- Partners with multiple functional areas to align organizational priorities and resources to meet goals and objectives across the District. Monitors HR and financial activities to ensure HCS is aligned with best practices.
- Propels the team through regular benchmarking cycles to analyze and assess market data, industry trends, and best practices to create market-competitive total reward packages.
- Manages a portfolio of projects, ensuring that projects are delivered on time. Oversees the preparation and completion of project deliverables including project plans, process flows, functional requirements, and implementations. Completes hi-impact initiatives and projects and defines metrics to assess and meet quality service standards to drive service excellence and a high-performing collaborative culture.



Hamilton County Schools Job Description

- Oversees the administration of programs including but not limited to compensation, benefits, HCS clinics and pharmacies, operations, compliance, accommodations, and leave management.
- Ensures proper coordination and management of District leaves of absence, including FMLA, disability, parental time off, personal leave, military leave, jury duty, bereavement, etc.
- Serves as a strategic business advisor on critical policies and compliance with federal, state, and local employment laws and regulations.
- Conducts thorough and impartial investigations. Counsels administrators and managers on any needed actions.
- Acts as the lead compliance officer/investigator for EEOC charges including receiving, investigating, and responding to complaints or providing advice and consultations to the administrator handling the investigation or complaint.
- Serves as the advisor to district leaders in all matters related to human capital operational functions such as employment, retirement, exiting employees, leaves, accommodations, regulatory compliance and reporting, policy administration, employee discipline, benefits administration, contract administration, and recordkeeping for all employees.
- Ensures internal communications on policies, procedures, and relevant legal matters are maintained to provide consistency in administration and compliance and develop, maintain, and continuously improve systems to ensure staff are aware of and have access to appropriate information and consistent policy application.
- Provides training to administration to ensure that policies and procedures are understood and implemented fairly and appropriately.
- Monitors human resource activities of administrators and managers for the purpose of assuring compliance with district's human resources policies and procedures, collaborative conferencing agreements and laws and regulations.
- Develops and maintains workforce planning programs to support school staffing models, retirement and resignation projections, and hiring projections.
- Stewards utilization of staffing model by working closely with administrators and position control to ensure allocation of headcount in each school, department or area.
- Directs the preparation and/or completion in an accurate and timely manner of state and federal reports for compliance.
- Analyzes various statistical and/or administrative data to identify trends that impact system performance. Identifies optimal solutions that meet the needs of the HR functions by recommending process improvements, system enhancements, and alternatives based on needs. Actively pushes efforts to expand the use of software to manage, track, and analyze HR data across district functions.
- Leads relevant aspects of the HRIS, ERP and ATS systems and processes that may include evaluation and implementation of other systems and tools, optimization of workflows, departmental relationships/collaborations, and business system adoption.
- Provides leadership and oversees employee information collection, analysis, and reporting; directs the data input and ensures data integrity and appropriate use of data systems.
- Direct compliance activities including but not limited to benefits administration, HIPPA, FLSA, ADA, FMLA, leaves, Return to Work, licensure, reporting, and data management.
- Oversees and instructs others regarding administration of leave and return to work processes, as well as engagement in the interactive process for disabilities.
- Responsible for safeguarding of financial assets by maintaining a system of internal controls that is compliant with the standardization and policies and procedures implemented. Oversees proper



Hamilton County Schools Job Description

compensation placement of employee salaries and monitors benefits administration to ensure accurate enrollments and bill reconciliations.

- Consults with employee benefits brokers to survey and obtain coverage trends, options, and costs; responds to proposals from brokers, agents, and consultants and make recommendations for coverage and provider changes; directs and oversees work of employee benefits broker in designing benefit program changes and actuarial review of self-funded health insurance program; explains employee benefits programs and services to employees, departments, and employee organizations.
- Initiates, guides, and reviews the Requests for Proposals (RFPs) processes regarding benefit carriers/vendors and HRIS systems.
- Plans, directs and oversees the administration and operation of employee benefit programs including the HCS clinics and pharmacies. Analyzes utilization rates and benefit costs to advise senior leadership on overall program operations including premium rate determinations, significant administrative needs.
- Assesses HR risks for Hamilton County Schools and recommends appropriate solutions. Consults and collaborates with the Superintendent, Board of Education, State Department of Education, administrators, district employees, other officials and stakeholders to ensure efficient school operations.
- Facilitates audits by providing historical information, records and documentation to auditors.
- Ensures HR practices reflect a commitment to diversity and inclusion signifying that the district is welcoming and supportive for staff regardless of race, ethnicity, gender, age, religion, language, abilities/disabilities, socioeconomic status, and geographic region.
- Develops, recommends, and implements budget as assigned; monitors expenditures to ensure compliance with approved budget.
- Follows established procedures for ensuring assigned areas are safe.
- Acts in a professional, respectful, and courteous manner at all times.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures.
- Attends professional growth sessions for the purpose of keeping his/her professional human resource knowledge current with changing laws and regulations.
- Attends work and arrives to work on time.
- Maintains confidentiality.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Bachelor's degree required. Master's degree in Business, Human Resources Management, Finance, Organizational Development, or a closely related field preferred.
- Ten (10) years of work experience that includes progressively responsible management-level experience and substantial experience in human capital operations.
- Professional in Human Resources Certification (PHR, SHRM-CP, SHRM-SCP) preferred.
- Extensive knowledge of the practices and principles of human resource administration and management/supervisory techniques; laws affecting personnel administration. Thorough



Hamilton County Schools Job Description

knowledge of organization and functions, recruitment, talent management, wage and salary administration, current ADA, EEO, FMLA, FLSA rules and regulations, data systems, position classifications, job analysis, and compensation systems.

- Experience managing an operational function in a multi-site organization to include HR/Benefits administration and systems, HRIS systems, policy, data management, workforces planning, talent management, compliance, compensation, budgeting, benefits administration, training, and communications.
- Knowledge of state and federal laws and regulations relating to employee benefits administration, health plan administration, and health maintenance organizations, and monitoring practices required.
- Knowledge of principles and practices of management, including program planning, implementation, administration and evaluation, current trends and issues related to employer-sponsored benefits programs, contracting processes, and administration preferred.
- Working knowledge of general accounting and record keeping methods for claims administration, data processing applications for management information systems, principles of supervision, employer group insurance and indemnity plans, and available coverage preferred.
- Experience in financial analytics/understanding of key metrics. Possesses deep financial acumen.
- Demonstrated experience leading and developing finance and HR professionals, as well as experience in delivering services through a partnership model.
- Must possess a valid state-issued driver's license.

Skills/Qualifications:

- Team oriented and the ability to build strong partnerships and foster cross-functional collaboration.
- Ability to develop processes, policies, procedures and systems into value-added solutions for the district.
- Ability to work with minimal supervision and take initiative in pursuing responsibilities. Ability to perform complex research work in order to formulate and write policy.
- Strong track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Demonstrates excellent verbal and written communication skills to deal effectively with students, educators, Board members, parents, and community members.
- Demonstrates the ability to analyze and resolve issues in a way that presents a positive image of the HR Department.
- Demonstrates the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize fractions and interpret data to improve HR operations.
- Demonstrates the ability to use a variety of technology tools and devices to accomplish work.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade P

Minimum Salary: \$109,478

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs	x				Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs				x	Walk			x	
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Benefits Manager	FLSA Status:	Exempt
Job Class and Grade:	P225 Grade: K	Reports To:	Executive Director

Purpose of Job

The purpose of this job is to ensure HCS remains an employer of choice showing that every employee is valued by providing a competitive benefits package for all employees. This position will direct, administer, and manage the planning and operation of various employee benefit programs, including health, dental, life, accident, flexible spending, leaves of absence, etc. This position will also oversee the daily operations of the HCS wellness programs including the pharmacies and clinics.

Primary Job Duties and Responsibilities

- Plans, directs, and manages the operation of employee benefits programs. Analyzes, develops, implements, and evaluates policies and procedures. Advises executive management on overall program operations, including premium rate determinations and significant administrative issues.
- Consults with insurance brokers to survey and obtain coverage trends, options, and costs. Responds to insurance proposals from brokers, agents, and consultants, and drafts recommendations for coverage and provider changes.
- Oversees work of employee benefits consultants in designing benefit program changes and actuarial review of self-funded health insurance programs.
- Communicates plan and wellness benefits including policies, procedures and changes to employees by preparing and distributing descriptive benefit enrollment and wellness materials. Oversees the benefits communications for new hires, life events, leaves, terminations, and COBRA.
- Manages relationships with internal/external stakeholders and suppliers. Identifies and resolves all benefits administration problems in a timely manner. Keeps leadership apprised of issues as appropriate.
- Manages and evaluates assigned staff including goal setting and counseling of performance appraisals. Participates in selection of new employees. Provides staff development for employees.
- Facilitates and manages the annual open enrollment process through planning, implementation and communication of all new benefit programs or program changes to staff, broker, and carriers. Coordinates training for HR colleagues and all staff, leads the HRIS programming updates, and runs reports to audit final elections and adjust accordingly before the new enrollment period begins.
- Manages open enrollment activities and monitors the maintenance of records of employees covered under medical, dental, life, disability, prescription drug, and Section 125 FSA Plan. Oversees the setup information in the benefit and payroll system to deduct benefit costs from employee paychecks.
- Ensures completion of the administrative tasks involved in maintaining and implementing benefits which includes: preparing and distributing billing statements to retirees and employees on leave of absence, posting payments to individual records, overseeing preparation of billing notices for COBRA, posting payments to individual records, distribution of Medicare Part D information to covered employees and dependents as they become eligible, preparing and submitting reports



Hamilton County Schools Job Description

for Long Term Disability and Life insurance carriers, and updating eligibility changes and submits electronic eligibility to medical insurance carrier and third party administrators.

- Participates in audits by internal staff and contractors of various benefits programs.
- Oversee the administration of all leaves of absence and disability claims (STD, LTD, FMLA).
- Reviews the monthly billing reconciliation for accuracy and review discrepancies and communicates with carriers regarding any outstanding/incorrect items ensuring resolution occurs. Partners with Finance regarding benefits reconciliation matters.
- Oversees the reconciliation of the payroll deduction register against deductions or credits entered to ensure the employees' checks reflect accurate benefit deductions or credits. Oversees the benefits enrollments and terminations process and periodically audits carrier feeds and reports for accuracy. Troubleshoots issues, runs reports, audits deductions, resolves claims inquiries, and communicates with carriers and staff as needed.
- Ensures staff compliance with applicable district, state, and federal codes, state and federal legislation and laws, rules, regulations, standards, policies and procedures.
- Identifies data processing criteria and requirements for computerized record keeping, payment, and information files; coordinates and consults with auditors and information services staff to develop, install, and monitor benefits input, employee deductions processing, and production of various management and ad hoc reports.reporting.
- Collaborate with Executive Director, CFO, and CTO regarding key initiatives in support of the HCS Strategic Plan.
- Engage with HR staff and applicable stakeholders regarding the development and implementation of employment, benefits, and workforce policies. Ensure written processes and procedures are current and documented.
- Communicates with supervisor, employees, other departments, school system officials, school officials/staff, teachers, parents/families, students, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Follow established procedures to ensure assigned areas are safe.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Prepares or completes various forms, reports, correspondence as required.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High School Diploma/GED required. Bachelor's degree in business administration, accounting, human resource management, or other related field preferred.



Hamilton County Schools Job Description

- Five (5) years of experience developing and managing employee health and benefit insurance programs required.
- Knowledge of state and federal laws and regulations relating to employee benefits administration, health plan administration, health maintenance organizations and monitoring practices required.
- Knowledge of principles and practices of management, including program planning, implementation, administration and evaluation, current trends and issues related to employer-sponsored benefits programs, contracting processes, and administration preferred.
- Knowledge of general accounting and record keeping methods for claims administration, data processing applications for management information systems, principles of supervision, employer group insurance and indemnity plans, and available coverage preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.
- Experience in partnering with all levels of staff and external stakeholders to develop, implement and manage benefits programs required.
- Professional maturity, sound judgment and comfort with changing priorities required
- Ability to handle employment information and issues with absolute discretion and confidentiality required
- Demonstrated experience with various HRIS systems and comfort with Microsoft Office applications; able to successfully navigate business systems
- A proven leader, and able to mentor and inspire a strong sense of community, accountability and continuous improvement among a diverse workforce across multiple locations.

Skills/Qualifications:

- Ability to research and analyze benefit options and make recommendations/presentations to employees and administrators.
- Demonstrate tact and discretion when dealing with employees and outside benefit providers.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to perform addition, subtraction, multiplication, and division. Ability to calculate decimals and percentages.
- Ability to use technology to complete reports and maintain records.
- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members.
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: K

Minimum Salary: \$72,117

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs			x		Climb		x		
21-50 lbs		x			Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs			x		Walk			x	
21-50 lbs		x			Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Director of Opportunity and Gap Closure	FLSA Status:	Exempt
Job Class and Grade:	P281 Grade: N	Reports To:	Chief
Purpose of Job			
<p>The Director of Opportunity and Gap Closure supports the Opportunity 2030 goal of Every Student Learns by focusing on intervention systems throughout the district. The purpose of this position is to connect the vision for intervention and various methods for gap closure across all schools in Hamilton County. This includes response to intervention, school-based tutoring, community-based tutoring, out-of-school time academic opportunities, and summer programming.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> • Establishes Vision and a Theory of Action Plan for gap closure that benefits all students in Hamilton County Schools. • Supports the implementation of the Opportunity 2030 strategic plan, specifically implementing strategies and action steps to improve the key performance indicators for the Every Student Learns. • Develops and maintains structures for community partners to engage with the school system in a systematic fashion. Including but not limited to, Out of School Alliance, Early Matters Team, and Chattanooga 2.0. Also including the state team members. • Facilitates and updates the HCS Foundational Literacy Plan per TDOE guidelines. • Develops strategy around all Learning Loss and Acceleration legislation. • Uses data to identify areas of growth. Recommends areas for improvement and assists in the planning/coordination to address identified needs in intervention systems. • Establishes, cultivates and maintains contact with members of the community and representatives of community groups; initiates, coordinates and attends relevant meetings and work sessions. • Provides ongoing support for schools, coordinating with other state agencies, and ensuring compliance with state guidelines. • Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. • Evaluates effectiveness of operations and programs in assigned areas; identifies and recommends improvements or enhancements. • Communicates with supervisor, employees, other departments, school system officials, school officials/staff, teachers, parents/families, students, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. • Follow established procedures to ensure assigned areas are safe. • Attends work as scheduled and arrives to work on time. • Maintains confidentiality. • Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures • Prepares or completes various forms, reports, correspondence as required. 			



Hamilton County Schools Job Description

- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- May operate a motor vehicle to conduct various work activities. Travels to school and other locations as needed.
- Performs other duties as assigned

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Bachelor's degree in Education or other related field required. Master's degree preferred.
- Seven (7) years of experience in progressively responsible management-level experience in related fields.
- Three (3) years of experience working in a K-12 setting is preferred.
- Must possess and maintain a valid state-issued driver's license.

Skills/Qualifications:

- Ability to communicate effectively verbally and in writing with stakeholders inside and outside HCDE.
- Ability to work in a highly visible and fast-paced work environment.
- Ability to work under pressure and deal effectively with unexpected events.
- Demonstrated ability to effectively work with a diverse group of stakeholders.
- Ability to use multiple technology devices to complete essential functions of job.
- Demonstrated skills in planning, organization, problem-solving, decision-making, and time management.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: N

Minimum Salary: \$98,629

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand				x
11-20 lbs				x	Walk				x
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Executive Director of Grants and Federal Programs	FLSA Status:	Exempt
Job Class and Grade:	P282 Grade: P	Reports To:	Chief
Purpose of Job			
<p>The Executive Director of Grants and Federal Programs is responsible for the implementation and oversight of Titles I, II, III, & IV, 21st Century, Priority, and ATSI grants and provides oversight for all grant requests. This position will oversee the planning, implementation, evaluation, and reporting required in all external local, state and federal funding projects. The Executive Director will lead the Grants and Federal Programs team to support school leaders and the Central Office with identifying, budgeting and planning for grants coming into HCS. The goal of the office will be to ensure that all spending meets compliance guidelines and aligns to the district strategic plan, priority plan, and school improvement plans.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> ● Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. ● Creates annual department action plan aligned to district strategic plan. ● Coordinates daily work activities; organizes, prioritizes, and assigns work; plans/conducts staff meetings; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise. ● Ensures compliance with Consolidated Federal Programs Grant requirements, ESEA requirements, and all other applicable grants, laws, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations. ● Provides oversight for all grants coming into HCS. ● Works with Budget Unit Managers, Grant Budget Managers, Fiscal Representative and appropriate stakeholders to onboard funds coming into HCS. ● Consults with appropriate district and community stakeholders, state consultants, state/federal agencies, school officials, and other officials to review financial operations/activities, review/resolve problems, receive advice/direction, and provide recommendations. ● Attends various meetings, serves on committees, and makes speeches or presentations as needed; attends Board meetings, and State informative meetings; plans/conducts planning meetings for Advisory Committee; attends meetings of school leadership and/or teaching & learning directors; plans/conducts information meetings for principals; attends and shares information at community forums. ● Develops and implements long and short term plans, goals, and objectives for grant-funded programs and for the department; evaluates school academic performance and effectiveness of grants; determines types of innovative programs and professional development needed to best meet the district's needs. ● Applies for federal grants; writes addenda and amendments to grant applications; calculates district poverty percentage for district. Determines eligibility/allocation, and includes information in grant; determines which public/private schools qualify for Title I, Title II, Title III or Title IV federal 			



Hamilton County Schools Job Description

funding, the amount of funding for each school, and actions to be taken if a federally-funded school fails to show academic gains.

- Sets up federal budgets for grants and amendments; reviews individual school budget summaries and expenditures; approves/signs requests to spend federal funds; submits school requests for equipment to State for approval.
- Prepares various state-required reports and submits to State Department of Education; prepares comparability reports and maintenance of effort reports to ensure equitable district staffing and funding; prepares performance reports to measure effectiveness of grants; prepares self-monitoring reports to ensure legal expenditure of funds.
- Reviews testing/assessment results of Title I schools to determine student achievement; includes data in performance reports.
- Conducts evaluations of coordinators and coordinating teachers to ensure maintenance of certification.
- Assists in planning and coordinating grant/program activities; visits schools, attends planning sessions, and attends faculty meetings; works with teaching and learning staff to discuss effective instructional practices and needs of the district; works with family and community engagement office to plan parental involvement training for school parent coordinators; provides information and guidance to school principals regarding program guidelines, budgets, activities, staff development, and related activities.
- Compiles and/or monitors various administrative and/or statistical data; performs necessary research; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports; maintains records.
- Prepares or completes various forms, reports, correspondence, consolidated federal programs applications, ESEA Guidelines manual, comparability reports, maintenance of effort reports, performance reports, self-monitoring reports, federal budget documents, Title I school allocations, personnel rosters, performance evaluations, agendas, flyers, spreadsheets, or other documents.
- Receives various forms, reports, correspondence, free/reduced lunch counts, enrollment information, various district testing results, needs assessment survey results, equipment requests, professional development requests, school budget summaries, budget reports, policies, procedures, guidelines, handbooks, publications, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with employees, other departments, school officials, consultants, grant funding agencies/officials, state/federal agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Maintains confidentiality of student and staff data encountered in the course of performing work tasks.
- The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.
- Evaluates effectiveness of operations and programs in assigned areas; identifies and recommends improvements or enhancements.
- Communicates with supervisor, employees, other departments, school system officials, school officials/staff, teachers, parents/families, students, vendors, the public, outside agencies, and



Hamilton County Schools Job Description

other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

- Follow established procedures to ensure assigned areas are safe.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Prepares or completes various forms, reports, correspondence as required.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- May operate a motor vehicle to conduct various work activities. Travels to school and other locations as needed.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Bachelor's degree education, business, finance, accounting, or related field required. Master's degree preferred.
- Ten (10) years of work experience that includes progressively responsible management-level experience required.
- Five (5) years experience in administering federal title or grant funding/consolidated funding applications, school administration preferred.
- Must possess and maintain a valid state-issued driver's license.

Skills/Qualifications:

- Ability to communicate effectively verbally and in writing with stakeholders inside and outside HCDE.
- Ability to work in a highly visible and fast-paced work environment.
- Ability to work under pressure and deal effectively with unexpected events.
- Demonstrated ability to effectively work with a diverse group of stakeholders.
- Ability to use multiple technology devices to complete essential functions of job.
- Demonstrated skills in planning, organization, problem-solving, decision-making, and time management.
- Demonstrates the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize fractions and interpret data to improve operations.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: P

Minimum Salary: \$109,478

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs				x	Walk			x	
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Executive Director of Information Technology	FLSA Status:	Exempt
Job Class and Grade:	P283 Grade: P	Reports To:	Chief

Purpose of Job

The purpose of this classification is to direct operations and activities of the Information Technology Department, including establishing/implementing strategic plans for deployment of technology to meet current/future needs of the District, establishing technology standards for hardware, software, networking systems, services, and protocols, and overseeing deployment of technology to support established standards.

Primary Job Duties and Responsibilities

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.
- Coordinates daily work activities; organizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, students, and other individuals; initiates any actions necessary to correct deviations or violations.
- Consults with the Senior Leadership Team and Superintendent, state/federal agencies, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Coordinates department projects and activities with those of other departments, vendors, consultants, outside agencies, or others as needed; meets with other department managers and school officials to establish technology plans; works with City Data Center, County Data Center, State Department of Education, and Educational Networks of America on issues which impact Hamilton County Department of Education; works with major manufacturers and assists in their strategic planning.
- Attends various meetings, serves on committees, and makes speeches or presentations as needed; attends and contributes to the Superintendent's Cabinet & Staff meetings and to Divisional Staff meetings.
- Develops and implements departmental budget; monitors expenditures to ensure compliance with approved budget; creates requisitions for purchases; approves or makes recommendations concerning technology bids/purchases for other departments, to ensure supportability of resultant purchases.
- Develops, updates, and implements policies and procedures to accomplish system-wide goals; develops Internet Acceptable Use policy.



Hamilton County Schools Job Description

- Establishes support standards for consistency in provision of technological support, including software standards, hardware standards, network hardware standards, and network protocol standards.
- Develops and implements long and short term plans, goals, and objectives for the department; maintains documentation showing status of major objectives.
- Establishes strategic technology plans for deployment of technology to meet the needs of the entire District; develops technology plan to provide technological direction; submits technology plan to State; distributes throughout District and provides to interested parties in the community; conducts strategic planning for adjusting school zone lines; provides leadership in creation of a data-driven District conducts “out-of-box” thinking for other departments; develops innovative approaches to creatively stretch finite resources.
- Directs, coordinates, and oversees all aspects of computer hardware/software support, network engineering, and website administration, including activities involving installation, configuration, maintenance, troubleshooting, and system administration of computer resources.
- Oversees and provides direction for Information Technology projects; sets and communicates priorities for staff; provides direction for systems design; coordinates “what if” scenarios regarding zoning questions; schedules projects to minimize computer/network downtime; monitors progress of major projects; oversees and assists as needed with installation, set up, configuration, maintenance, troubleshooting, or repair of various components of computer systems/resources; oversees security of computer systems; oversees user Internet and email access; assists with resolution of system-wide technological problems.
- Oversees/coordinates provision of technical support, training, and assistance for all levels of system users; oversees development of user instructions and procedural documentation; oversees maintenance of logs/documentation of department work activities, installations, computer operations, system modifications, maintenance/repair activities, warranty records, and other activities.
- Establishes technical specifications on system-wide technology-related requests for quotes; evaluates technology bids and recommends vendor selection.
- Submits proposals on major initiatives to the executive cabinet; provides recommendations to ensure supportability and to increase probability of achievement/accomplishment.
- Establishes and maintains a commodity spreadsheet to assist with procurement of equipment/supplies; maximizes the contribution of key local suppliers; works with viable local suppliers to maximize value added.
- Monitors inventory of computer equipment, supplies, forms, and tools; ensures availability of adequate materials to conduct work activities; initiates orders for new or replacement items; obtains bids and price quotes as appropriate; oversees receipt of orders and distribution of components to appropriate departments, schools, or projects.
- Provides teaching/instruction in Productivity Tools; makes recommendations for Productivity Tools selection.
- Plans and designs physical space requirements for Information Technology staff.
- Prepares or completes various forms, reports, correspondence, Technology Plan, purchase requisitions, status reports, proposals, commodity lists, budget documents, network user lists, technical specifications, procedural notices, technical procedures/publications, system assessments, training materials, policies, procedures, practices, standards, spreadsheets, performance evaluations, or other documents.



Hamilton County Schools Job Description

- Receives various forms, reports, correspondence, service project requests, programming project requests, attendance reports, inventory records, budget reports, requisitions, purchase orders, bid responses, invoices, error reports, data backups, product warranty information, technical manuals, program manuals, users' guides, diagrams, schematics, technical drawings, technical bulletins, manuals, reference materials, maps, catalogs, directories, policies, procedures, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with employees, other departments, school officials, school personnel, users, vendors, manufacturer representatives, outside service providers, state/federal agencies, the public, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Operates various computer systems, peripheral equipment, office equipment, and related tools such as a personal computer, laptop computer, printer, monitor, terminal, server, hard drive, tape drive, CD-ROM drive, modem, scanner, digital camera, hub, meters, cable tester, tone generator, diagnostic instruments, hand tools, crimping tool, copy machine, facsimile machine, calculator, or telephone.
- Maintains a working knowledge of a variety of computer operating systems and software programs associated with work activities, which may include word processing, spreadsheet, database, desktop publishing, presentation, graphics, multimedia, inventory management, networking, communications, diagnostic, utilities, Internet, and email; maintains working knowledge of various computer programs utilized by the School System in order to troubleshoot hardware/software problems.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new products, technologies, technical methods, trends, and advances in the profession; reads professional publications and technical manuals to increase knowledge of computer operations; maintains professional affiliations; attends user group meetings, conferences, workshops, and training sessions as appropriate.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Communicates through the proper channels to keep supervisor and other appropriate personnel informed of impending problems or events of unusual nature.
- Follows established procedures for ensuring assigned areas are safe.
- Works collaboratively with school staff, students, parents, and other stakeholders.
- Attends work and arrives to work on time.
- Maintains confidentiality.
- Performs other duties as assigned.
- May operate a motor vehicle to conduct various work activities. Travels to school and other locations as needed.



Hamilton County Schools Job Description

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Bachelor's degree in Information Management, Management Information Systems, Information Technology, or a related field required. Master's degree preferred.
- Ten (10) years of previous experience that includes progressively responsible management-level experience in information services management, computer system design/implementation, network design/configuration, computer operations/maintenance, hardware/software troubleshooting, software support, database management, budget administration, and management
- Must possess and maintain a valid state-issued driver's license.
- Experience managing significant projects from design to successful implementation.

Skills/Qualifications:

- Excellent verbal and written communication skills.
- Proficient in latest technology for IT systems and management.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Excellent analytical and management skills.
- Excellent interpersonal skills.
- Through understanding of IT and practical applications to support the District goals.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: P

Minimum Salary: \$109,478

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs				x	Walk			x	
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Director of Family and Community Engagement	FLSA Status:	Exempt
Job Class and Grade:	P284 Grade: M	Reports To:	Chief

Purpose of Job

The Director of Family and Community Engagement leads district-wide efforts to deepen relationships between schools, families, and community partners to support student academic achievement and well-being. The Director will build and manage a team to effectively facilitate family and community engagement initiatives for Hamilton County Schools. The Director will be responsible for integrating and coordinating cross-functional communication with teams and individuals who have engagement responsibilities across the district as well as ensuring two-way communication between the district and its stakeholders. The Director will also ensure that a community schools framework is implemented to tailor support, provide opportunities, and remove barriers to student learning and family wellness.

Primary Job Duties and Responsibilities

- Supervise, manage, and evaluate a district-level team and provide oversight and professional development to school-level staff who help support family and community engagement efforts to ensure standards and effective practices are embedded in the day-to-day work.
- Creates and implements vision for the assigned department.
- Evaluate grant opportunities to support family and community engagement efforts.
- Creates a customer-focused climate and provides quality services and support to schools, families and community partners, working collaboratively and productively with all stakeholders.
- Develops trusted relationships with a team of cross-functional leaders to implement and maintain district-wide engagement strategies
- Plan, organize, align and supervise meaningful family engagement at the district level to assist schools with improving in increasing family engagement that ensures diverse representation of families.
- Monitors implementation of District Family and Community Engagement Plan, as well as school adherence to Board Policy 4.502 – Parent and Family Engagement, in support of student achievement.
- Create systems within the district that improve communication and resource sharing between schools and district departments related to family and community engagement and other applicable topics.
- Develop and support a healthy feedback loop with stakeholders to solicit input and assess progress.
- Supports communication efforts via social media, website content management, newsletters, and/or other mediums as determined in consultation with the Communications Office
- Establishes, cultivates and maintains contact with members of the community and representatives of community groups; initiates, coordinates and attends relevant meetings and work sessions.
- Evaluates effectiveness of operations and programs in assigned areas; identifies and recommends improvements or enhancements.
- Communicates with supervisor, employees, other departments, school system officials, school officials/staff, teachers, parents/families, students, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.



Hamilton County Schools Job Description

- Follow established procedures to ensure assigned areas are safe.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Prepares or completes various forms, reports, correspondence as required.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- May operate a motor vehicle to conduct various work activities. Travels to school and other locations as needed.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Bachelor's degree in education, social work, public relations, nonprofit, communications, or other related fields required. Master's degree preferred.
- Seven (7) years of experience in progressively responsible management-level experience in related fields.
- Three (3) years of experience working in a K-12 setting is preferred.
- Must possess and maintain a valid state-issued driver's license.

Skills/Qualifications:

- Ability to communicate effectively verbally and in writing with stakeholders inside and outside HCDE.
- Ability to work in a highly visible and fast-paced work environment.
- Ability to work under pressure and deal effectively with unexpected events.
- Demonstrated ability to effectively work with a diverse group of stakeholders.
- Ability to use multiple technology devices to complete essential functions of job.
- Demonstrated skills in planning, organization, problem-solving, decision-making, and time management.
- Bilingual skills – fluent in Spanish and English desired, though not required.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: M

Minimum Salary: \$88,855

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs				x	Walk			x	
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Coordinator of Strategic Partnerships	FLSA Status:	Exempt
Job Class and Grade:	P285 Grade: K	Reports To:	Director/Chief
Purpose of Job			
<p>The Coordinator of Strategic Partnerships will design, manage, and evaluate the structure for sourcing, cultivating, managing, and celebrating relationships with strategic district partners. The Coordinator will ensure a district wide approach to working with external organizations that enhance student learning and support identified teacher, principal, student, and family needs in a way that aligns with the goals and commitments of the Hamilton County Schools strategic plan.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> • Provide oversight as needed on district partnerships to ensure partners have been onboarded properly and are continuously managed according to district best practices • Develop best practices for partner relationship management and cultivation including the implementation of a streamlined onboarding process for partners through a partner clearinghouse. • Develops and consults on memorandums of understandings (MOU). • Creates a customer-focused climate and provides quality services and support to schools and community partners, working collaboratively and productively with all stakeholders. • Develops trusted relationships with a team of cross-functional leaders to implement and maintain district-wide strategies • Champion and manage new opportunities for collaboration by supporting district departmental use of the project implementation tool to develop projects specifically tied to community partnerships • Engage in structured project management protocols to manage complex projects involving both internal and external stakeholders • Assist district departments in refining current partner collaborations by identifying areas for improvement (such as data tracking, relationship and responsibility management, or trust and collaboration) • Supervise, manage, and evaluate the Community Health Specialists. • Serve as liaison to cross-departmental partners (such as Chattanooga 2.0, United Way, the Chamber of Commerce, UTC, corporate and philanthropic partners, etc) to ensure efficiency, satisfaction, and the ability to evaluate their partnership through a holistic view • Develop and execute meaningful stakeholder engagement in district wide continuous improvement processes • Support the Communications Office to drive partner recognition throughout the district to highlight and elevate partnerships • Research and identify best practices and tools in assessing the effectiveness of strategic partnerships • Using identified best practices, implement an assessment process of district partnerships to identify areas for improvement • Supervise and manage a district-level team • Escalates through the proper channels to keep supervisor and other appropriate personnel informed of impending problems or events of unusual nature. 			



Hamilton County Schools Job Description

- Communicates with supervisor, employees, other departments, school system officials, school officials/staff, teachers, parents/families, students, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Follow established procedures to ensure assigned areas are safe.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Prepares or completes various forms, reports, correspondence as required.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- May operate a motor vehicle to conduct various work activities. Travels to school and other locations as needed.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Bachelor's degree in education, social work, public relations, nonprofit, communications, or other related fields required.
- Three (3) years of experience/training in a related field.
- Experience working in K-12 school setting, non-profits, or government agencies preferred.
- Bilingual skills - fluent in Spanish and English desired, though not required.
- Must possess and maintain a valid state-issued driver's license.

Skills/Qualifications:

- Ability to communicate effectively verbally and in writing with stakeholders inside and outside HCDE.
- Ability to work in a highly visible and fast-paced work environment.
- Ability to work under pressure and deal effectively with unexpected events.
- Proven track record of successful project management and creative problem solving.
- Demonstrated ability to effectively work with a diverse group of stakeholders.
- Ability to use multiple technology devices to complete essential functions of job.
- Demonstrated skills in planning, organization, problem-solving, decision-making, and time management.
- Bilingual skills – fluent in Spanish and English desired, though not required.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: K

Minimum Salary: \$72,117

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs				x	Walk			x	
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Coordinator of Classified Recruitment and Development	FLSA Status:	Exempt
Job Class and Grade:	P286 Grade: K	Reports To:	Director
Purpose of Job			
<p>The purpose of this job is to coordinate and develop school-based mentoring supports and community-facing outreach to ensure high-quality classified-to-certified teacher pathways. The HR Coordinator of Classified Recruitment and Development will work with Human Resources, external partners, and classified staff members to recruit, develop, and retain future HCS teachers. The HR Coordinator supports the Opportunity 2030 strategy of matching well-qualified educators with caring school sites through innovative recruitment pipelines.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> ● Recruits candidates to teaching through classified-to-certified pathways (e.g. Grow Your Own). ● Collaborates with team members to assist classified applicants to find a best-fit school in which to serve in a classified role and pursue teacher certification. ● Collaborates with school leaders to develop school-based strategies for classified-to-certified teacher pathways. ● Develops and executes strategy for engaging community partners in the recruitment of high-quality classified staff. ● Develops, coordinates, and delivers mentor training for specific pathways to teaching. ● Collaborates with team members and school leaders to recruit veteran teachers to mentor classified candidates pursuing certification. ● With support of the Director of Talent Acquisition, manages required state and federal reporting related to teacher-candidate mentoring, such as but not limited to apprenticeship competencies. ● Maintains accurate and up-to-date records on recruitment and mentoring activities to ensure that all stakeholders are informed. ● Coordinates matriculation of classified staff members into teacher preparation pathways with candidates, EPPs, team members, and school leaders. ● Evaluates effectiveness of operations and programs in assigned areas; identifies and recommends improvements or enhancement. ● Develops and implements long and short-term plans, goals, and objectives for assigned areas. ● Creates a customer-focused climate and provides quality services and support to school leaders and other stakeholders. ● Follows established procedures for ensuring assigned areas are safe. ● Communicates with supervisor, employees, other departments, school system officials, school officials/staff, teachers, parents/families, students, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. ● Follow established procedures to ensure assigned areas are safe. ● Attends work as scheduled and arrives to work on time. ● Maintains confidentiality. 			



Hamilton County Schools Job Description

- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Prepares or completes various forms, reports, correspondence as required.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- May operate a motor vehicle to conduct various work activities. Travels to school and other locations as needed.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Bachelor's degree in education, leadership, or related field required. Master's degree preferred.
- Five (5) years experience in teaching, recruiting, or related experience required.
- Three (3) years successful experience as an instructional coach and leading district level initiatives as a teacher leader or administrator preferred.
- Knowledge of teacher licensure processes and requirements preferred.
- Experience reporting data for compliance with state and/or federal grants.
- Experience creating and facilitating professional learning.
- Must possess and maintain a valid state-issued driver's license.

Skills/Qualifications:

- Demonstrated excellent verbal and written communication skills to deal effectively with students, educators, employees, and community members.
- Demonstrated skills in planning, organization, problem-solving, decision-making, and time management.
- Ability to self-direct and utilize sound professional judgment in a fast-paced and changing environment.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: K

Minimum Salary: \$72,117

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs				x	Walk			x	
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Human Resources Generalist I	FLSA Status:	Non-Exempt
Job Class and Grade:	V309 Grade: D	Reports To:	Supervisor
Purpose of Job			
<p>The purpose of this job is to perform the daily functions of the Talent department including onboarding and offboarding staff, customer service, data entry, and enforcing company policies and practices.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> • Completes all functions relating to onboarding and offboarding of employees. • Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or coordinating department social functions. • Reviews applicants' background and experience for matches to specific job-related requirements and makes job offers under the direction of a supervisor. • Verifies and maintains I-9 documentation. Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits I-9 forms. • Works collaboratively with administration, principals, secretaries, staff, and other stakeholders. • Assists with internal and external HR related matters. • Reviews and post positions per the staffing model and district needs under the supervision of HR Business Partner. • Conducts and acquires background checks and employee eligibility verifications. • Implements new hire orientation and updates records of new staff. Monitors orientation attendance of new hires. • Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and teacher licensure. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications. • Participants in HCS sponsored recruiting events, as needed. • Processes employee separations and trains/assists with HR communication and processes. • Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance; assists in audits. • Communicates with supervisor, employees, other departments, school officials, the public, state/federal agencies, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. • Provides assistance to other employees or departments as needed. • Attends work as scheduled and arrives to work on time. • Maintains confidentiality. • Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures • Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011. 			



Hamilton County Schools Job Description

- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.
- Attends meetings and training as required.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High School Diploma/GED required. College coursework or vocational training in business administration, human resources, or other related fields preferred.
- One (1) year related experience is preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Skills/Qualifications:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members.
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: D

Minimum Salary: \$36,660

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs			x		Climb		x		
21-50 lbs		x			Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs			x		Walk			x	
21-50 lbs		x			Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Human Resources Generalist II	FLSA Status:	Non-Exempt
Job Class and Grade:	V310 Grade: E	Reports To:	Supervisor
Purpose of Job			
<p>The purpose of this job is to perform the daily functions of the Talent department including onboarding and offboarding staff, customer service, data entry, administering leave, and enforcing company policies and practices. The Generalist II will focus on continuous improvement with employee onboarding communications and handle increasingly complex employee issues.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> ● Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development. ● Completes all functions relating to onboarding and offboarding of employees. ● Creates and reviews human resources communication and processes, including but not limited to offer letters, employee welcome emails, and text communication. ● Verifies and maintains I-9 documentation. Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits I-9 forms. ● Assists with internal and external HR related matters. ● Collaborates with departmental managers to understand skills and competencies required for openings. ● Reviews and post positions per the staffing model and district needs under the supervision of HR Business Partner. ● Conducts and acquires background checks and employee eligibility verifications. ● Implements new hire orientation and updates records of new staff. Monitors orientation attendance of new hires. ● Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and teacher licensure. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications. ● Participates in training for employee disciplinary meetings, terminations, and investigations. ● Reviews applicants' background and experience for matches to specific job-related requirements and makes job offers. ● Participants in HCS sponsored recruiting events, as needed. ● Implements onboarding of new employees. ● Processes employee separations and assists with exit interviews. ● Oversee and administer leave requests and accommodations requiring specialized attention, particularly those arising under Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the Americans with Disabilities Amendments Act (ADAAA), state and local leave laws, leave board policies, and short-term or long-term disability plans. ● Maintains communication with employees, supervisors, and HR Coordinator on leave processes, work schedules, return-to-works, and unusual situations. 			



Hamilton County Schools Job Description

- Handles leave administration process from employees initial notice to return to work. This includes gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA qualifying, requesting medical certification, and accounting for intermittent and reduced schedule leave use.
- Organizes, facilitates and assists with special projects in the talent department.
- Communicates through proper channels to keep supervisor and other appropriate personnel informed of impending problems or events of unusual nature.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance; assists in audits.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Creates a customer-focused climate and provides quality services and support to school and other stakeholders.
- Communicates with supervisor, employees, other departments, school officials, the public, state/federal agencies, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Works collaboratively with administration, principals, secretaries, staff, and other stakeholders.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or coordinating department social functions.
- Provides assistance to other employees or departments as needed.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.
- Attends meetings and training as required.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High School Diploma/GED required. Bachelor's degree in business administration, human resources, or other related fields preferred.
- Two (2) year related experience is preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- SHRM-CP or PHR preferred.

Skills/Qualifications:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.



Hamilton County Schools Job Description

- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members.
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: E

Minimum Salary: \$40,696

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs			x		Climb		x		
21-50 lbs		x			Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs			x		Walk			x	
21-50 lbs		x			Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Human Resources Generalist III	FLSA Status:	Non-Exempt
Job Class and Grade:	V311 Grade: F	Reports To:	Supervisor

Purpose of Job

The purpose of this job is to perform the daily functions of the Talent department including onboarding and offboarding staff, customer service, data entry, administering leave, and enforcing company policies and practices. The Generalist III will assist the HR department with employee relation matters, be an expert in HR operating procedures, and train new human resources employees.

Primary Job Duties and Responsibilities

- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Completes all functions relating to onboarding and offboarding of employees.
- Assists with internal and external HR related matters.
- Recognize inefficiencies and suggest solutions.
- Training new human resources employees
- Acts as backup for Generalist Supervisor
- Expert in onboarding and offboarding practices
- Assists with running and monitoring compliance and reports
- Assist in supervising interns in department
- Reviews and post positions per the staffing model and district needs under the supervision of HR Business Partner.
- Conducts and acquires background checks and employee eligibility verifications.
- Implements new hire orientation and updates records of new staff. Monitors orientation attendance of new hires.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and teacher licensure. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Verifies and maintains I-9 documentation. Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits I-9 forms.
- Participates in training for employee disciplinary meetings, terminations, and investigations.
- Reviews applicants' background and experience for matches to specific job-related requirements and makes job offers.
- Participants in HCS sponsored recruiting events, as needed.
- Creates and reviews human resources communication and processes.
- Processes employee separations and conducts exit interviews.
- Oversee and administer leave requests and accommodations requiring specialized attention, particularly those arising under Family and Medical Leave Act (FMLA), the Americans with



Hamilton County Schools Job Description

Disabilities Act (ADA), and the Americans with Disabilities Amendments Act (ADAAA), state and local leave laws, leave board policies, and short-term or long-term disability plans.

- Maintains communication with employees, supervisors, and HR Coordinator on leave processes, work schedules, return-to-works, and unusual situations.
- Handles leave administration process from employees initial notice to return to work. This includes gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA qualifying, requesting medical certification, and accounting for intermittent and reduced schedule leave use.
- Organizes, facilitates and assists with special projects in the talent department.
- Creates a customer-focused climate and provides quality services and support to school and other stakeholders.
- Communicates with supervisor, employees, other departments, school officials, the public, state/federal agencies, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Works collaboratively with administration, principals, secretaries, staff, and other stakeholders.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or coordinating department social functions.
- Provides assistance to other employees or departments as needed.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.
- Attends meetings and training as required.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High School Diploma/GED required. Bachelor's degree in business administration, human resources, or other related fields preferred.
- Two (2) year related experience is preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- SHRM-CP or PHR preferred.

Skills/Qualifications:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.



Hamilton County Schools Job Description

- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members.
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: F

Minimum Salary: \$45,181

[Salary Scale](#)

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs			x		Climb		x		
21-50 lbs		x			Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs			x		Walk			x	
21-50 lbs		x			Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description



Hamilton County Schools Job Description

Job Title:	Family Connection Center Manager	FLSA Status:	Exempt
Job Class and Grade:	V607 Grade: H	Reports To:	Director

Purpose of Job

Hamilton County Schools will strengthen relationships with families and empower them to become actively involved in their child's education through a Family Connection Center (FCC). The Center will serve as a hub of district information, resources, and services centralizing the multiple touchpoints families have with the district throughout their child's education. The FCC Manager will proactively coordinate wraparound support with other district departments and school staff to create a welcoming environment and support families in navigating the educational system through direct services, connections, and resource development. The FCC Manager is responsible for planning, staffing, and overseeing the day-to-day operations of the Center and ensuring a customer-focused climate at all times. This is a highly collaborative role working in sync with the Family and Community Engagement Department and other district departments to strengthen relationships with families.

Primary Job Duties and Responsibilities

- Collaborates with district departments to align supports, resources, and processes for HCS families.
- Connect families to district, school, and community resources and services.
- Provide direct services in-house such as enrollment, training, application support, PowerSchool troubleshooting, EdConnect, etc.
- Coordinate additional district staff during high volume times or as needed during registration, school choice applications, Summer Reach enrollment, etc.
- Connect with ENL staff to support non-English speaking families.
- Provide consistent, high-quality customer service through full-time staffing.
- Develops online and printed educational/informational materials
- Communicates with supervisor, employees, other departments, school system officials, school officials/staff, teachers, parents/families, students, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Communicates through the proper channels to keep supervisor and other appropriate personnel informed of impending problems or events of unusual nature.
- Follow established procedures to ensure assigned areas are safe.
- Works collaboratively with all stakeholders.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Prepares or completes various forms, reports, correspondence as required.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.



Hamilton County Schools Job Description

- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- Bachelor's Degree in education, social work, public relations, communications, or related fields required.
- Three (3) years previous experience and/or training that includes transferable skills related to the job description above.
- Previous experience in public schools, non-profits, or government agencies is preferred.

Skills/Qualifications:

- Ability to communicate effectively verbally and in writing with stakeholders inside and outside HCDE.
- Ability to work in a highly visible and fast-paced work environment.
- Ability to work under pressure and deal effectively with unexpected events.
- Demonstrated ability to effectively work with a diverse group of stakeholders.
- Ability to use multiple technology devices to complete essential functions of job.
- Demonstrated skills in planning, organization, problem-solving, decision-making, and time management.
- Bilingual skills – fluent in Spanish and English desired, though not required.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: H

Minimum Salary: \$55,672.50

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs				x	Walk			x	
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel			x		Type/Keyboard			x	
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Resource Facilitator	FLSA Status:	Non-Exempt
Job Class and Grade:	V608 Grade: G	Reports To:	Director/Deputy Superintendent
Purpose of Job			
<p>The Resource Facilitator supports a department or division in the management and tracking of financial resources, budgets and positions. The individual is responsible for performing administrative, financial, and organizational management tasks to ensure the effective and efficient operations of the department.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> • Reviews departmental expenditures to ensure compliance with purchasing guidelines and with approved budget; reviews invoices for accuracy and research discrepancies; ensures expenditures are charged to proper accounts; reviews departmental reports. • Work with the Federal Programs and Grants team and Fiscal Representatives to coordinate effective utilization of funding sources to support students and programs. • Monitoring and posting positions for the department or division including verifying budgets, licensure and other data points as well ensuring that district systems reflect accurate information for department employees. Will include monitoring licensure and/or requirements for specialized programs. • Assists the department or division head in developing the annual budget for the department or division. • Prepares or completes various forms, reports, correspondence, charts, tables, graphs and other documents. Summarizes reports in an articulate manner and utilizes an appropriate visual representation for communication to various audiences. • Processes a variety of documentation associated with department operations within designated timeframes and per established procedures. • Performs a variety of general accounting/bookkeeping functions, such as calculating data, balancing/reconciling spreadsheets/reports, researching financial discrepancies, generating reports, or maintaining financial records. • Serves as a liaison between departments to organize, disseminate, and upload federal and state documents in digital platforms relevant to the department or division at the direction of their supervisor. • Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer system; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, payroll, financial, presentation, Internet, email, or other computer programs; performs basic maintenance of office/computer equipment, such as backing up data or replacing paper, toner, or ribbons; coordinates service/repair activities as needed. • Maintains file system of various files/records; assists with maintenance of accounting records for grants, operating budget, and self-funded projects; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; coordinates maintenance/retention of records in accordance with guidelines governing records retention. • Communicates with supervisor, employees, other departments, school officials, the public, state/federal agencies, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. • Works collaboratively with administration, principals, secretaries, staff, and other stakeholders. 			



Hamilton County Schools Job Description

- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or coordinating department social functions.
- Provides assistance to other employees or departments as needed.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.
- Attends meetings and training as required.
- May operate a motor vehicle to conduct various work activities. Travels to school and other locations as needed.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High School Diploma / GED required.
- College-level coursework or vocational training in office administration, bookkeeping, or related areas preferred.
- Eight (8) years of experience that includes office administration, project management, budget administration, bookkeeping, and/or payroll required.
- Three (3) years of experience working in a K-12 setting is preferred.
- Must possess and maintain a valid state-issued driver's license.

Skills/Qualifications:

- Ability to perform addition, subtraction, multiplication, and division. Ability to calculate decimals and percentages.
- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members.
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade G

Minimum Salary: \$50,154

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs	x				Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs				x	Walk			x	
21-50 lbs			x		Sit			x	
51-100 lbs	x								
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Benefits Specialist I	FLSA Status:	Non-Exempt
Job Class and Grade:	V609 Grade: D	Reports To:	Manager
Purpose of Job			
<p>As part of the Human Resources team, the Benefits Specialist I completes the functions relating to employee benefit programs including health, dental, disability, retirement, flexible spending, wellness, voluntary and life insurance benefits.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none">• Coordinate with HCS clinics and School Health for employee wellness, vaccine, and other wellbeing events for employees.• Administer wellbeing program.• Provide guidance on employee benefits-related questions, research and resolve benefits issues, partnering with appropriate management on escalated matters.• Assist with the open enrollment process, including data entry and assist employees with benefit enrollment and changes.• Assists with Leave of Absence administration.• Assist new hire orientation.• Ensure compliance and fulfill requirements of ACA, HIPPA, and FMLA regulations.• Performs accurate, timely updates and maintenance of employee benefits enrollment to include new hires, terminations, class and compensations changes, open enrollment, and other required changes into HRIS and vendor portals.• Develop and maintain strong relationships with benefit providers, brokers, and consultants.• Performs routine tasks required to administer and execute employee benefits programs.• Processes a variety of benefits documentation associated with department operations, within designated timeframes and per established procedures.• Communicates with supervisor, employees, other departments, school officials, the public, state/federal agencies, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.• Works collaboratively with administration, principals, secretaries, staff, and other stakeholders.• Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or coordinating department social functions.• Provides assistance to other employees or departments as needed.• Attends work as scheduled and arrives to work on time.• Maintains confidentiality.• Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures• Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.			



Hamilton County Schools Job Description

- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.
- Attends meetings and training as required.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High School Diploma/GED required. College coursework or vocational training in business, bookkeeping, or other related fields preferred.
- One (1) year related experience is preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Skills/Qualifications:

- Excellent verbal and written communication skills.
- Ability to perform addition, subtraction, multiplication, and division. Ability to calculate decimals and percentages.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational and time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: D

Minimum Scale: \$36,660

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs			x		Climb		x		
21-50 lbs		x			Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs			x		Walk			x	
21-50 lbs		x			Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Benefits Specialist II	FLSA Status:	Non-Exempt
Job Class and Grade:	V610 Grade: E	Reports To:	Manager
Purpose of Job			
<p>As part of the Human Resources team, the Benefits Specialist II completes the functions relating to employee benefit programs including health, dental, disability, retirement, flexible spending, wellness, voluntary and life insurance benefits. The Benefits Specialist II will focus on employee eligibility and communications of benefit offerings.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> ● Monitor employee status changes for eligibility and benefit changes for accurate paycheck adjustments. ● Review, process, and respond to medical support orders and related questions. ● Assist with the open enrollment process, including data entry and assist employees with benefit enrollment and changes. ● Create and maintain proper communication on website and internal communications. ● Develop and implement communication to ensure effective promotion and understanding of benefit offerings. ● Assist with new hire orientation. ● Provide guidance on employee benefits-related questions, research and resolve benefits issues, partnering with appropriate management on escalated matters. ● Ensure compliance and fulfill requirements of ACA, HIPPA, and FMLA regulations. ● Performs accurate, timely updates and maintenance of employee benefits enrollment to include new hires, terminations, class and compensations changes, open enrollment, and other required changes into HRIS and vendor portals. ● Develop and maintain strong relationships with benefit providers, brokers, and consultants. ● Performs routine tasks required to administer and execute employee benefits programs. ● Processes a variety of benefits documentation associated with department operations, within designated timeframes and per established procedures. ● Communicates with supervisor, employees, other departments, school officials, the public, state/federal agencies, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. ● Works collaboratively with administration, principals, secretaries, staff, and other stakeholders. ● Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or coordinating department social functions. ● Provides assistance to other employees or departments as needed. ● Attends work as scheduled and arrives to work on time. ● Maintains confidentiality. ● Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures 			



Hamilton County Schools Job Description

- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.
- Attends meetings and training as required.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High School Diploma/GED required. College coursework or vocational training in business, bookkeeping, or other related fields preferred.
- Two (2) years related experience is preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Skills/Qualifications:

- Excellent verbal and written communication skills.
- Ability to perform addition, subtraction, multiplication, and division. Ability to calculate decimals and percentages.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational and time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: E

Minimum Salary: \$40,696

[Salary Scale](#)

Abilities/Physical Requirements:



Hamilton County Schools Job Description

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs			x		Climb		x		
21-50 lbs		x			Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs			x		Walk			x	
21-50 lbs		x			Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Benefits Specialist III	FLSA Status:	Non-Exempt
Job Class and Grade:	V611 Grade: F	Reports To:	Manager
Purpose of Job			
<p>As part of the Human Resources team, the Benefits Specialist III completes the functions relating to employee benefit programs including health, dental, disability, retirement, flexible spending, wellness, voluntary and life insurance benefits. The Benefits Specialist III will focus on projects related to benefits, continuous improvement, and preparing for meetings designed to help employees understand the benefits offerings.</p>			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none"> ● Lead new hire benefits training sessions to ensure employees understand our benefits offerings and how to enroll ● Assist the Benefits Manager with special projects as assigned. ● Serve as a wellness committee member. ● Contribute and lead the coordination of a wide variety of projects involving the full spectrum of employee benefit programs, including health, dental, vision, life insurance, and HRIS system. ● Conduct monthly reconciliation of benefit invoices and prepare for payment. ● Assist with the open enrollment process, including data entry and assist employees with benefit enrollment and changes. ● Prepare and set up meetings designed to help employees obtain information and understand company benefits and other related incentive programs. Ensure distribution of required employee notices. ● Coordinate daily benefits processing. Handle enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, ● Shows a commitment to continuous improvement: evaluates effectiveness of operations and programs in assigned areas; identifies and recommends improvements or enhancement ● Assist and develops and Reviews exception reports weekly and follows up with generalists/ HR assistants regarding any gaps, inaccuracies, or inconsistencies in data ● Trains new employees inside the HR/Benefits in standard operating procedures inside the department. ● Assist with new hire orientation. ● Provide guidance on employee benefits-related questions, research and resolve benefits issues, partnering with appropriate management on escalated matters. ● Ensure compliance and fulfill requirements of ACA, HIPPA, and FMLA regulations. ● Performs accurate, timely updates and maintenance of employee benefits enrollment to include new hires, terminations, class and compensations changes, open enrollment, and other required changes into HRIS and vendor portals. ● Develop and maintain strong relationships with benefit providers, brokers, and consultants. ● Performs routine tasks required to administer and execute employee benefits programs. 			



Hamilton County Schools Job Description

- Processes a variety of benefits documentation associated with department operations, within designated timeframes and per established procedures.
- Communicates with supervisor, employees, other departments, school officials, the public, state/federal agencies, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Works collaboratively with administration, principals, secretaries, staff, and other stakeholders.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or coordinating department social functions.
- Provides assistance to other employees or departments as needed.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.
- Attends meetings and training as required.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High School Diploma/GED required. College coursework or vocational training in business, bookkeeping, or other related fields preferred.
- Four (4) to five (5) years related experience is preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Skills/Qualifications:

- Excellent verbal and written communication skills.
- Ability to perform addition, subtraction, multiplication, and division. Ability to calculate decimals and percentages.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational and time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade: F

Minimum Salary: \$45,181

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs			x		Climb		x		
21-50 lbs		x			Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand			x	
11-20 lbs			x		Walk			x	
21-50 lbs		x			Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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Hamilton County Schools Job Description

Job Title:	Human Resources Assistant	FLSA Status:	Non-Exempt
Job Class and Grade:	V612 Grade: A	Reports To:	Coordinator/Director
Purpose of Job			
The purpose of this job is to perform clerical work associated with processing information/documentation in support of the Human Resources department.			
Primary Job Duties and Responsibilities			
<ul style="list-style-type: none">● Performs customer service functions in order to serve employees and visitors to the Human Resources department; answers telephone calls, greets visitors, and assists individuals at front counter; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; provides information/assistance regarding employee inquiries; responds to routine questions/complaints and initiates problem resolution.● Assist with functions relating to onboarding and offboarding at the direction of HR generalist and Business Partners.● Assists with the recruitment process by identifying candidates and performing reference checks.● Acts in a professional, respectful, and welcoming manner at all times.● Creates a customer-focused climate and provides quality services and support to the HR department and other stakeholders.● Supports all internal and external HR related inquiries and requests.● Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures.● Provides clerical support for the Human Resources department; processes a variety of documentation associated with department operations within designated timeframes and per established procedures.● Maintains appointment calendars and schedules meetings, appointments, training sessions, or other activities; opens/screens mail; types, edits, or proofreads correspondence.● Maintains digital and paper employee records.● Oversees completion of compensation or benefit documentation● Assists with orientations and prints new hire ID badges. Monitors new employee onboarding paperwork and follows up with employees regarding paperwork to assist with the onboarding process● Completes termination paperwork at the direction of the HR Generalist● Monitors inventory of department supplies and forms; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.● Processes incoming/outgoing mail; sorts, organizes, opens, and/or distributes incoming mail; prepares outgoing mail for pickup.● Receives various forms, reports, and correspondence; forwards or retains as appropriate.● Performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed; provides assistance/support with operation of computers or office equipment as needed.			



Hamilton County Schools Job Description

- Maintains file system of various files/records; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.
- Communicates with supervisor, employees, other departments, school officials, the public, state/federal agencies, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Works collaboratively with administration, principals, secretaries, staff, and other stakeholders.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or coordinating department social functions.
- Provides assistance to other employees or departments as needed.
- Attends work as scheduled and arrives to work on time.
- Maintains confidentiality.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law and Code of Professional Conduct as defined by Board Policy 5.6011.
- Use computers and other technology to enter and access information related to essential job functions.
- Performs other duties as assigned.
- Attends meetings and training as required.

Knowledge, Skills, and Abilities

Knowledge/Education/Experience:

- High school diploma or GED required
- One (1) year experience and/or training involving general office work in human resources strongly preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Skills/Qualifications:

- Demonstrates excellent verbal and written communication skills to deal effectively with employees, Board members, parents, and community members.
- Demonstrates ability to use technology to perform essential functions of job.
- Demonstrates ability to organize and prioritize work.

Compensation:

Salary is based on a combination of relevant education and experience.

Grade A

Minimum Salary: \$29,250

[Salary Scale](#)



Hamilton County Schools Job Description

Abilities/Physical Requirements:

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist				x
10 lbs or less				x	Turn (pivot)				x
11-20 lbs				x	Climb		x		
21-50 lbs			x		Crawl		x		
51-100 lbs		x			Reach Above				x
100+ lbs	x				Reach Outward				x
Push Pull:					Fine Motor Tasks				x
10 lbs or less				x	Stand				x
11-20 lbs				x	Walk				x
21-50 lbs			x		Sit			x	
51-100 lbs		x							
100+ lbs	x				Drive		x		
					Automatic – N/A				
Bend				x	Standard – N/A				
Squat			x						
Kneel		x			Type/Keyboard				x
Key:									
N=Never 0% of time ; O= Occasional 1-33% of time; F=Frequent 34-66% of time C=Constant 67-100% of time									

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Justin Robertson, Superintendent

FROM: Dr. Zac Brown, Chief Talent Officer, Human Resources

DATE: June 15, 2023

RE: Observance of Federal and State Holiday – Juneteenth

We request approval for the Board to recognize Juneteenth as a district holiday.

On May 5, 2023, Governor Bill Lee signed a law declaring Juneteenth as a state holiday. It was also previously signed into law to be recognized as a federal holiday in 2021.

In accordance with state and federal law, we respectfully request approval for the observation of Juneteenth. The holiday is recognized on June 19 and will be observed on the workday closest to the weekend. Thus, if June 19 falls on a Saturday, it will be observed on a Friday, and if it falls on a Sunday, it will be observed on a Monday. Otherwise, it will be observed on the date of June 19 each year.

If approved by the Board, this will not take place until June 19, 2024.

Your consideration of this request is appreciated. Please do not hesitate to contact me should you have any questions.



**HAMILTON
COUNTY
SCHOOLS**

Hamilton County Department of Education
Operations Office
3074 Hickory Valley Rd
Chattanooga, TN 37421
(423) 498-6577

Memorandum

To: Hamilton County Board of Education

Justin Robertson, Ed.D.
Superintendent

From: Robert Sharpe, Ed.D
Chief Operations Officer

Date: June 15, 2023

Re: Washington Hills Facility Lease

Attached, please find a proposed lease agreement for the facility usage of parcel number 129F-B-012 by the City of Chattanooga. Approval of this lease will allow the City of Chattanooga to continue to operate what has been known as the Washington Hills Community Center.

This lease agreement is for twenty years, with the option to renew this lease for an additional term of twenty years immediately following the conclusion of the initial term.

The Administration recommends your approval.

RESOLUTION NO. 31603

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT, IN SUBSTANTIALLY THE FORM ATTACHED, WITH THE HAMILTON COUNTY BOARD OF EDUCATION RELATIVE TO WASHINGTON HILLS COMMUNITY CENTER, PARCEL NO. 129F-B-012, CONSISTING OF APPROXIMATELY SEVENTEEN POINT SEVEN (17.7) ACRES.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That it is hereby authorizing the Mayor to execute a Lease Agreement, in substantially the form attached, with the Hamilton County Board of Education relative to Washington Hills Community Center, Parcel No. 129F-B-012, consisting of approximately 17.7 acres.

ADOPTED: May 16, 2023

/mem

LEASE AGREEMENT

This lease agreement (this “Lease” or the “Lease”) is made and entered into as of this ___ day of _____, 2023, (the “Effective Date”), by and between the Hamilton County Board of Education (“Lessor”) and the City of Chattanooga, Tennessee, a municipal corporation (“Lessee”).

RECITALS

WHEREAS, the Lessee desires to lease facilities from Lessor to operate a Community Center; and

WHEREAS, the Lessor owns a certain parcel of real property located within the Chattanooga city limits more particularly described as parcel number 129F-B-012, consisting of approximately 17.7 acres (the “Property”), and commonly known as the Washington Hills Community Center (the “Community Center”); and

WHEREAS, the Lessor uses only a portion of the Property as part of the Hamilton County Schools; and

WHEREAS, the Lessee has for many years operated the Recreation Center on that portion of the Property that the Board does not use; and

WHEREAS, both the Lessor and Lessee would benefit from a clear understanding regarding the use of the Property;

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, Lessor and Lessee agree as follows:

1. **Leased Premises.**

- (a) Subject to the terms and conditions herein and pursuant to T.C.A. § 49-2-203(b)(10), Lessor hereby leases to Lessee, and Lessee accepts from Lessor a portion of the Property as more particularly described on **Exhibit A**, attached hereto, and incorporated by this reference (the “Leased Premises”). The Leased Premises specifically includes the football field adjoining the Recreation Center and abutting Oakwood Drive.

- (b) The Leased Premises specifically excludes the Washington Alternative Learning Center located at 7821 Hancock Road in Chattanooga, TN as well as the adjoining baseball field, outdoor basketball courts, and the undeveloped land to the south.
- (c) Notwithstanding Section 1(b), the Lessee shall have the right to use any outdoor athletic facilities located on the Property at any time school is not in session and these facilities are not being used for school purposes. The Lessee shall be given preference over other groups that might otherwise wish to use these facilities pursuant to the Lessor's community use policy.
- (d) Lessor and Lessee authorize the Superintendent of Schools of Hamilton County and the City Mayor to establish a formal boundary for the Leased Premises if the respective administrations believe such established boundaries are necessary to effectuate the purpose of this Lease.

2. **Consideration.**

As consideration for this Lease, Lessee hereby agrees to permit Lessor to use, without fee or other cost, the football field, and other facilities of the Recreation Center (the "Recreation Center Facilities") provided, however, that this right to use the Recreation Center Facilities will not interfere with any previously scheduled event or program at the Recreation Center.

3. **Permitted Use.**

Lessee is authorized to operate a recreation center on the Leased Premises. Any different or additional use of the Leased Premises must be specifically authorized by Lessor in writing.

4. **Term.**

The initial term of this Lease shall be twenty (20) years commencing on _____, 2023, and ending on _____, 2043 (the "Initial Term"). Upon mutual written consent of the parties, Lessee shall have the right to renew this Lease for an additional term of twenty (20) years immediately following the conclusion of the Initial Term (the "Renewal Term").

5. **Leasehold Improvements to the Leased Premises.**

Lessee shall make all future necessary structural changes and improvements to the building and grounds to continue Lessee's use and occupancy and all repairs or maintenance necessary to comply with federal, state, or local laws, subject to Lessee's budgetary constraints. All improvements made by Lessee to the Leased Premises, other than personal property, shall, upon completion, immediately become the Property of Lessor, and shall remain with the Leased Premises upon the expiration or termination of this Lease.

Notwithstanding the foregoing, any movable structures, playground equipment, improvements, alterations, or additions on the surrounding grounds purchased during the Initial Term or the Renewal Term of this Lease by Lessee may be removed by Lessee at any time within six (6) months of the date of expiration or termination of this Lease. Any personal property not removed by Lessee, then, upon the expiration or termination of this Lease, any such personal property remaining at the Leased Premises shall inure to Lessor's benefit and shall become a part of the Leased Premises and shall belong to the Lessor absolutely thereafter.

For the purposes of this Lease, the term "Leasehold Improvements" shall include, without limitation, all improvements, installations, alterations, and additions from time to time made, erected or installed on or in any part of the Leased Premises by or on behalf of Lessee, including, without limitation, all partitioning, doors, and hardware, heating, air-conditioning, ventilation, mechanical, electrical, and utility installations, light fixtures, floor and window coverings, decorations, finishes, and fixtures, howsoever, affixed and whether movable or immovable, excepting only Lessee's personal property.

6. **Specific Improvements to the Leased Premises.**

During the Initial Term, Lessee shall make the improvements to the Leased Premises as more particularly described on **Exhibit B** (the "Improvements"). On or prior to the Effective Date, Lessee shall submit to Lessor a plan for Lessee's Improvements ("Lessee's Plan") containing a detailed description of the Improvements to be made by Lessee. The Lessee's Plan shall be subject to Lessor's written approval, which the Lessor agrees not unreasonably to withhold. Lessor's approval of Lessee's Plan shall in no event, unless expressly set forth in such approval, be deemed to create any obligations on the part of the Lessor to do any work or make the Improvements as set forth in **Exhibit B** or to authorize Lessee to make any further additions, improvements, or alterations to the Leased Premises,

except as may be required by law. Lessor shall not be liable for the cost of the Improvements made by Lessee.

7. **Easements.**

This Lease is subject to any and all existing easements and rights of way. Additionally, Lessor reserves an easement for ingress and egress through the Recreation Center's parking lot onto Oakwood Drive.

8. **Quiet Possession.**

The Lessor covenants to keep the Lessee in quiet possession of the Leased Premises during the term of this Lease or the Renewal Term.

9. **Termination by Lessor.**

In the event Lessor determines that it has a need to use the Leased Premises for any purpose, then Lessor may terminate this Lease upon giving the Lessee eighteen (18) months advance written notice. If Lessor elects to terminate this Lease on or before the end of the Initial Term or the Renewal Term, Lessor agrees to pay to Lessee the present value of the Improvements made during the Initial Term or the Renewal Term of this Lease as set forth on **Exhibit B**. In determining the present value of any such Improvements, the costs shall be discounted by the City's bond rate applicable to each such Improvement.

10. **Termination by Lessee.**

Lessee shall have the right to terminate this Lease Agreement for the following reasons:

- (a) Loss of government funding that makes continued use of the Leased Premises impractical, in which case the Lessee shall give prompt written notice to the Lessor of the anticipated termination date; or
- (b) Lessee, in its sole discretion, shall choose to terminate the Lease, in which case the Lessee shall give nine (9) months written notice of termination to Lessor.

- (c) In the event Lessee exercises its right to terminate this Lease according to his Section 10, Lessor shall not be obligated to pay the present value of the Improvements on the Leased Premises otherwise required under Section 9 and described in Exhibit B.

11. **Termination and Holding Over.**

Upon termination of this Lease at the expiration of the Initial Term hereof or the Renewal Term, Lessee shall surrender the Leased Premises to Lessor in its good condition as received ordinary wear and tear and damage by fire or other casualty accepted. Lessee covenants to Lessor that it shall vacate the Leased Premises on or before thirty-one (31) days following the expiration of the term hereof or any extension thereof, including removal of all personnel and property.

12. **Lessee's Insurance.**

Lessee shall maintain at its own expense:

(a) Property, fire, and extended coverage in an amount sufficient to reimburse Lessee for all of its equipment, trade fixtures, inventory, and other personal property located on the Leased Premises, including the Leasehold Improvements constructed both prior to the Effective Date of this Lease and during the term of the Lease. The coverage referred to in this subsection (a) shall include Lessor as a loss payee and provide that any proceeds recoverable in the event of loss shall be payable to both Lessor and Lessee as their interests appear to rebuild the buildings located on the Leased Premises. Lessee, upon execution of this Lease, shall furnish Lessor with a Certificate of Insurance evidencing compliance of this subsection. Should this policy be cancelled before the expiration date, notice will be delivered to Lessor in accordance with the policy provisions governing notice of cancellation to Lessee.

(b) General liability. Lessee is self-insured and does not carry or maintain commercial general liability insurance. A copy of the Lessee's Certificate of Self-Insurance is attached as **Exhibit C**. Lessee shall maintain at its own expense:

13. **Damage or Destruction.**

Reconstruction by Lessor. If all or any part of the Leased Premises are at any time rendered untenable by damage from fire or other casualty, Lessor shall, within thirty (30) days following such destruction or damage, commence diligently to reconstruct, rebuild or repair that part of the Leased Premises which was damaged

or destroyed or rebuilt according to plans and specifications and working drawings other than those used in the original construction of the Leased Premises. The nature, quality, and functionality of the facility and services in the Leased Premises as repaired or rebuilt will be reasonably similar to those in the Leased Premises prior to the damage and destruction. Lessor agrees to complete the reconstruction within one hundred eighty (180) days of the date of damage or destruction. In the event Lessor is delayed in the commencement or completion of repairs by *force majeure* as set forth in Paragraph 17, Lessor's delay for commencement or completion of reconstruction shall be extended in accordance with Paragraph 17. The Lessor's responsibility to repair or rebuild shall not exceed the proceeds of the insurance available to Lessor for this purpose pursuant to Section 12(a).

14. **Operational Costs; Maintenance.**

Lessee agrees to be responsible for all operational costs of the Recreation Center, including, without limitation, to cost of employees, utilities, materials and supplies, and equipment. Lessee shall be responsible for all daily facility care to both the buildings and the grounds of the Leased Premises. Lessee shall provide minor maintenance and repairs that can be performed by maintenance employees of the Community Center. Such maintenance and repairs shall comply with all applicable governmental building and installation codes.

15. **Utility Services and Water Quality Fees.**

Any applications and connections for necessary utility services on the Leased Premises shall be made in the name of Lessee only. Lessee shall be solely liable for utility charges as they become due, including, without limitation, for water, gas, electricity, cable, internet, and telephone. Lessee shall also be responsible for the payment of water quality fees charged to the Leased Premises.

16. **Taxes and Assessments.**

The parties agree that Lessor shall be responsible for any and all taxes, rates, levies, charges, and assessments.

17. **Force Majeure.**

The parties shall be excused for the period of any delay in the performance of any obligation hereunder when prevented by doing so by cause or causes beyond the party's control which shall include, without limitation, all labor disputes, civil commotion, war, warlike operations, invasion, rebellion, hostilities, military or usurped power, sabotage, governmental regulations or controls, fire, epidemic, or other casualty, inability to obtain any material, services or financing, or through acts of God.

18. **Miscellaneous Provisions.**

(a) **Waiver.** Any waiver by the parties of any default or breach of any one or more of the terms, conditions, or covenants of this Lease shall not be construed to be a waiver of any subsequent or other breach or default of the same or of any other term, covenant, or condition of this Lease. No delay, failure, or omission of Lessor to reenter the leased premises, to insist on strict enforcement of any term, covenant, or condition, or to exercise any right, privilege or option arising from any breach or default shall impair any such right, privilege or option, or be construed as a waiver of or acquiescence in such breach.

(b) **Entire Agreement.** This Lease Agreement constitutes the entire agreement between the parties pertaining to this Lease Agreement and supersedes all prior and contemporaneous agreements, representations, and understandings. No supplement, modification, or amendments of this Lease Agreement shall be binding unless executed in writing by the parties.

(c) **Applicable Law.** This Lease Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Tennessee.

(d) **Severability.** If any provision of this Lease Agreement is held by a court of competent jurisdiction to be illegal or in conflict with an applicable law, the validity of the remaining provisions of this Agreement shall not be affected thereby.

(e) **Sublease, Assignment, or Transfer.** Lessee shall not sublet, assign, or transfer this Lease or any interests therein to anyone without the express written permission of Lessor. Further, neither this Lease nor any interest herein shall be subject to transfer by attachment, execution, proceedings in insolvency or bankruptcy, or receivership, unless a receivership is sought by Lessor.

(f) Notices. All notices and other communications given hereunder by the parties shall be in writing and shall be delivered personally or by mail, postage prepaid, to the addresses and parties as follows:

Lessor: Hamilton County Department of Education
Attn: Director of Auxiliary Services
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

A copy to: D. Scott Bennett, Esq.
Bennett & DeCamp, PLLC
735 Broad Street, Suite 214
Chattanooga, Tennessee 37402

Lessee: City of Chattanooga
Real Property Office
101 E. 11th Street, Suite G-18
Chattanooga, Tennessee 37402

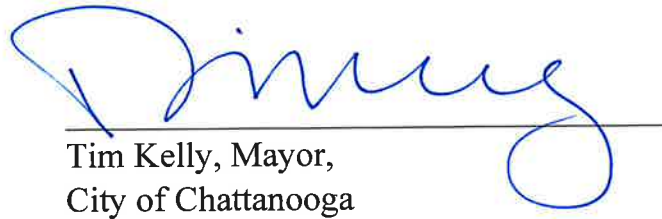
A copy to: Office of the City Attorney
100 E. 11th Street, Suite 200
Chattanooga, Tennessee 37402

[signatures on following page]

IN WITNESS WHEREOF, we have set our hands as authorized by the Hamilton County, Tennessee, Board of Education and the City of Chattanooga, Tennessee, respectively.

Tiffanie Robinson,
Chairwoman of the Hamilton Board of Education

Justin Robertson,
Superintendent of Hamilton County Schools



Tim Kelly, Mayor,
City of Chattanooga

Chattanooga



0 200.00 400.00 Feet

NAD 1983 StatePlane Tennessee FIPS 4100 Feet
© Latitude Geographics Group, LLC



Disclaimer: This map is suitable for reference only, and no other source shall be used to determine the accuracy of the information. The map was electronically generated using GIS Mapping Systems. Boundaries, measurements, and other data are not intended for engineering purposes. A professional land surveyor should be consulted for any engineering purposes.



Legend
Parcels

EXHIBIT "A"

Exhibit "B"
Improvements to be made after the Effective Date

Estimated Value of \$1,000,000.00

The addition of a new, ground up construction of a multi-purpose room, including storage and kitchen space. Structural, electrical (power, lighting, low voltage, data, etc.), plumbing, mechanical, and finish modifications, improvements, and renovations to the existing building to accommodate the multi-purpose room addition.

Estimated Value of \$500,000.00

Interior renovations of the existing multi-purpose room, including selecting new finishes and fixtures, new lighting, as well as adjusting or modifying the existing HVAC system as possible. Adding building system controls and improved building security systems and security cameras. New landscaping as required by permitting. Improvements to parking lot and storm drainage as required by permitting. Modifications to the existing playground as may be required by construction of the new multi-purpose room.

**IMPROVEMENTS TO BE MADE AFTER THE EFFECTIVE DATE
HAVE A TOTAL ESTIMATED VALUE OF \$1,500,000.00**



City of Chattanooga
Human Resources Department

Tim Kelly, Mayor

CERTIFICATE OF SELF-INSURANCE

This is to certify that the City of Chattanooga Government is a self-insurer in accordance with the Tennessee Governmental Tort Liability Act.

The funded Self-Insurance Plan is established under the provisions of the Tennessee Governmental Tort Liability Act, T.C.A. § 29-20-403, et. seq., which establishes the limits of liability for governmental entities in the State of Tennessee. For all claims against a self-insuring governmental entity, the Act establishes a maximum limit of liability of Three Hundred Thousand (\$300,000.00) Dollars for bodily injury or death of any one (1) person in any one (1) accident, occurrence or act, and Seven Hundred Thousand (\$700,000.00) Dollars for bodily injury or death of all persons in any one (1) accident, occurrence or act, and One Hundred Thousand (\$100,000) Dollars for injury or destruction of property of others in any one (1) accident, occurrence or act. The provisions of the above limits shall apply to any action arising on or after July 1, 2007.

A handwritten signature in blue ink, which appears to read "Michael Anthony".

Michael Anthony
Director of Safety, Compliance, & Risk Management

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Justin Robertson
Superintendent

FROM: Shannon Moody
Chief Strategy Officer

DATE: June 15, 2023

RE: Proposed School Name Corrections

The Office of the Chief Strategy Officer requests the Board of Education's approval to move forward with the proposed school name corrections listed on the attached document.

A committee was tasked with determining the official Hamilton County School names. Subsequently, discrepancies between how school names appear on the Tennessee State Directory and the school names being used in our community were found. The proposed corrections will clean up the school names being used so that they are consistent and listed correctly with the Tennessee School Directory.

Proposed State Name Corrections

Current State Name	Proposed State Name
Barger Academy	Barger Academy of Fine Arts
Battle Academy For Teaching Learning	Battle Academy for Teaching and Learning
Chatt High Center for Creative Arts	Chattanooga High School Center for Creative Arts
Chattanooga School For Arts and Sciences Lower	Chattanooga School for the Arts and Sciences Lower
Chattanooga School For Arts and Sciences Upper	Chattanooga School for the Arts and Sciences Upper
North Hamilton Elementary	North Hamilton County Elementary School
Allen Elementary	Allen Elementary School
Alpine Crest Elementary	Alpine Crest Elementary School
Bess T Shepherd Elementary	Bess T Shepherd Elementary School
Big Ridge Elementary	Big Ridge Elementary School
Clifton Hills Elementary	Clifton Hills Elementary School
Daisy Elementary	Daisy Elementary School
DuPont Elementary	DuPont Elementary School
East Brainerd Elementary	East Brainerd Elementary School
East Lake Elementary	East Lake Elementary School
East Ridge Elementary	East Ridge Elementary School
East Side Elementary	East Side Elementary School
Harrison Elementary	Harrison Elementary School
Hixson Elementary	Hixson Elementary School
Lookout Mountain Elementary	Lookout Mountain Elementary School
Lookout Valley Elementary	Lookout Valley Elementary School
McConnell Elementary	McConnell Elementary School
Middle Valley Elementary	Middle Valley Elementary School
Nolan Elementary	Nolan Elementary School
Ooltewah Elementary	Ooltewah Elementary School
Orchard Knob Elementary	Orchard Knob Elementary School
Orchard Knob Middle	Orchard Knob Middle School
Red Bank Elementary	Red Bank Elementary School
Rivermont Elementary	Rivermont Elementary School
Snow Hill Elementary	Snow Hill Elementary School
Soddy Elementary	Soddy Elementary School
Spring Creek Elementary	Spring Creek Elementary School
Thrasher Elementary	Thrasher Elementary School
Wallace A. Smith Elementary	Wallace A. Smith Elementary School
Westview Elementary	Westview Elementary School
Wolftever Creek Elementary	Wolftever Creek Elementary School
Woodmore Elementary	Woodmore Elementary School

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Justin Robertson
Superintendent

FROM: Shannon Moody
Chief Strategy Officer

DATE: June 15, 2023

RE: First Reading
Proposed Policy Revisions

The Administration, in consultation and under the advisement of the Board's attorneys, has reviewed and recommended the following policies for a first reading.

<u>POLICY #</u>	<u>POLICY TITLE</u>
5.101	Creation of Positions and Lines of Authority
5.102	Classification and Qualifications
5.103	Job Descriptions
5.1041	Americans with Disabilities (ADA)
5.105	Recruitment
5.106	Application and Employment
5.1061	Criminal Records Check
5.107	Classified Employees
5.108	Supervision
5.109	Evaluation
5.110	Compensation Guides & Contracts
5.113	In-Service and Staff Development Opportunities
5.114	Personnel Records and Employee References
5.1141	Teacher Effect Data
5.1142	Demographic Changes
5.115	Assignment/Transfer
5.116	Reductions in Force
5.117	Procedure for Granting Tenure
5.200	Suspension/Dismissal of Non-tenured Teachers
5.201	Suspension/Dismissal of Tenured Teachers
5.202	Suspension/Dismissal of Classified Employees
5.204	Resignation
5.3001	Job Abandonment
5.301	Religious, Emergency and Legal Leave

5.3022	Bereavement Leave
5.303	Personal and Professional Leave
5.305	Family and Medical Leave
5.308	Sabbatical Leave
5.403	Drug & Alcohol Testing for Employees
5.500	Employee Complaints
5.502	Harassment/Sexual Harassment and Discrimination
5.504	Evaluation Appeals
5.701	Substitute Teachers

The changes are presented for a first read only. Proposed changes/revisions must receive approval by the Board upon a second and final reading at a future board meeting to take effect.

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Creation of Positions and Lines of Authority	Descriptor Code: 5.101	Issued Date: 05/24/07
		Rescinded:	Revised: 06/15/23

CREATION OF POSITIONS

All existing staff positions shall be approved from year to year through the annual budget process and in accordance with an organizational plan submitted by the Director of Schools and approved by the Board. Before any new or additional position is created, the Board must specifically approve it. If the proposed position is new to the district, the Director of Schools must first ~~develop~~ **present** a job description and a compensation package for the Board's consideration. While the Director of Schools has the authority to reorganize the operational structure of the school system from time to time, no such reorganization shall have any impact on the budget without prior approval of the Board.

LINES OF AUTHORITY

The Director of Schools shall establish official lines of authority and shall publish these lines of authority on a system organization chart. All personnel are expected to keep the person to whom they are immediately accountable informed of their activities and shall refer matters requiring administrative action to the administrator to whom they are accountable. When appropriate, that administrator shall refer such matters to the next level of administration to whom he or she may be accountable.

Official lines of authority do not restrict the cooperative, sensible working relationship of all staff members at all levels. These official lines of authority represent direction of authority and accountability as well as avenues for a two-way flow of ideas to improve the program and operation of the Hamilton County school system.

All personnel shall have the right to appeal any decision made by ~~an administrative officer~~ **on a Supervisor** through grievance procedures established through Board policy.

Legal References: _____

Cross References: _____

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Classification and Qualifications	Descriptor Code: 5.102	Issued Date: 03/15/12
		Rescinded:	Revised: <u>06/15/23</u>

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school system are established initially by the Board, by state law, or State Board Rule, Regulations, and Minimum Standards.

To be considered for ~~certificated~~ administrative or supervisory positions whose employment requires certification in accordance with the rules and regulations of the State Board of Education, the applicant must show the following qualifications:

- Professional teaching certification; and
- Administrative or supervisory certification and experience in accordance with state law and State Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

~~Non-certified~~ To be considered for administrative and supervisory ~~personnel~~ positions whose employment does not require certification, the applicant shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and the ~~d~~Director of ~~s~~Schools shall determine.

PROFESSIONAL PERSONNEL

The professional staff members are the personnel whose employment status *requires* certification in accordance with the rules and regulations of the State Board of Education.

It is the responsibility of the employee to secure a license and to maintain its validity. When a ~~teacher's~~ professional employee's contract must be terminated because the ~~teachers'~~ professional employee's license has lapsed or otherwise become invalid, the ~~d~~Director of ~~s~~Schools shall immediately suspend the ~~teacher~~ employee without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board.

CLASSIFIED PERSONNEL

Classified personnel are those employees, regardless of education, training, experience, or licensure, who hold positions for which the Tennessee Department of Education does not require certification. Classified personnel are employees at will, meaning that either they or the Director of Schools may end their employment at any time for any reason or for no reason. While the ~~Superintendent~~ Director of Schools will endeavor to notify classified personnel by June 15 of their anticipated job assignments for the following school year, nothing within this policy or any other policy will be construed to extend to these employees a contract of employment for any specific term.

1 **EMPLOYMENT STATUS FOR CLASSIFIED EMPLOYEES**

2
3 It is the intent of Hamilton County Schools to clarify the definitions of employment classifications so
4 that employees understand their employment status and benefit eligibility. These classifications do not
5 guarantee employment for any specified period of time.

6
7 Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour
8 laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and
9 state laws. An employee's EXEMPT or NONEXEMPT classification may be changed only in accordance
10 with the Fair Labor Standards Act (FLSA) and upon written notification by Hamilton County Schools
11 management and approval by the ~~superintendent~~ Director of School or their designee.

12
13 In addition to the above categories, each employee will belong to one other employment category.

14
15 REGULAR FULL-TIME employees are those who are not in a ~~temporary~~ provisional or introductory
16 status and who are regularly scheduled to work Hamilton County Schools' Department of Educations'
17 full-time schedule. Generally, they are eligible for Hamilton County Schools' Department of Educations'
18 benefit package, subject to the terms, conditions, and limitations of each benefit program.

19
20 PART-TIME employees are those who are not assigned to a ~~temporary~~ provisional or introductory
21 status and who are regularly scheduled to work less than 30 hours per week and may not be eligible.
22 ~~While they do receive HCDE benefits on a prorated basis (ex. sick leave), they may be ineligible for all~~
23 of Hamilton County Schools' Department of Educations' benefits package.

24
25 ~~TEMPORARY~~ PROVISIONAL employees are those who are hired on or after June 1 for the
26 following school year as interim replacements, to temporarily supplement the work forces or to assist
27 in the completion of a specific project. Employment assignments in ~~their~~ this category are of a limited
28 duration. Employment beyond any initially stated period does not in any way imply a change in status.
29 While ~~temporary~~ provisional employees receive all legally mandated benefits (such as ~~workers'~~
30 compensation on-the-job injury (OJI); insurance, and social security) and they may be eligible for the
31 Hamilton County Schools' Department of Educations' benefits package.

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Legal References:

- Cross References:
1. Classified Employees 5.107

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Job Descriptions	Descriptor Code: 5.103	Issued Date: 09/08/94
		Rescinded:	Revised: 06/15/23

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The Board will approve the broad purpose, ~~and~~ function, and statement of duties outlined in the written job description of any new ~~the position~~ job class in accordance with state laws and state regulations; ~~approve a statement of duties as recommended by the director of schools, and delegate to the director of schools the task or writing, or causing to be written, a job description for the position.~~

Human Resources shall provide a copy of a job description to the employee upon request. ~~A copy of each job description shall be provided to the employee and the immediate supervisor.~~ A copy of all job descriptions shall be maintained electronically within Human Resources ~~in the director of schools' designee's office.~~

~~The director of schools~~ Human Resources shall maintain a comprehensive, coordinated set of job descriptions for all such positions ~~so as~~ to promote efficiency and economy in the staff's operations.

Legal References: _____

Cross References: _____

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: American with Disabilities ADA	Descriptor Code: 5.1041	Issued Date: 03/16/17
		Rescinded:	Revised: 06/15/23

1
2 The Board of Education is committed to equal opportunity 2 in all aspects of hiring and employment
3 and fully supports the Americans with Disabilities Act (ADA) and the right of all applicants,
4 candidates, and employees to be free from discrimination based on disability. The Board values all of
5 our employees, applicants, and candidates including those who are experiencing disabilities. In
6 accordance with the Americans with Disabilities Act (ADA), Section 503 of the Rehabilitation Act and
7 state law, and consistent with the Board of Education’s Equal Employment Opportunity and
8 Harassment/Sexual Harassment and Discrimination Policies, it is the Board’s policy to provide
9 reasonable accommodations for qualified individuals with disabilities, unless the accommodation
10 poses an undue hardship or would change the essential functions of the position.

11 12 ADA REQUEST FOR ACCOMMODATION

13
14 If an employee, applicant, or candidate has a medical condition that impacts his ability to perform the
15 essential functions of the job, he should work with his health care provider to complete and submit the
16 HCDE ADA Request for Accommodation Form directly to HCDE’s ADA Coordinator in the Human
17 Resources Department. ~~The form may be found at: <http://www.hcde.org/ada>.~~ (Please Note: Employees
18 should not provide the completed ADA Request for Accommodation Form or related medical
19 documentation to their administrator or manager, but rather the ADA Coordinator in HR.)

20
21 Completion of the ADA Request for Accommodation Form is part of the interactive process that will
22 allow HCDE to assess the individual’s medical condition and determine whether a job accommodation
23 is appropriate. Employees are obligated to cooperate with this process. If sufficient medical information
24 is not provided by the individual after several attempts, ~~failure to do so~~ **this** could result in delayed
25 consideration of a request or in its denial. Please note that an individual’s receipt or denial of ~~an~~
26 accommodation does not preclude the individual from making another request at a later time if
27 circumstances change and they believe that ~~an~~ accommodation is needed.

28
29 Following receipt of the completed ADA Request for Accommodation Form from the health care
30 provider, the ADA Coordinator will discuss the job accommodation request with the individual.
31 Through these discussions, consistent with applicable laws, HCDE may ultimately approve the
32 requested accommodation(s) as presented, suggest one or more alternative accommodation(s) designed
33 to permit the employee to perform the essential functions of the job, transfer the employee to another
34 vacant (funded) position that the employee can perform based upon stated restriction(s), **grant** a leave
35 of absence consistent with law or policy in the event HCDE is unable to make any other
36 accommodation sufficient to enable the employee to perform the essential functions of the job, or deny
37 the requested accommodation(s) in appropriate circumstances. The ADA Coordinator will only involve
38 those individuals who need to have knowledge of the situation (~~including the use of the Job~~
39 ~~Accommodation Network [JAN]~~) to ensure that an effective and timely accommodation is provided.
40 The ADA Coordinator will notify the employee, applicant, or candidate of the outcome of the request.
41 All accommodation requests will be reviewed on a case-by-case basis. If HCDE approves a job
42 accommodation, HCDE reserves the right to request that the individual’s health care provider recertify

1 the need for the job accommodation at reasonable intervals.

2
3 Job accommodations are meant to enable the employee to be successful in the performance of the
4 essential functions of the job. Therefore, essential functions of a job cannot be eliminated as part of an
5 accommodation. Once a job accommodation is offered and made, an administrator will work with the
6 employee to make sure that the accommodation enables the ~~ability~~ employee to perform the essential
7 functions of the job within appropriate standards.

8
9 **APPEALS**

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11 An individual dissatisfied with the resolution of a reasonable accommodation may request in writing that
12 the ~~Chief Talent Officer~~ Director of Schools of their designee reconsider the decision.

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36 Legal References:

_____ Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Recruitment of Employees	Descriptor Code: 5.105	Issued Date: 09/08/94
		Rescinded:	Revised: <u>06/15/23</u>

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The authorization of all school system positions rests with the Board. Personnel within the discretion of the ~~e~~Director of ~~s~~Schools. ¹

The ~~e~~Director of ~~s~~Schools or designee is responsible for the development of a program for the recruitment of licensed and non-licensed personnel.²

Identification of personnel needs shall be the responsibility of the ~~e~~Director of ~~s~~Schools, supervisors, and building principal. Effort shall be made to ensure the recruitment of a diverse workforce.

Vacancies will be advertised through various modes of communication ~~electronically and nationally~~ to maximize the talent pool for selection. A deadline for receiving applications will be established and disseminated with the vacancy notice.

Legal References:
1. TCA 49-2-301(b)(1)(~~EE~~)
2. TRR/MS 0520-1-2-.14

Cross References:
Staff Positions 5.116

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 03/14/19
		Rescinded:	Revised: <u>06/15/23</u>

APPLICATION

An individual desiring a position with the Board shall make application to the ~~d~~Director of ~~s~~Schools on ~~forms~~ the applicant tracking system approved by the Board.¹ In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks and fingerprinting of applicants for teaching positions and applicants for any other positions requiring proximity to children.⁹

Knowingly falsifying information regarding an applicant's criminal or employment dismissal history on an application shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.⁸

The Board assigns to the Director of Schools or his/her designee the duty to conduct thorough background checks, reference checks or employment verification, and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results.

Any costs incurred by the Tennessee Bureau of Investigation in conducting background investigations of applicants shall be paid by the applicant ~~the first~~ at the time such applicant ~~applies for~~ is offered a position with the Board.²

Professional Employees (Certified)

The application must include a transcript of credits earned at the colleges or universities attended along with reference information from persons such as previous employers, college professors and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school system. If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.¹

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board of Education;³
2. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁴
3. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁵
4. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause;¹ ~~or~~
5. Who does not receive a satisfactory background check.^{1,10}
6. Who has not complied with the Immigration Reform and Control Act of 1986.

- 1 7. Who has been identified by the Department of Children's Services as a perpetrator of child abuse,
2 severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the
3 health safety and welfare of children.¹¹
- 4 8. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
5 of Health.¹¹

6 *Classified Employees*

7 No person shall be employed:

- 8 1. Who does not present a physician's certificate showing a satisfactory health record; or
9 ~~Who~~ has any contagious or communicable disease in such form that might endanger the health
10 of the children;⁴ ~~or~~
- 11 2. Who has not complied with the Immigration Reform and Control Act of 1986;⁶ or
- 12 3. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
13 employment for cause; ~~or~~
- 14 4. Who does not receive a satisfactory criminal background check.^{1,10}

15 **EMPLOYMENT**

16 *Professional Employees (Certified)*

17 The Director of Schools shall hire and assign qualified applicant.⁷

18 Upon initial employment, the Director of Schools or their designee shall notify such person, in writing,
19 of the offer and conditions of employment. Upon receipt of the employment notification, the person must
20 accept or reject, in writing, the offer of employment as follows:

21 Such person shall have fourteen (14) calendar days to accept or reject, in writing, an offer made between
22 and including April 1st and May 31st.

23 Such person shall have five (5) business days to accept or reject, in writing, an offer made between and
24 including June 1st and March 31st. The five-business-day period begins on the first business day after
25 receipt of the employment notification. From the date of the written acceptance, such person is
26 considered to be under employment with the Board and is subject to all rights, privileges and duties.^{+ 12}

27 *Classified Employees*

28 The Director of Schools shall hire and assign qualified applicants.

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Legal References:

1. TCA 49-5-406 ~~(b)~~
2. TCA 49-5- 406 (a); TCA 49-5-413(b) (c)
3. TCA 49-5-403; TCA 49-5-101; [TCA 49-5-106](#)
4. TCA 49-5-404;TRR/MS 0520-1-3-.08(2)(f)
5. TCA 49-5-405
6. Immigration Reform and Control Act of 1986
7. ~~TCA 49-2-301(b)(1)(D)(L)(EE); TCA 49-2-303 (b)(3)~~ [TCA 49-2-301\(b\)\(1\)\(CC\)](#)
8. TCA 49-5-406(a)(2)(A)
9. [TCA 49-5-413](#)
10. [TCA 49-5-413\(a\), \(f\)](#)
11. [TCA 49-5-413\(e\)](#)
12. [TCA 49-5-406 \(b\)](#)

Cross References:

- Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
[Criminal Records Check 5.1061](#)

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Criminal Record Checks	Descriptor Code: 5.1061	Issued Date: 02/18/10
		Rescinded:	Revised: <u>06/11/23</u>

The Hamilton County Board of Education, in an effort to provide a safe environment for its employees and students, will conduct pre-employment criminal background checks on all prospective employees, both full-time, part-time, licensed, and non-licensed. This also includes certified and non-certified individuals desiring to coach athletics in the district's middle and high schools who are not employed by the Hamilton County Department of Education. The board will also conduct criminal background checks on all volunteers and /or contract workers who have, or may have unmonitored contact with students.

The criminal record checks will include a TBI and FBI criminal background check and a search of the Department of Children's Services Tennessee Sex Offender and Child Abuse Registries. The cost of a criminal background check shall be paid by the prospective employee or volunteer at the time he/she is fingerprinted. Background check results must be received and cleared prior to an employee, contract worker, or volunteer beginning work and be updated in accordance with Tenn. Code Ann. 49-5-413 at least every five (5) years thereafter, for any persons with proximity to students school children or to children in a child care program. Human Resources may request dispositions and/or a written explanation of any charges that appear on the background results to clear an employee, contract worker, or volunteer.

General Regulations:

1. An applicant for employment, as a condition for employment, will authorize in writing a criminal records check to determine if he/she has been convicted of criminal or drug offenses. Failure on the part of an applicant to cooperate in the criminal background check process will result in denial of employment.
2. The Superintendent will not knowingly employ a person who is disqualified from employment because of a conviction for a felony, a crime involving moral turpitude, or a disqualifying narcotic offense. [TCA Sec. 49-5-501, Tennessee Administrative Rules and Regulations. The following criteria will be used to evaluate those persons whose fingerprints or criminal record checks indicate former criminal convictions:
 - a. felony convictions for *current employees* undergoing the five-year update of the criminal records check will be subject to review and approval of the superintendent.
 - b. for applicants and/or new employees undergoing initial criminal record check, felony convictions less than five (5) years from the date of the criminal records check will result in immediate termination and/or ~~recession~~ rescission of the employment offers.
 - c. felony convictions more than five (5) years from the date of the criminal records check will be at the discretion of the superintendent. Information required for such decision will include, but is not limited to, name and address of the court, date of the alleged offense, description of charges, explanation of the final action taken including any fines, probation, imprisonment, first offender adjudication or similar disposition.
3. Bus drivers, other CDL (Commercial Driver's Licensed) employees, and any employee who may from time to time drive a Board of eEducation vehicle, that are arrested for DUI while on duty, will be suspended immediately and upon conviction will be subject to termination. Employees who transport students on school and/or district-related business in a privately owned vehicle

1 who are arrested for DUI while on duty will be suspended immediately and upon conviction will
2 be subject to termination.

3 4. Bus drivers, ~~and other~~ CDL employees, and any employee who may from time to time drive a
4 Board of Education vehicle, that ~~who~~ are arrested for DUI charges will be suspended from any
5 employment involving the driving of a vehicle until the charges are resolved.

6 5. Falsifying information or not fully and accurately disclosing information about convictions
7 and/or pending charges on the employment application shall be grounds for immediate
8 termination.

9 6. If an employee leaves and returns to work within the same period of employment, the fingerprint
10 and criminal records check requirement may be waived provided there is a fingerprint and
11 criminal records report in the personnel file and the length of time does not exceed one calendar
12 year from the date the employee left HCDE. If not, the person must be fingerprinted and have
13 another criminal records check to update the previous records check. ~~The individual shall pay the~~
14 ~~cost.~~

15
16 **HCDE EMPLOYEES ARRESTED OR CONVICTED**

17
18 All Hamilton County Department of Education employees, including part-time, temporary, contracted,
19 and substitute personnel, who are arrested and/or convicted of a felony (including felonies that have been
20 reduced to a lesser charge), or misdemeanor but not to include minor traffic offenses, are to report this
21 information to the Superintendent or his/her designee within 48 hours of the arrest and/or conviction.

22
23 This policy applies to all Hamilton County Department of Education employees as a condition
24 of employment and as a condition of continued employment.

25
26 Employees must also notify the Superintendent or his/her designee immediately if the Department
27 of Children Services has named them as an indicated perpetrator of child abuse.

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34 Legal References:

- 35 1. TCA 45-5-413(a)
- 2. TCA 49-5-406(a)(1);
TCA 49-5-403; TCA 49-5-413(c)
- 3. 34 USCA 40316

Cross References:

Board Policy 4.501 - School Volunteers

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Classified Employees	Descriptor Code: 5.107	Issued Date: 12/19/13
		Rescinded:	Revised: 06/15/23

CLASSIFIED EMPLOYEE HANDBOOK

All classified employees, new to the school system, will receive an electronic Classified Employee Handbook. The handbook contains general information and guidelines only. It is not intended to be comprehensive of all general policies and procedures or their exceptions. For these reasons, classified employees shall address specific questions to the supervisor/principal or the Human Resources Department. The handbook may also be found on the [HCS Hamilton County Department of Education](#) website.

CLASSIFIED EMPLOYMENT

Classified employees are those employees, regardless of education, training, experience, or licensure, who hold positions for which the Tennessee Department of Education does not require certification. Classified personnel are employees at will, meaning that either they or the ~~Superintendent~~ [Director of Schools](#) of Hamilton County ~~Department of Education Schools~~ may end their employment at any time for any reason or for no reason. While the ~~Superintendent~~ [Director](#) of Schools will endeavor to notify classified personnel by June 15 of their assignment for the following school year, nothing within the handbook, board policy, or other policy, will be construed to extend to these employees a contract of employment for any specific term.

A transfer from one position to another within the same position classification shall not be considered a demotion. Any notice of termination or demotion shall include the reason for the dismissal or demotion.

Legal References:

Cross References:

5.102 Classification [and Qualifications](#)
[5.109 Evaluations](#)

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Supervision	Descriptor Code: 5.108	Issued Date: 12/16/14
		Rescinded:	Revised: <u>06/15/23</u>

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Supervision of administrative and supervisory personnel shall be provided by the ~~e~~Director of ~~s~~Schools or designee.

Personnel shall be supervised by the hiring agent and/ or the person designated on the approved job description.

The immediate supervisor and ~~Chief of Talent's~~ Human Resources office share the responsibility for providing orientaiton for newly hired employees. Periodic training sessions may be provided for employees or employee groups as deemed necessary.

The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to the employee for the satisfactory performance of those duties.

Legal Reference:

Cross References:

- Nepotism 1.108
- Line and Staff Relations 5.101
- Job Descriptions 5.103
- Staff Positions 5.116

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Evaluation	Descriptor Code: 5.109	Issued Date: 09/18/14
		Rescinded: CGI/CBI/GCI	Revised: 06/15/23

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2 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the
3 part of the ~~e~~D~~i~~rector of ~~s~~S~~c~~hools and administrative and supervisory personnel.
4

5 The Board shall use a state-approved model for evaluating administrative and supervisory personnel and
6 shall approve standard forms to be used in evaluating classified personnel.
7

8 The ~~e~~D~~i~~rector of ~~s~~S~~c~~hools is responsible for ensuring that all administrative and supervisory personnel
9 are evaluated.
10

11 LICENSED TEACHING PERSONNEL

12
13 The Board shall use guidelines developed by the State Board of Education for implementation of an
14 approved evaluation system.¹ All certificated teaching personnel working at least 120 days shall be
15 evaluated on an annual basis.
16

17 If the state-approved model is not used, the Board designee shall submit to the Commissioner of
18 Education for approval, an evaluation plan with implementation procedures, validation procedures and
19 training plans. The evaluation plan shall be reviewed at least annually for improvement and revision. All
20 changes in the evaluation system shall be submitted by June 1 prior to the proposed implementation year.
21

22 The Board shall annually submit to the Commissioner of Education for approval, the evaluations and
23 recommendations of all non-professional licensed teachers who are in their final non-professional
24 licensed year.² The evaluation deadline for these teachers shall be May 1. The evaluation deadline for
25 all other licensed teachers shall be completed no later than 5 working days prior to the last day of school.
26

27 Teachers shall be evaluated for the following purposes:
28

- 29 1. Accountability - to assure that evaluation considers the effectiveness in the classroom and in the
30 school.
- 31 2. Professional Growth - to provide a focus for professional growth in an area(s) which has the
32 greatest capacity for facilitating student performance.
- 33 3. Cohesive School Structure - to increase and focus the dialogue within schools on the goal(s) of
34 improved services to students.⁴
35

36 Evaluations will be conducted by a school administrator and/or designee(s). All evaluators shall be
37 trained and certified through state-sanctioned training in the evaluation procedures before conducting
38 evaluations. The principal shall be responsible for the final evaluation decision.⁴
39

40 Evaluations shall use multiple data sources which include but are not limited to:
41

- 42 1. Classroom or position observations including planning and reflecting information and/or review;

- 1 2. Review of previous evaluations and an educator self-assessment;
- 2 3. Conferences;
- 3 4. Examination of professional growth;
- 4 5. Student and/or school-wide achievement and growth.
- 5 6. Examination of assessment techniques, results and applications.

6
7 As part of the evaluation process, a growth plan shall be developed for all teachers. The plan shall be
8 developed collaboratively by the teacher and the immediate supervisor and/or principal. The plan shall
9 include identified area(s) for growth, action plan, and progress reporting procedures.⁴

10 **PERFORMANCE IMPROVEMENT PLAN**

11
12
13 If a teacher is not meeting the standards of effective teaching, the principal may address the noted area/s
14 to strengthen through the creation of a Performance Improvement Plan (PIP). The principal will draft
15 the PIP and work collaboratively with the teacher to define supports and guidance. The PIP will be active
16 and accessible and include:

- 17
 - 18 • The specific area(s) to strengthen.
 - 19 • An Action Plan, which includes options or activities for improvement.
 - 20 • Supports for Success, which may include applicable resources and professional development
 - 21 opportunities.
 - 22 • A Monitoring System, which should outline a timeline for improvement.

23
24 The teacher and principal will meet at least monthly to review, modify, or determine completion of the
25 PIP.

26
27 After meeting the goals addressed in the PIP, the administrator will denote the PIP as successfully
28 completed. If the goals addressed in the PIP are not successfully completed, the PIP may be closed
29 unsuccessfully.

30
31 A teacher must be placed on a PIP, if he/she scores in the “Does Not Meet Standards” category, unless
32 that teacher is already participating in an Intensive Assistance Program (IAP).

33 **INTENSIVE ASSISTANCE PROGRAM**

34
35
36 The failure of a tenured employee to meet expectations established by previous development plans,
37 previous evaluation(s), previous improvement plan(s) or formal classroom observations may be
38 recommended for participation in the Intensive Assistance Program.

39
40 The purpose of the Intensive Assistance Program is to improve instruction, provide accountability, and
41 ~~maximum~~ maximize teachers' growth and student achievement. The process is one that is designed to
42 both assist and support those teachers and other special certificated populations' personnel in the
43 Hamilton County Department of Education who are performing at less than acceptable levels. The
44 process of the Intensive Assistance Program includes the formation of an IAP team made up of trained
45 administrators, directors, and supervisors. The IAP team members will complete extended formal
46 observations and offer detailed, actionable feedback and support on a weekly basis to the employee.

1 Upon completion of the Intensive Assistance Process, the IAP Team shall make recommendation(s) to
2 the Superintendent.

3

4 **NON-LICENSED PERSONNEL**

5

6 Classified personnel shall be evaluated annually. Mid-year classified evaluations should be conducted
7 when the employee scores an Improvement Necessary or Does not Meet Standards the previous school
8 year.

9

10 Evaluations shall be used as an aid in improving an employee's performance and as a basis for continuing
11 employment. Evaluation reports shall be discussed with the evaluated employee during the summative
12 conference. Each employee shall be given access to the summative evaluation.

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Legal References:

- 19 1. TRR/MS 0520-1-.2-.01
- 20 2. TRR/MS 0520-2-1-.03
- 21 3. TRR/MS 521-2-1-.02 (1) ©520-2-1-.02 (1)(c)
- 22 4. TRR/MS 0520-2-1-.02

- Cross References:
Job Descriptions 5.103
Orientation and Probation 5.107

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date: 11/20/14
		Rescinded:	Revised: 06/15/23

1
2 All Certified personnel must make a written contract with the Board at a fixed salary per month
3 before entering upon their duties.¹

4
5 The director of schools shall establish the salary rating of each person employed and shall
6 recommend such salary rating to the Board for its approval.²

7
8 Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board.
9 No payment to any employee for service performed on behalf of the school system shall be made
10 from any source other than the Board.³

11
12 Contracts for administrators and system-wide professional personnel shall include two hundred
13 one (201) days of responsibility, plus twenty (20) days for each additional month assigned by the
14 Board. Each contract shall provide: ⁴

- 15
16 1. A minimum of one hundred and eighty (180) working days;
17 2. A minimum of six (6) days for in-service education;
18 3 Ten (10) vacation days; and
19 4. Five (5) days as designated by the Board. (teachers shall use one (1) day for parent-teacher
20 conferences. ⁴)

21
22 The school calendar adopted by the Board each year shall become part of each employee's contract.

23
24 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
25 the revenue is deposited with and salaries paid through the Board. This includes donations or ~~con-~~
26 ~~tributions~~ **contributions** from individual, civic or other non-school related sources of funds from
27 individual school activity funds, such as gate receipts and concessions.^{1,5}

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Legal References:

- 32 1. TCA 49-2-203(a)(1); TCA 49-5-408
33 2. TCA 49-5-402
34 3. TCA 49-3-306; TCA 49-5-709; TCA 49-2-203(a)(1)
35 4. TCA 49-6-3004
36 5. TCA 49-6-2006; *Tennessee Internal School Financial Management Manual*,
37 Section 5, Title 6

Cross References:

- School Calendar 1.800
Revenues 2.400
Payroll Procedures 2.802
Salary Deductions 2.803

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: In-Service and Staff Development Opportunities	Descriptor Code: 5.113	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

IN-SERVICE EDUCATION

In-service education is a program of planned activities designed to increase the competencies needed by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge, skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness.¹

In-service training days will be paid as days of school, and it is mandatory that teachers be present or lose the day's pay unless their absence conforms to the requirements ~~of the sick leave~~ set forth in one or more leave policies plan or is approved in advance by the Director of Schools.

Administrative and Supervisory Employees

These employees shall show evidence of continual professional growth by attendance at in-service programs and institutes, studying professional literature, meeting with other professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and student growth and development.

Each principal and administrator shall be required to attend the principal-administrator academy for instruction at least once every five (5) years unless a principal or administrator has completed fifteen (15) or more years as a principal, supervisor or other administrator and has received an exemption from the state.²

Professional Employees

A system-wide in-service committee, composed of membership from a cross-section of other personnel, shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate the in-service program.¹

The Board encourages the professional growth of all teachers through activities including travel, workshops, research and publications, college training, course auditing, curriculum study conventions, and offices in professional organizations.

In-service credit shall not be given while performing duties which are required as part of regular teaching assignments.

Classified Personnel

The immediate supervisor shall be responsible for providing in-service trainings. Absences to attend meetings relating to the employee's job description may be granted by the director of schools without loss of pay to the employee.

1 **STAFF DEVELOPMENT PROGRAM**

2
3 Staff development programs and activities shall reflect the National Standards for Staff Development
4 and shall reflect the needs identified in school improvement plans.

5
6 The Board may pay expenses of selected personnel who participate in the training sessions conducted
7 by the State Department of Education.

8
9 The ~~d~~Director of ~~s~~Schools shall involve central office personnel and staff development trainers in
10 developing the system-wide staff development program and scheduling ~~schedule and shall recommend~~
11 ~~it to the Board for approval.~~

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Legal References:

- 35 1. ~~State Department of Education~~ In-Service Guidelines for Planning
36 Approvable In-service Education Activities
37 TCA 49 1 214; TCA 49 6 3004(c)(1)
38 2. TCA 49 5 5703 (a)

34 _____
Cross References:

- School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Personnel Records and Employee References	Descriptor Code: 5.114	Issued Date: 09/20/18
		Rescinded:	Revised: 06/15/23

The ~~d~~Director of ~~s~~Schools or ~~his~~ their designee(s) shall be authorized to maintain personnel records and to permit inspection of the same. The following personnel records shall be maintained for all employees as appropriate, including, but not limited to, the following:

1. Employee applications and contracts
2. Professional certificates and other documents required by state and federal laws and ~~r~~Regulations¹
3. Cumulative information files; and
4. INS Form I-9.²

The following guidelines shall apply ~~be followed~~:

1. Information contained in personnel records shall be limited to job-related matters;
2. The Director of Schools shall be responsible for notifying all employees of the types of records kept and uses made of such records;
3. Employees shall be granted an opportunity to respond in writing to material placed in records;
4. Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours;³
5. A record of the person inspecting, and the date of inspection shall be recorded;
6. Copies of records may be made under rules determined by the ~~d~~Director of ~~s~~Schools;⁴
7. Members of the public may not obtain an employee's home or personal cell phone numbers; bank account~~s~~; individual health savings account~~s~~; retirement account~~s~~; or pension account information; residential information, including the street address~~s~~; city, state and zip code; social security number; or driver's license information, except where driving or operating a vehicle is considered to be a part of the employee's duties, unless release of this information is expressly authorized by the employee. The ~~previous~~ preceding information may also not be obtained for the employee's immediate family members or household members unless release of this information is expressly authorized by the employee.
8. The Human Resources Department will release to credit agencies only the present employment status of an employee and the length of service in the Hamilton County School System. Additional salary and personnel information will be released only upon written authorization of the employee.

Employees who wish to review their own file should contact the Human Resources Department. With a reasonable advance notice (at least two (2) ~~work~~ business days), employees may review their own personnel files in ~~Hamilton County Schools'~~ the Human Resources ~~Office~~ Department and in the presence of an HR employee. Requests to view personnel files by the press, parents, and/or other Tennessee residents shall also require reasonable notice as outlined by the TN Open Records Act.

EMPLOYMENT REFERENCES

1 No administrator or supervisor may offer an employment reference or a letter of recommendation for
2 any employee or former employee of the Hamilton County Department of Education unless he or she
3 directly supervised the employee or former employee within the preceding twelve (12) months.
4

5 With regard to a former employee, no administrator or supervisor may comment on the former
6 employee's performance or the reasons for the former employee's separation from the Hamilton County
7 Department of Education unless the administrator or supervisor has direct, personal knowledge of the
8 same. In the case of any questions, the administrator or supervisor must clear the reference or
9 recommendation with the Chief Talent Officer.
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30 Legal References:

- 31 1. TCA 49 2 301(b)(1)(~~BB~~)
- 32 2. Immigration Reform and Control Act of 1986
- 33 3. TCA 49 2 301(b)(1)(~~CC~~);
- 34 4. TCA 10 7 503 504
- 35 5. TCA 10 7 506;
- 36 6. TCA 8 5 108

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Teacher Effect Data	Descriptor Code: 5.1141	Issued Date: 05/24/07
		Rescinded:	Revised: 06/15/23

1
2 Annually, data from the Tennessee comprehensive assessment program (TCAP) tests, or their future
3 replacements, will be used to provide an estimate of the statistical distribution of teacher effects on the
4 educational progress of students within school districts for grades three through eight (3-8). Teacher
5 effect data shall not be retained for use in evaluations for more than the most recent five (5) years. A
6 student must have been present for one hundred fifty (150) days of classroom instruction per year or
7 seventy-five (75) days of classroom instruction in a block schedule before that student's record is
8 attributable to a specific teacher.

9
10 ~~The guidelines for distribution, security, and application of the teacher effect data shall be kept on file in~~
11 ~~the central office and shall be given to the teacher, the assigned administrator, and all school board~~
12 ~~members and shall become an administrative procedure to be updated as needed by the director of~~
13 ~~schools.~~

14
15 The estimates of specific teacher effects on the educational progress of students will not be a public
16 record and will be made available only to the specific teacher, and/or the teacher's appropriate
17 administrators as designated by the HCDE Board of Education, ~~and school board members.~~

18
19 The estimates of specific teacher effects on the educational progress of students may be made available
20 to parties conducting research for, or on behalf of, the department, schools, LEAs, or postsecondary
21 institutions; provided, however, that the estimates made available shall not be a public record and shall
22 be used only for research purposes. Each party receiving the estimates of specific teacher effect data for
23 research purposes shall execute a signed data sharing agreement with the entity providing the data that
24 includes provisions safeguarding the privacy and security of the data.

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Legal References:

33 1. TCA 49-1-606

34 ~~2. Guidelines for the Distribution, Security and Application of TVAAS Teacher Effect Data State Board~~
35 ~~Guidelines 1996.~~

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Employee Demographic Changes	Descriptor Code: 5.1142	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

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It is the responsibility of each employee to promptly update Employee ~~Online Self Service~~ of changes in personal mailing addresses, telephone numbers, name changes, and the names of individuals to be contacted in the event of an emergency. The employee should promptly send notification to Human Resources of name changes and include a photocopy of the updated Social Security Card, ~~as well as an addition of educational degrees~~ Employees must make beneficiary changes to the appropriate offices responsible for retirement and other fringe benefits. Employees should provide transcripts of additional educational degrees to Human Resources.

Certified employees should report address and name changes and additional degrees to the Office of Teacher Licensing in State Department of Education, when appropriate.

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Assignment/Transfer	Descriptor Code: 5.115	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

1 2 **ASSIGNMENT**

3
4 The ~~e~~Director of ~~s~~Schools shall attempt to assign personnel to the various schools or departments by
5 April 1 for licensed personnel and by June 15 for non-licensed personnel preceding the school year for
6 which such persons are employed while allowing each principal or immediate supervisor to assign
7 more specific responsibilities within each school.¹

8
9 Assignment of employees will be made by the director of schools based on the recommendation of the
10 appropriate division director and/or building principal. The assignment will be determined by the
11 applicant's training, experience and ability to perform the duties of the position and in the best interest
12 of the schools.

13
14 Extra assignments for which supplements are provided and upon which initial employment was based
15 may not be relinquished in part by the employee without the approval of the person making the
16 assignment. Other assignments for which supplemental salary is provided shall be made on an annual
17 contract basis

18 19 **TRANSFER (to move from one school or administrative unit to another)**

20
21 The director of schools shall transfer employees as necessary for efficient operation of the schools.²
22 Transfers shall be nondiscriminatory and shall not be arbitrary or capricious. The director of schools is
23 responsible for developing and disseminating procedures for transfer.

24
25 All employees transferred shall receive written notification of the transfer with reason(s) prior to the
26 transfer.

27
28 If a transfer is performance-based, the transfer shall be preceded by a written statement of deficiencies
29 and when feasible, a reasonable opportunity to improve.

30
31 Transfers made in accordance with board policy, state law and any negotiated contract are final.

32 33 **REASSIGNMENT (to move to another assignment within the same school or administrative unit)**

34
35 Reassignments shall be nondiscriminatory and shall not be arbitrary or capricious. Employees shall be
36 reassigned as necessary for efficient operation of the schools. The director of schools is responsible for
37 developing and disseminating procedures for reassignments.

38
39 Reassignments shall be made by the employee's immediate supervisor, and/or personnel administrator
40 with approval by the director of schools.

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Legal References:

1. TCA 49-2-301(b)(1)(L); TCA 49 5 ~~54~~01
2. ~~TCA 49 2 301(b)(1)(EE)~~; TCA 49 5 510;
OP Tenn. Atty. Gen. 98-164 (August 24, 1998);
~~TCA 49 2 303~~

Cross References:

- Nepotism 1.108
- Line and Staff Relations 5.101
- Job Descriptions 5.10
- Recruitment 5.105

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Reductions in Force	Descriptor Code: 5.116	Issued Date: 05/24/07
		Rescinded:	Revised: 06/15/23

REDUCTIONS IN FORCE

When it becomes necessary to reduce the number of positions in the system because of a decrease in enrollment or for other good reasons, the Board shall abolish the positions. The Board or the Director of Schools, as appropriate, shall dismiss such employees as may be necessary.¹

Licensed Personnel

Reductions in staff will be made according to which have the least detrimental effect on children. In general, this objective dictates a staff reduction policy which:

1. Retains the most effective teachers;
2. Avoids undue increases in class size; and
3. Provides consideration for the exceptional teacher without emphasis on seniority.

The elimination of a position does not necessarily mean the person occupying the position will be dismissed. When an employee is released, it is the responsibility of the Director of Schools to make a recommendation to the Board about which employee shall be released and to justify the recommendation based upon a composite of the following criteria:

1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher evaluation;
2. Adaptability to other assignments (academic and extracurricular);
3. Evidence of professional growth as well as specialized or advanced training;
4. Previous history of grade levels and subject areas taught;

When a teacher is released because of reduction in staff, the teacher shall be given written notice of release explaining the circumstances or conditions making dismissal necessary.

Non-Licensed Personnel

When a non-licensed employee is released because of a reduction in the number of classified positions, the director of schools shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary.

The contract of each non-licensed employee shall contain a statement regarding the reduction in force policy.

Legal References:

1. [TCA 49-5-511\(b\)](#)

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Procedure for Granting Tenure	Descriptor Code: 5.117	Issued Date: 03/15/12
		Rescinded:	Revised: <u>06/15/23</u>

~~The Hamilton County Board of Education will grant tenure subject to provisions of Tennessee state law governing tenure. The superintendent and/or his/her designees are responsible for documenting and presenting the recommendation for tenure to the Board of Education.~~

~~Documentation of a record of excellence in teaching and/or other administrative responsibilities should include but is not limited to:~~

- ~~1. Appropriate and consistent ratings on evaluations conducted by school principals and/or other educators.~~
- ~~2. Specific evidence of effectiveness in teaching students and/or executing job responsibilities can include but is not limited to:
 - ~~a. Positive student achievement as indicated by test scores~~
 - ~~b. Narrative descriptions of specific examples of effectiveness with students~~
 - ~~c. Letters from parents or patrons~~
 - ~~d. Letters of commendation and/or other accolades~~~~
- ~~3. Record of attendance for the last five (5) years~~
- ~~4. Other documentation and indicators of effectiveness may be included~~

~~The following additional guidelines will apply:~~

- ~~1. The decision as to whether or not to grant tenure is solely within the discretion of the Hamilton County Board of Education.~~
- ~~2. The school principal and/or administrator shall provide the superintendent and the Board of Education with a written narrative as to why tenure should be awarded to an eligible employee.~~
- ~~3. The superintendent will recommend persons eligible for tenure at a board meeting in ample time for the superintendent to provide notice of non-renewal to each teacher or educator not granted tenure within five (5) business days following the last instructional day of the school year.~~
- ~~4. Only those teachers or educators who receive a majority vote of the membership of the board will be granted tenure.~~

Legal References:

- ~~1. TCA 49-2-301(10)~~
- ~~2. TCA 49-2-203(1)~~
- ~~3. TCA 49-5-504~~

General

To attain tenure status,¹ a teacher shall: (1) meet tenure eligibility requirements; (2) be renewed and 3 recommended by the Director of Schools; and (3) receive a majority vote of the Board.

TENURE ELIGIBILITY²

1
2 A teacher that meets the following requirements is eligible for tenure:

- 3
4 1. Has a degree from an approved four-year college or any career and technical teacher who has the
5 equivalent amount of training established and is licensed by the State Board of Education;
6
7 2. Holds a valid teacher license issued by the State Board of Education, based on training covering
8 the subjects or grades taught;
9
10 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)
11 months within the last seven-year period with the last two (2) years being employed in a regular
12 teaching position rather than an interim teaching position; and
13
14 4. Has received evaluations demonstrating an overall performance effectiveness level of “above
15 expectations” or “significantly above expectations” as provided in the evaluation guidelines
16 adopted by the State Board of Education, during the last two (2) years of the probationary period.
17

18 If a teacher has met all other requirements for tenure eligibility but has not acquired an official evaluation
19 score during the last one (1) or two (2) years of the probationary period due to allowable circumstances
20 outlined in state law, he/she may utilize the most recent two (2) years of available evaluation scores
21 achieved during the probationary period to become eligible for tenure.³
22

23 ACQUISITION OF TENURE STATUS

24
25 Once a teacher is eligible for tenure, he/she shall be either recommended by the Director of Schools for
26 tenure or nonrenewed. If tenure is denied by the Board, the teacher shall be dismissed.⁴
27

28 The following additional guidelines shall apply:

- 29
30 1. The Director of Schools will recommend teachers eligible for tenure at a board meeting in ample
31 time to send notice of non-renewal to each teacher not recommended for tenure within five (5)
32 business days following the last instructional day for the school year.⁵
33
34 2. The decision to grant tenure is solely within the discretion of the Board.⁶ Only those teachers
35 who receive a majority vote of the membership of the Board will be granted tenure.⁷
36
37 3. A teacher who is eligible for tenure, but tenure is denied by the Board, shall not be rehired beyond
38 the current contract year.⁴
39

40 TEACHER RETURNING TO EMPLOYMENT

41
42 A teacher who has acquired tenure status in the school district and later resigns shall serve a two-year
43 probationary period upon reemployment unless the probationary period is waived by the Board upon
44 request of the Director of Schools. Upon completion of the two-year period, the teacher shall either be
45 recommended by the Director of Schools for tenure or non-renewed. If tenure is denied by the Board,
46 the teacher shall be dismissed.⁸

TEACHER TRANSFERRING FROM ANOTHER SCHOOL DISTRICT⁹

A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another school district to begin employment in the Bradley County School District shall serve the regular probationary period. The Board, upon the recommendation of the Director of Schools, may waive the probationary period and grant tenure status or shorten the probationary period.

If a nontenured teacher with fewer than five (5) years of service transfers from another school district, such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when service in both school districts is counted.

All tenure decisions made under this section are subject to the requirements concerning overall teacher performance effectiveness levels.

TEACHER RETURNING TO PROBATIONARY STATUS¹⁰

Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “below expectations” or “significantly below expectations” shall be returned to probationary status by the Director of Schools until the teacher has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations.”

When a teacher who has returned to probationary status has received two (2) consecutive years of evaluations demonstrating an overall performance effectiveness level of “above expectations” or “significantly above expectations,” the teacher is again eligible for tenure and shall be either recommended by the Director of Schools for tenure or nonrenewed; provided, however, that the teacher shall be dismissed if tenure is denied by the Board.⁴

This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References:

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. TCA 49-5-503(4)
4. TCA 49-5-504(b)
5. TCA 49-5-409
6. TCA 49-2-203(a)(1)
7. TCA 49-2-202(g)
8. TCA 49-5-504(d)
9. TCA 49-5-509
10. TCA 49-5-504(e), (f)

Cross References:

- Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.20

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Suspension/Dismissal of Non- Tenured Teachers	Descriptor Code: 5.200	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

Suspension/Dismissal of Non-Tenured Teachers

All non-tenured teachers for the Hamilton County Board of Education are under the direction and control of the director of schools. In accordance with Tennessee law, the Board of Education hereby delegates to the director the authority to suspend and dismiss all non-tenured teachers.

The ~~e~~Director of ~~s~~Schools may suspend a non-tenured teacher at any time when deemed necessary.¹ The director of schools may dismiss or suspend any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, neglect of duties, or other just cause.² As soon as practicable, the director will provide the employee with written notice explaining the grounds for the suspension and any guidelines the employee is to observe during the suspension.

If reinstated after an investigation has concluded, the non-tenured teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an appropriate penalty for the employee's infraction, in which case, ~~the Superintendent~~ Director of Schools shall provide the employee with notice of charges supporting the suspension without pay and an opportunity to be heard ~~by an impartial hearing officer~~ in accordance with the requirements of this policy.

~~Alternative Work Assignment~~ Suspension of Three Days or Less

~~During an investigation of any accusations that may lead to further disciplinary action, the director of schools, or a designee, may choose to reassign the impacted employee to a different work location and/or duties. This alternative work assignment would last until the investigation is complete and any findings are used to determine what, if any, further action is necessary. Alternative work assignments may be designated in lieu of suspended an employee with or without pay, as deemed appropriate by the director of schools or a designee.~~

Before an employee is suspended for a period of three days or less, s/he shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the director at a conference, if requested within five days of notice of the suspension; and (3) given a written decision regarding the suspension within ten (10) days of the conference. Both parties may be represented by counsel at the conference which shall be recorded.³ If dissatisfied with the Director's decision, the non-tenured teacher may seek judicial review pursuant to Tenn. Code Ann. 49-5-513.⁴

~~Dismissal~~ Suspension Greater than Three Days or Dismissal

~~The director of schools may dismiss any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, neglect of duties, or other just cause after giving the nontenured teacher in writing, due notice of the charges.~~

1 If, after investigation, the Director of Schools determines that the non-tenured teacher should be
2 suspended for a period greater than three days or dismissed, the Director of schools shall give the non-
3 tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.²⁵
4

5 **Personnel Hearings**

6
7 Any non-tenured teacher may contest the grounds and extent of the director's proposed discipline of
8 suspension of greater than three days or dismissal by requesting, in writing, a personnel hearing within
9 ten (10) days of having received from the Superintendent notice of charges. An impartial personnel
10 hearing officer, appointed by the Board, will hear the case and give the employee the right to:

- 11 1. Be represented by counsel;
- 12 2. Call and subpoena witnesses;
- 13 3. Examine all witnesses; and
- 14 4. Require all testimony to be given under oath.

15
16
17 Within ten (10) working days following the conclusion of the hearing, the personnel hearing officer shall
18 reduce to writing all findings of fact and decisions regarding discipline. The personnel hearing officer
19 shall immediately deliver his or her findings and decisions to the teacher and the director.⁶
20

21 **Appeals**

22
23 The teacher may appeal the personnel hearing officer's finding and decision to the Board. To pursue such
24 an appeal, the teacher must give the director written notice of his or her intent to appeal within ten (10)
25 working days of having received the personnel hearing officer's findings and decisions.

26
27 The director shall have the same right to appeal any adverse ruling by the personnel hearing officer as
28 the teacher.

29
30 Within twenty (20) days of any notice of appeal, the director shall prepare a transcript of the proceedings
31 before the personnel hearing officer. The director shall also prepare copies of any evidence presented to
32 the personnel hearing officer as well as copies of the officer's findings and decisions. The Superintendent
33 shall then provide the Board with copies of these materials.

34
35 The Board shall hear the appeal based upon the record submitted by the director. No new evidence shall
36 be introduced. The teacher may appear in person or be represented by counsel and argue why the decision
37 should be modified or reversed.

38
39 The Board shall take one of the following actions:

- 40 1. Sustain the decision;
- 41 2. Send the record back if additional evidence is necessary; or
- 42 3. Revise the penalty or reverse the decision.

43
44
45 The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the
46 hearing.

1
2 The Director of Schools shall also have the right to appeal any adverse ruling by the personnel hearing
3 officer in the same manner as the non-tenured teacher.

4
5 Within twenty (20) days after receipt of the notice of the decision of the Board, either party may appeal
6 to the chancery court where the school system is located. The Board shall provide the entire record of
7 the hearing to the court.

8
9 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
10 *does NOT follow the suspension/dismissal procedures outlined in this policy. Please refer to the board*
11 *policy on nonrenewal of non-tenured teachers for further information.)*

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Legal References:

- 16 1. ~~TCA 49-2-301(b)(1)(EE)~~ [TCA 49-5-511\(a\)\(3\)](#)
- 17 2. ~~TCA 49-2-301(b)(1)(GG)~~ [TCA 49-5-511\(a\)\(2\)](#)
- 18 3. [TCA 49-5-512\(d\)\(1-4\)](#)
- 19 4. [TCA 49-5-512\(d\)\(5\)](#)
- 20 5. [TCA 49-2-301\(b\)\(1\)\(EE\)\(i\)](#)
- 21 6. [TCA 49-2-301\(b\)\(1\)\(EE\)\(ii\)](#)
- 22 7. [TCA 49-2-301\(b\)\(1\)\(EE\)\(iii\)](#)

23

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Suspension/Dismissal of Tenured Teachers	Descriptor Code: 5.201	Issued Date: 09/20/12
		Rescinded:	Revised: 06/15/23

SUSPENSION

A Director of Schools/designee may suspend a tenured teacher at any time when deemed necessary. ⁺ A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct and insubordination. As soon as practicable, the director will provide the employee with written notice explaining the grounds for the suspension and any instructions the employee is to observe during the suspension. The causes for which a professional employee may be dismissed are as follows: incompetence, inefficiency, neglect of duty, unprofessional conduct and insubordination.¹

If reinstated, the employee shall be paid full salary for the period of suspension,²⁻¹ unless suspension without pay is deemed to be an appropriate penalty for the employee's infraction, in which case, the Superintendent shall pro-vide the employee with notice of charges supporting the suspension without pay and an opportunity to be heard by an impartial hearing officer in accordance with the requirements of this policy.

SUSPENSION OF THREE DAYS OR LESS ^{5,6,7}

~~A director of schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct and insubordination.~~ Before an employee is suspended s/he shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the director at a conference, if requested within five (5) days; and (3) given a written decision of the suspension within (10) days. Both parties may be represented by counsel at the conference, which shall be recorded. If the teacher is dissatisfied with the director's decision, s/he may appeal to the Hamilton County chancery court.

If reinstated, the tenured teacher shall be paid full salary for the period of suspension, unless a suspension without pay is deemed to be an appropriate penalty.

ALTERNATIVE WORK ASSIGNMENT

During an investigation of any accusations that may lead to further disciplinary action, the director of schools, or a designee, may choose to reassign the impacted employee to a different work location and/or duties. This alternative work assignment would last until the investigation is complete and any findings are used to determine what, if any, further action is necessary. Alternative work assignments may be designated in lieu of suspended an employee with or without pay, as deemed appropriate by the director of schools or a designee.

DISMISSAL

1
2 When charges are made against a tenured teacher, charging the teacher with offenses which may
3 justify dismissal, the charges shall be made in writing, specifically stating the offenses which are
4 charged and shall be signed by the party or parties making the charges.⁸
5

6 If, in the opinion of the Board, the charges are of such nature as to warrant the release of the teacher, the
7 Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against
8 the teacher, and a copy of a form provided by the Commissioner of Education advising the
9 teacher of his/her legal duties, rights and recourse.⁹
10

11 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days
12 after receipt of notice give written notice to the director of schools of his/her request for a hearing. The
13 director of schools shall within five (5) days after receipt of request, assign an impartial hearing officer
14 appointed by the Board. The hearing officer shall notify the parties, or their attorney, of the officer's
15 assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing
16 officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later
17 than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing
18 officer, all or part of any prehearing conference may be conducted by telephone if each participant has
19 an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing
20 officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.¹⁰
21

22 Either party may appeal to the Board of Education an adverse ruling by the impartial hearing officer by
23 giving written notice of appeal within ten (10) working days of the hearing officer's delivery of ~~the~~
24 hearing officer's his/her written findings and conclusions. The director of schools shall prepare a copy
25 of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the
26 same to the Board within twenty (20) days of the receipt of the notice of appeal.⁴
27

28 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party.
29 The appealing party may appear before the Board to argue why the adverse ruling should be overturned.
30 In no event should such argument last more than fifteen (15) minutes, unless the Board should vote to
31 extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain
32 the decision of the Hearing officer, send the record back for additional evidence, revise the penalty or
33 reverse the decision. The Board shall render its decision within ten (10) working days after the
34 conclusion of the hearing. In the event that the decision of the Board is appealed to the Chancery court,
35 the Board shall transmit the entire record prepared by the director and reviewed by the Board to the
36 Chancery court for its review.⁴
37

38 Legal References:

- 39 1. TCA 49-2-301 (b)(1)(EE)
- 40 2. TCA 49-5-511
- 41 3. TCA 49-5-511 through 513
- 42 4. TCA 49-5-512, 513
- 43 5. ~~TCA 49-2-301 (b)(1)(EE)~~, Tenn. Code Ann. §49-5-512(d)
- 44 6. TCA 49-5-511(a)(2)
- 45 7. TCA 49-5-511 through 513
- 46 8. TCA 49-5-511(a)(4)
- 47 9. TCA 49-5-511(a)(5)
- 48 10. FN TCA 49-5-512(a)

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Record Tampering	Descriptor Code: 5.202	Issued Date: 03/15/12
		Rescinded:	Revised: 06/15/23

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All classified employees ~~of the~~ of the Hamilton County Board of Education are under the authority of the Superintendent, or a designee, of Hamilton County Schools who may hire, direct and control, transfer, suspend or dismiss them in his/her sole discretion. If a classified employee is suspended, they will receive written notice and a written decision of the suspension. The suspension will be without pay. No classified employee will be employed under a contract or have any expectation of continued employment.

Legal References: _____

Cross References: _____

Hamilton County Board of Education			
Monitoring: Review: Annually in June	Descriptor Term: Resignation	Descriptor Code: 5.204	Issued Date: 03/05/12
		Rescinded:	Revised: 06/15/23

1
2 **PROFESSIONAL PERSONNEL**

3
4 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
5 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable
6 extenuating circumstances, ~~shall~~ **may** not be eligible for **consideration for** reemployment by the Board
7 for a period of three (3) years and ~~shall~~ **may** forfeit all tenure status. The Board may waive the thirty (30)
8 days notice requirement and permit a teacher to resign in good standing.

- 9
10 1. The conditions under which it is permissible to break a contract with the Board are as follows:
11 2. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
12 statement of a physician approved by the Board;
13 3. The release by the Board of the teacher from the contract which the teacher has entered into with
14 the Board.¹

15
16 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the
17 date of return if the teacher does not intend to return to the position from which he/she has taken leave
18 Failure to render such notice may be considered a breach of contract.²

19
20 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
21 the ~~Commissioner~~ **State Board of Education** and request the suspension of a teacher's ~~certificate~~ **license**.
22 After the ~~Commissioner~~ **State Board of Education** has provided the teacher an opportunity for defense
23 during a hearing, the Commissioner may suspend the ~~certificate~~ **license** for no less than thirty (30) and
24 no more than three hundred sixty-five (365) days.³

25
26 **CLASSIFIED PERSONNEL**

27
28 While classified personnel are employed at will, meaning that they may terminate their employment with
29 the Hamilton County Department of Education at any time and for any reason, the Board of Education
30 requires classified employees to give their immediate supervisor written notice of their intent to resign
31 their employment at least ten (10) working days in advance of the effective date of their resignation. Any
32 employee who fails to provide the supervisor with his/her requisite notice may not be eligible for
33 reemployment in the Hamilton County School system; provided, however, that the Superintendent of
34 Schools may waive this notice requirement and the disqualification for good cause.

35
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37 _____
38 Legal References:

- 39 1. TCA 49-5-508
40 2. TCA 49-5-706
41 3. TCA 49-5-411

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Job Abandonment (Classified Employees)	Descriptor Code: 5.3001	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

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All non-certificated employees of the Hamilton County Department of Education must be willing and able to assume responsibilities for all of the duties assigned, which includes; reporting absences to one's immediate supervisor.

Non-certificated employees shall report his/her absence to the immediate supervisor in a timely manner, according to the established and published regulations of the division, department and/or office, to which the employee is assigned. Non-certificated employees who failed to report their absence(s) for three (3) consecutive work days; shall be reported to the Superintendent as a voluntary resignation due to job abandonment. Absences that can be officially documented as an emergency beyond the control of the employee, shall not be included in the three (3) day period.

Legal References:
1. TRR/MS 0520-1-2-.04(8)

Cross References:
Emergency & Legal Leave 5.301
Sick Leave 5.302
Personal & Professional Leave 5.303
Vacations and Holidays 5.310

Hamilton County Board of Education			
Monitoring: Review: Annually in June	Descriptor Term: Religious, Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date: 06/18/15
		Rescinded:	Revised: 06/15/23

1
2 **RELIGIOUS LEAVE**

3
4 An employee whose religious affiliation requires the observance of a regularly scheduled religious
5 service during an employee’s scheduled workday shall be granted paid leave for a maximum of two (2)
6 days annually non-accumulative for such services. However, this leave shall not be interpreted to include
7 wedding ceremonies.

8
9 The employee’s immediate supervisor shall grant religious leave upon request, provided that the leave
10 is requested at least one (1) working week in advance of the anticipated absence. Religious leave shall
11 be taken and charged in at least one-half (1/2) day increments.

12
13 **EMERGENCY LEAVE**

14
15 An immediate supervisor may grant an employee emergency leave during the workday for a maximum
16 of three (3) hours. Such leave shall be for a sudden, unexpected occurrence demanding immediate
17 attention. Leave beyond three (3) hours shall be taken as personal leave, sick leave, or leave without
18 pay.¹

19
20 **JURY DUTY**

21
22 An employee called for jury duty ordered by a court to appear as a witness, validly subpoenaed as a
23 witness, or subpoenaed as a witness in state court or required by the Board to appear in a state court
24 related proceeding during the workday shall suffer no loss in pay or leave days.

25
26 All fees or remuneration the employee receives during such leave shall be turned over to the Hamilton
27 County School System.²

28
29 **COURT APPEARANCES**

30
31 If an employee appears in state court because of a personal interest, whether as a plaintiff, defendant or
32 witness or voluntarily appears in behalf of family or friends, or when a teacher is required to appear in
33 court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted
34 in accordance with the established board policies on leaves.

35
36 Any employee who is involuntarily and validly subpoenaed as a witness in a case pending in any court
37 who is ultimately compelled to appear in court in accordance with the terms of the subpoena, will be
38 paid for time in attendance in court provided that the time sheet is accompanied by a copy of the
39 subpoena.

40
41 Any employee who is absent by reason of attending court to participate in the trial of a case either as

1 plaintiff or defendant will not be entitled to pay.
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33 _____
34 Legal References:

- 35 1. TCA 49-5-711 (c)(1)(2); OP Tenn. Atty. Gen. 81-5 (Jan. 9, 1981)
- 36 2. TCA 22-1-103 (a)(3) TCA 22-4-106; TCA 24-2-109
- 37 ~~3. TCA 22-4-108 (b)(1)~~

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Bereavement Leave	Descriptor Code: 5.3022	Issued Date: 06/18/20
		Rescinded:	Revised: 06/15/23

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Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

An employee shall be granted five (5) consecutive work days of paid bereavement leave without loss of pay or benefits, and not chargeable to any other type of leave, upon the death of parent or court appointed legal guardian, spouse, child of the employee, natural and/or adopted siblings, grandparents, and current parents-in-law if the leave is taken within seven (7) calendar days ~~for~~ of the funeral or cremation. Bereavement leave will be provided to employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Bereavement pay for classified employees is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

In cases of relationships other than those listed in paragraph 2, ~~approval by~~ the Director of Schools, or a designee, as a special circumstance may grant bereavement leave, not to exceed three (3) consecutive work days. In addition, employees may use sick leave to attend services for relationships not covered in paragraph.²

In the event of the death of an employee or student in the Hamilton County School System, and with the agreement of the director of schools, the immediate supervisor may grant to an appropriate number of employees sufficient time to attend the services.

Legal References: _____

Cross References: _____
5.302 Sick Leave

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

CERTIFIED EMPLOYEES

Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education.

Certified employees shall earn personal leave for a total of three (3) days per year. Personal leave that is not used and reported to Payroll prior to the first payroll in June will convert as follows:

~~Employees shall be paid seventy five dollars (\$75) for the first unused personal leave day. The balance will be credited as sick leave.~~ Any personal leave remaining at the end of the year shall be credited as sick leave.

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal/supervisor at least one (1) days' notice in writing of intent to take leave;
2. The prior written approval of the principal shall be required under the following conditions:
 - If more than ten percent (10%) of the teachers in any given school request its use on the same day; however, on making this calculation any major fraction shall be considered as one (1); and in schools of five (5) teachers or less, one (1) teacher may take personal leave at ~~his/her~~ their discretion;
 - If requested during any prior established student examination period;
 - If requested on the day immediately preceding or following a holiday or vacation period.¹
 - If requested for day(s) scheduled for professional development or in-service training; or
 - If requested for day(s) scheduled for parent-teacher conferences.¹

Personal leave shall be taken and charged in at least one-half (1/2) day increments.

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.

Requests for professional leave shall be submitted to the principal at least five (5) days prior to requested leave of absence.

1 In addition, certified employees shall be granted leave to serve on any board or commission of the state
2 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted
3 against any other accumulated leave credits. The employee shall notify the principal at least five (5) days
4 prior to leave being taken.²

6 CLASSIFIED EMPLOYEES

8 All full-time and part-time classified employees who earn benefits shall earn three (3) personal leave
9 days per year. For part-time classified employees earning benefits, personal leave shall be prorated. Any
10 personal leave remaining unused at the end of a year shall be credited to sick leave.

12 If, at the termination of employment, any employee has been absent for more days than leave has been
13 earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final
14 salary payment.

16 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 18 1. Except in an emergency, each employee shall give his/her immediate supervisor at least one (1) days'
19 notice in writing of intent to take leave;
- 20 2. Leave is subject to the approval of the immediate supervisor and should not be taken without
21 approval;
- 22 3. Immediate supervisors reserve the right to deny leave if requested during a "peak work period" or if
23 more requests are received than an office/department could allow without a decrease in services;
- 24 4. Except in case of an emergency approved by the immediate supervisor, personal **leave shall not** be
25 taken on the day immediately preceding or following a holiday or vacation period.

27 RETIREES RETURNING TO WORK

29 Retirees returning under the Tennessee Consolidated Retirement System (TCRS) status of Limited Re-
30 employment of Retired Teachers and Return to Work 70% of Retirement Benefit shall earn three (3)
31 personal leave days per year. For retirees working less than one (1) year, personal leave shall be prorated.
32 Personal leave shall roll to the following school year or be paid out at the end of the assignment.

34 Retirees returning under the TCRS 120-day Temporary Employment are not eligible for personal leave.

36 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 37 1. Except in emergency, each employee shall give the principal/supervisor at least one (1) days' notice
38 in writing of intent to take leave.
- 39 2. The prior written notice of the principal/supervisor shall be required under the following conditions:
 - 40 • If more than ten percent (10%) of the teachers in any given school request its use on the same
41 day; however, on making this calculation any major fraction shall be considered as one (1); and
42 in schools of five (5) teacher or less, one (1) teacher may take personal leave at their discretion.
 - 43 • If requested during any prior established student examination period;
 - 44 • If requested on the day immediately preceding or following a holiday or vacation period.
 - 45 • If requested for day(s) scheduled for professional development or in-service training; or
 - 46 • If requested for day(s) scheduled for parent-teacher conferences.¹

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Legal References:

1. TCA 49-5-711; TRR/MS 0520-1-2-.04(3)
2. TCA 49-5-205

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 12/15/16
		Rescinded:	Revised: 06/15/23

1
2 HCDE complies with the Federal Family and Medical Leave Act guidelines in accordance with United
3 States Department of Labor Regulations 29 CFR Part 825.

4 5 **PURPOSE**

6
7 To provide up to twelve (12) weeks of unpaid leave for the birth and care of the newborn child of an
8 employee , for placement with the employee of a child for adoption or foster care, to care for an
9 immediate family member (spouse, parent or child); to take medical leave when the employee is unable
10 to perform the essential functions of his/her job position because of a serious health condition, or because
11 of any qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a covered
12 military member on active duty (or has been notified of an impending call or order to active duty) in
13 support of a contingency operation.

14 15 **ELIGIBILITY**

16
17 Employees eligible for leave are those who have worked for at least 1,250 hours during the previous 12
18 months prior to the start of the leave and have worked for HCDE for at least 12 months.¹

19 20 **FAMILY AND MEDICAL LEAVE**

21
22 Employees shall contact the Human Resources department to determine if the reason for leave qualifies
23 as Family and Medical Leave. If the leave is foreseeable, the employee shall give 30 days’ notice. If the
24 leave is not foreseeable, the employee shall notify Human Resources as soon as practicable, but within
25 two (2) business days before leave commences. Furthermore, when certification is requested, the
26 employee shall return the completed certification within 15 days after receipt of the form, unless there
27 are unusual circumstances preventing timely completion and return. If the employee fails or refuses to
28 return a certification or any medical documentation at all without good cause, the leave shall not be
29 treated as authorized under FMLA. The district reserves the right to designate leave as FMLA if provided
30 with adequate medical documentation and/or information concerning the leave.

31
32 HCDE uses the fixed 12-month fiscal year from July 1 to June 30 for leave calculations. Employees on
33 a leave of absence from HCDE may not work for another employer during the time of leave.

34
35 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of
36 applicable federal and state laws. An employee shall substitute accrued paid leave for unpaid time. Use
37 of accrued paid leave shall run concurrently with and be counted toward the employee’s total period of
38 FMLA leave.

39
40 Special rules apply to school employees which affect the taking of intermittent leave, leave on a reduced
41 schedule, or return from a leave near the end of an academic term (semester), by instructional employees.
42 These are stated in greater detail below.

1 Upon return from FMLA, most employees will be restored to their original or equivalent position
2 reduced schedule, or return from a leave near the end of an academic term (semester), by instructional
3 employees. These are stated in greater detail below.

4
5 Upon return from FMLA, most employees will be restored to their original or equivalent position with
6 equivalent pay and benefits. An employee returning from medical leave shall provide medical
7 certification of his or her ability to return to work.

8 9 **MATERNITY/PATERNITY LEAVE**

- 10
11 1. Relationship between FMLA leave and Tennessee Maternity Leave Act- FMLA leave shall run
12 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
13 employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth,
14 and nursing of a newborn child.²
- 15 2. In accordance with state law, an employee who goes on maternity **or paternity** leave shall be allowed
16 to use all or a portion of the ~~teacher's~~ **employee's** accumulated sick or annual leave for maternity **or**
17 **paternity** leave purposes. In order to be eligible to use sick leave, the employee must submit a written
18 request accompanied by a statement from the physician verifying pregnancy shall be submitted.
19 Upon verification by a written statement from an adoption agency or other entity handling an
20 adoption, an employee may also be allowed to use leave for adoption of a child (dependent upon the
21 age of the child) for up to twelve weeks. If both adoptive parents are employed by the district,
22 however, only one (1) parent is entitled to use such leave.³

23
24 Spouses who are both eligible employees of the school district are limited to a combined total of twelve
25 (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth
26 and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a
27 parent who has a serious health condition. Under certain circumstances, spouses who share leave for the
28 birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying
29 FMLA reasons.⁴

30 31 **LEAVE FOR MILITARY FAMILY MEMBERS**

- 32
33 1. Qualifying Exigency Leave - Eligible employees are entitled to up to twelve (12) workweeks of leave
34 because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent
35 of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending
36 call to active duty, or has been notified of an impended call to active duty status in the Armed Forces.
37 Qualifying exigencies may include:
- 38 a. Issues arising from the service member’s short notice deployment;
 - 39 b. Military events and related activities (e.g. official ceremonies, support programs);
 - 40 c. Making or updating financial and legal arrangements;
 - 41 d. Attending counseling;
 - 42 e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on
43 short-term rest and recuperation leave during deployment; or
 - 44 f. Attending post-deployment activities.⁵
- 45 2. Military Caregiver Leave- An eligible employee who is the spouse, son, daughter, parent, or next of
46 kin of a covered service member or covered veteran with a serious injury or illness is entitled to up

1 to twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service
2 member is a current member of the Armed Forces, including a member of the National Guard or
3 Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient
4 status, or is otherwise on the temporary disability retired list for a serious injury or illness.
5

6 A covered veteran is an individual who was a member of the Armed Forces at any time during the period
7 of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious
8 injury or illness who is currently receiving medical treatment, recuperation, or therapy.
9

10 The calculation of this five (5) year period shall not include the interval of October 28, 2009 through
11 March 8, 2013. The “single twelve (12) month period” for military caregiver leave begins on the first
12 day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
13 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service
14 member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks
15 of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption
16 or foster care, for care of a parent who has a serious health condition, or for the employee's own serious
17 health condition.⁶
18

19 **INTERMITTENT LEAVE**

20
21 Eligible employees may take FMLA leave intermittently when medically necessary to care for a
22 seriously ill family member, because of the employee's own serious health condition, or for the care for
23 a newborn, a newly adopted child, or a newly placed foster care child. When an ~~licensed~~ employee
24 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater
25 than 20% of the total number of working days in the period during which the leave would extend, the
26 school district may require that such employee elect either to take the leave for periods of a particular
27 duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an
28 available alternative position offered by the school district for which the employee is qualified and that
29 has equivalent pay and benefits and better accommodates recurring periods of leave.⁷
30

31 **RESTRICTIONS**

32 33 1. Notice Requirements

- 34 a. Employee Notice⁸ - For foreseeable leave, the employee shall provide the Director of Schools
35 with at least thirty (30) days written notice before the beginning of the anticipated leave.

36 2. Certification Requirement⁹

- 37 a. HCDE may require that a request for leave be supported by certification issued by a health
38 care provider with the following information:
39 i. The date on which the serious health condition commenced;
40 ii. The probable duration of the condition;
41 iii. The appropriate medical facts within the knowledge of the health care provider
42 regarding the condition; and
43 iv. A statement that the eligible employee is needed to care for the son, daughter, spouse,
44 or parent and an estimate of the amount of time that such employee is needed.

1 b. If there is any reason to doubt the validity of the certification provided, HCDE reserves the
2 right to require, at the expense of the school district, an opinion of a second health care
3 provider.

4 3. Period Near the End of an Academic Term (Professional Employees)

5 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools
6 may require the employee to continue taking leave until the end of the term if the leave is at
7 least three (3) weeks in duration and the return to employment would occur during the three
8 (3) week period before the end of the term.

9 b. If the leave is taken within five (5) weeks prior to the end of the term, the Director of Schools
10 may require the employee to continue taking leave until the end of the term if the leave is
11 greater than two (2) weeks duration and the return to employment would occur during the
12 two (2) week period before the end of the term.

13
14 **EMPLOYMENT AND BENEFITS**

15
16 Family and Medical Leave shall run concurrently with Tennessee Maternity Leave, OJI, HCDE sick
17 leave, personal leave, and/or paid vacation time. After using all accrued paid leave, then an employee's
18 Family and Medical Leave shall be without pay.

19
20 If the employee returns to work, the employee shall be restored to the same position of employment or
21 an equivalent position with no loss of benefits, pay, or other terms of employment and is entitled to
22 seniority, sick leave, and other benefits the employee would have enjoyed before the employee left. The
23 employee's health benefits will continue during the leave unless the employee fails to pay his or her
24 portion of the premiums in a timely manner.

25
26 The Board may recover the premium(s) paid if the employee fails to return from leave after the period
27 of leave has expired and/or the employee fails to return to work for a reason other than the continuation,
28 recurrence, or onset of a serious health condition or other circumstances beyond the control of the
29 employee.

30
31 **CERTIFIED EMPLOYEE PAID LEAVE FOR BIRTH OR ADOPTION OF CHILD**

32
33 Eligible licensed employees (teacher, principal, supervisor, or other individual required to hold a valid
34 license of qualification for employment in an LEA and who has been employment full-time for at least
35 twelve (12) consecutive month may be granted absence from work with pay for a period of time equal
36 to six (6) work weeks after the birth or still birth of the employee's child or the employee's adoption of
37 a newly placed minor child upon giving thirty (30) days' notice. If the employee learns of the birth, still
38 birth, or adoption less than thirty (30) days in advance of the event, the employee must give notice as
39 soon as possible in order to be granted leave.

40
41 This leave shall run concurrently with FMLA leave.

42
43 The six (6) weeks of paid leave are not required to be taken consecutively, provided that all six weeks
44 of leave are taken within twelve (12) months of the birth, still birth, or adoption.

45
46 **KEY EMPLOYEES**

1
2 Certain key employees may not be eligible to return to the same or similar position upon returning from
3 FMLA leave, if such denial is necessary to prevent substantial and grievous economic injury to HCDE.
4 A key employee is a salaried employee who is among the highest paid ten percent (10%) of the
5 employees employed by HCDE.
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35 Legal References:

- 36 1. [29 USC 2611](#)
- 37 2. [TCA 4-21-408](#)
- 38 3. [TCA 49-5-710](#)
- 39 4. [29 CFR 825.120\(a\)\(3\)](#)
- 40 5. [29 CFR 825.126](#)
- 41 6. [29 CFR 825.124, 825.127](#)
- 42 7. [29 CFR 825.202](#)
- 43 8. [29 CFR 825.302-825.304](#)
- 44 9. [29 CFR 825.305 to 825.313](#)

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Sabbatical Leave	Descriptor Code: 5.308	Issued Date: 12/18/14
		Rescinded: 06/15/23	Revised: 06/18/20

~~Sabbatical leave may be granted for a maximum of one (1) calendar year to certified personnel who have been recommended by the director of schools and approved by the Board for graduate study beyond the Master's degree, educational improvement, overseas teaching, and/or student teaching, which will benefit the school system and the pupils of the system.~~

~~Certified personnel may apply for such leave provided they have completed at least seven (7) consecutive years of service in the system prior to the effective date of the leave. (Any other leaves without pay granted by the Board will be considered neither as interruption in computing consecutive years of service nor creditable toward total service in determining eligibility for a sabbatical leave.) A person should not be eligible for more than one (1) sabbatical leave every seven (7) years of consecutive service in the system.~~

~~All requests for sabbatical leave shall be submitted to the Board by January 15 of the calendar year for which the leave would commence.~~

~~Any employee who takes a sabbatical leave shall return to the system for three (3) years of employment.~~

~~Overseas Teaching Leave of Absence~~

~~Tenured certificated personnel may request leave without pay and benefits for overseas teaching in military or civilian schools on the elementary, middle, high or post-secondary levels; or the Peace Corps. Such leave shall be subject to the following:~~

- ~~a) Leave will be for one (1) academic year and may be renewed for one (1) additional year.~~
- ~~b) Return after leave for one (1) academic year shall be to the employee's former position.~~
- ~~c) Return after leave for more than one (1) academic year shall be to a comparable position for which the employee is certificated.~~
- ~~d) Overseas teaching leave is limited to two (2) academic years per occurrence.~~

Cross References:

- ~~1. Board Policy 5.304 Extended Long Leaves of Absence~~

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Drug & Alcohol Testing for Employees	Descriptor Code: 5.403	Issued Date: 05/24/07
		Rescinded:	Revised: 06/15/23

The Hamilton County Department of Education does not tolerate the use or possession of alcohol and/or illegal drugs by its employees while they are on duty, nor does the Department of Education tolerate its employees being under the influence of alcohol or any such drugs while they are on duty. Employees are also prohibited from consuming alcohol and/or illegal drugs prior to school events, before work, during authorized breaks or lunch, or after a return to work. ~~from authorized breaks or lunch.~~ Employees in violation of this policy will be subjected to result in severe appropriate discipline up to and including termination of employment.

Whenever a supervisor reasonably suspects that an employee's work performance or on-the-job behavior is being affected by alcohol or illegal drugs, the supervisor may ask the Chief Talent Officer or his or her designee to order the employee to submit to an alcohol or drug test. If the employee refuses to submit to such a test, the employee may be subjected to appropriate discipline for his or her insubordination, up to and including termination of employment.

For purposes of this policy, a supervisor has reasonable suspicion to believe the employee has violated this policy under the following circumstances:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale or abuse of alcohol and/or the illegal use or sale of prescription drugs;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributable to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected; or employee involvement in the pattern of repetitive acts, whether or not these acts involve actual potential injury.
5. Violation of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violation of drug statutes.

TESTING METHODS

Whenever testing is required under the terms of this policy, testing shall be performed according to the protocols provided herein. Alcohol testing will be performed by using Evidential Breath Testing equipment (EBT). Blood alcohol tests (if available by the clinic) may be used ~~when it is not practicable to use an EBT.~~ Tests may be performed either on or offsite in accordance with Federal Highway Administration (FHWA) Guidelines.

Drug testing will be performed through analyzing an employee's urine specimen. Tests may be performed either on or offsite in accordance with FHWA Guidelines. All positive drug test results will be reviewed and interpreted by a Medical Review Officer (MRO) before they report it to the Director of Schools. If an employee provides appropriate documentation and the MRO determines that a positive test is the result of legitimate medical use of a prescription or non-prescription drug, the MRO may report

1 the drug test as negative, and may require the employee to be retested; Based on the recommendation
2 of the MRO, the Chief of Talent may recommend appropriate disciplinary action, including suspension
3 and termination if the employee's otherwise legitimate drug use impaired the employee's ability to
4 perform a safety sensitive function, as that term is defined in this policy, or has been previously impaired
5 in the performance of a "safety sensitive function" from the otherwise legitimate drug use. may
6 ~~recommend that the employee be suspended without pay for five (5) days if the employee's otherwise~~
7 ~~legitimate drug use impaired the employee's ability to perform a safety sensitive function, as that term~~
8 ~~is defined in this policy, or recommend the employee's termination if the employee had been previously~~
9 ~~impaired in the performance of a "safety sensitive function" from the otherwise legitimate drug use.~~

10 11 **SPECIAL RULES FOR SAFETY SENSITIVE EMPLOYEES**

12
13 All "safety sensitive employees" shall be required to work within the guidelines of the Omnibus
14 Transportation Testing Act of 1991. For purposes of this policy, the term "safety sensitive employees"
15 shall include, but is not limited to, school bus drivers, mechanics, driver assistants, school safety officers,
16 maintenance employees who drive vehicles during the performance of their duties, food service
17 employees who drive vehicles during the performance of their duties, and all other employees whose
18 driver assignment requires a Commercial Driver's License (CDL) and/or HCDE employees who operate
19 and drive school system-owned vehicles.

20
21 "Safety sensitive functions" shall include, but are not limited to, use, operation, or maintenance of any
22 HCDE vehicle regardless of whether the employee is officially on duty for the Hamilton County
23 Department of Education.

24 25 **Alcohol Use by Safety Sensitive Employees**

26
27 No safety sensitive employee shall report for duty or remain on duty or operate HCDE vehicles while
28 having a blood alcohol concentration (BAC) of 0.02 or greater. Employees may not use alcohol within
29 eight (8) hours preceding the employment of safety sensitive functions. Employees may not use or
30 possess alcohol on duty or while operating an HCDE vehicle.

31 32 **Controlled Substances and Drug Use by Safety Sensitive Employees**

33
34 Illicit (illegal or unsafe) use of drugs by safety sensitive employees is prohibited. No employee shall
35 report for duty or remain on duty or perform any safety sensitive function when the employee uses or
36 has used any controlled substances, except when the use is pursuant to instruction of a physician who
37 has advised the safety sensitive employee that the substance does not adversely affect the employee's
38 ability to operate a motor vehicle safely or to perform any other safety sensitive function.

39
40 All safety sensitive employees shall advise their supervisors when they are taking prescription or non-
41 prescription medication that might impair their ability to perform their safety sensitive duties. Failure to
42 report such potential impairment shall be considered a violation of this policy and shall subject to the
43 employee to disciplinary action.

44 45 **Required Alcohol and Drug Tests for Safety Sensitive Employees**

1 In addition to the suspicion-based drug testing required by this policy for all employees, the Hamilton
2 County Department of Education requires alcohol and drug testing for safety sensitive employees under
3 the following circumstances:
4

5 **1. Pre-employment Screening:** All safety sensitive employees must submit to a pre-employment
6 alcohol and drug screening after the Department of Education makes them a conditional offer of
7 employment and before they actually perform on duty functions as safety sensitive employees. If a
8 prospective employee fails to pass the alcohol and drug screen, the Department 1 of Education shall not
9 hire the employee.

10 **2. Post Accident:** Any safety sensitive employee who is involved in a commercial or HCDE motor
11 vehicle accident in which there is a loss of human life, the employee receives a citation under state or
12 local law for a moving traffic violation arising from the accident, or physical damage or personal
13 7 injury occurs, shall submit to an alcohol or drug test as soon as practicable. Following the accident, the
14 employee shall not consume alcohol in any form for at least eight (8) hours unless he or she is tested
15 sooner. The employee shall remain available to give a drug test for at least 32 hours following the
16 accident.
17

18 If an alcohol test is not administered within two (2) hours following the accident or a drug test is not
19 administered within eight (8) hours following the accident, the immediate supervisor shall prepare and
20 maintain on file a record indicating the reasons the test was not administered. Records of any such test
21 shall be submitted to the FHWA upon FHWA’s request.
22

23 **3. Random:** Safety sensitive employees will be randomly selected by a statistically valid method
24 assuring that each safety sensitive employee has an equal chance of being selected. Tests will be
25 conducted on an unannounced basis just before, during, and just after performance of on-duty functions.
26 A minimum of ten (10%) percent of the safety sensitive HCDE employees, or a percentage established
27 by the FHWA, shall be tested on an annual basis for alcohol. A minimum of fifty (50%) percent of the
28 safety sensitive HCDE employees, or a percentage established by the FHWA, shall be tested randomly
29 on an annual basis for scheduled drugs.
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38 Legal References:

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually, in June	Descriptor Term: Employee Complaints	Descriptor Code: 5.500	Issued Date: 11/20/14
		Rescinds:	Revised: <u>06/15/23</u>

1 The Hamilton County Board of Education believes that differences of opinion arising during the course
2 of employment should be resolved as quickly as possible and at the lowest supervisory level.

3
4 In instances of questions by an individual staff member concerning the interpretation of policies and
5 procedures impacting that staff member, administrative practices within their own school, and/or rela-
6 tionships with other employees, the staff member concerned must first consult their immediate super-
7 visor. If a satisfactory resolution cannot be reached after ample opportunity for consideration of the
8 matter, the staff member may discuss the matter with the next level of supervision up to and including
9 the director of schools.

10
11 In instances where the complaint is against the employee's immediate supervisor, they may take the
12 problem immediately to the director of schools or ~~his~~ their designee.

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Legal References: _____

Cross References: _____

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Harassment/Sexual Harassment and Discrimination	Descriptor Code: 5.502	Issued Date: 08/16/18
		Rescinded:	Revised: 06/15/23

The Hamilton County Board of Education is committed to safeguarding the rights of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and discrimination.

It shall be a violation of this policy.

- 1) for any student or employee of this school system to harass an employee, or
- 2) for any employee of this school system to harass a student or a non-employee third party (e.g., contractor, visitor, applicant), through conduct or communication in any form as defined in this policy.

This conduct is applicable during any school related activity or during any education sponsored event, whether in a building or other property being used or operated by the Hamilton County ~~School System~~ **Department of Education**. Persons found to have violated this policy shall be subject to penalties or discipline that the school system deems appropriate.

I. Harassment/Discrimination Defined

It is the policy of the Hamilton County Board of Education ~~not~~ to provide a work environment free from ~~discriminate~~ **discrimination** and harassment on the basis of sex, sexual orientation, gender identity, gender expression or appearance, race, national origin, color, creed, religion, age, marital status, or disability.

Employee discrimination/harassment will not be tolerated

II. Sexual Harassment Defined and Prohibited

- A. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature constitute sexual harassment when:
 1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
 2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
 3. That conduct or communication has the purpose of effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment **environment**.²
- B. Sexual harassment may include, but is not limited to:
 1. Sexual advances
 2. Verbal harassment of abuse

3. Subtle pressure for sexual activity
4. touching of a sexual nature including inappropriate patting or pinching
5. intentional brushing against a ~~student's or an employee~~ person's body
6. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
7. demanding sexual favors especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment status
8. graffiti of a sexual nature
9. displaying or distributing sexually explicit drawings, pictures, or other written materials including making and playing sexually explicit audio/video tapes
10. sexual gestures including touching oneself sexually or talking about one's sexual activities in front of others
11. sexual or "dirty" jokes, or
12. spreading rumors about or rating other students and or adults as to sexual activity or performance.

Any sexual harassment as defined above when perpetrated by or toward any employee of the school district will be treated as sexual harassment under this policy.

III. Reporting Procedures

Any person ~~employee~~ who believes he or she has been the victim of harassment/sexual harassment or discrimination as set forth under the terms of this policy, or any third ~~person~~ party with knowledge or belief of conduct which may constitute harassment/sexual harassment or discrimination as set forth under the terms of this policy, should report the alleged acts immediately to an appropriate school system official as designated by this policy. Reports shall be made to the immediate supervisor except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Office of the Superintendent or the Human Resource Office at 3074 Hickory Valley Road, Chattanooga, TN 37421 or by calling (423) 498-7056 immediately.

An oral complaint may be submitted; however, such complaint must be transcribed in writing to ensure a more complete investigation. The complaint should include the identity of the alleged victim and the person accused; the location, date, time and circumstances surrounding the alleged incident; a description of what happened and any other relevant information.

Submission of a complaint or report of harassment/sexual harassment or discrimination will not affect the reporting individual's future employment, or work assignments.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed to the greatest extent possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment/sexual harassment or discrimination and take disciplinary action when it can be established that the alleged conduct has occurred.

Because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may

1 be disclosed in appropriate circumstances to individuals with a need to know or in accordance with
2 applicable law.

3 4 **IV. Investigation and Recommendation**

5
6 By authority of the school system, the Superintendent or his/her designee, upon receipt of a report or
7 complaint alleging harassment/sexual harassment or discrimination, shall immediately authorize an
8 investigation. This investigation shall be conducted by school system officials or by a third party
9 designated by the Board of Education. The party making the investigation shall provide a written report
10 of the status of the investigation within twenty (20) working days to the Superintendent and Deputy
11 Superintendent. The twenty (20) day period may be extended by the Superintendent or his/her designee
12 or Board of Education if the investigation warrants the extension (e.g. if more time is needed to obtain
13 or review evidence).

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

19
20 The investigation shall consist of, but not be limited to, personal interviews with the complainant, the
21 individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged
22 incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of
23 employing any other methods and reviewing any documents or other items deemed pertinent by the
24 investigator.

25
26 In addition, the school system shall take immediate steps to protect the complainant, students, and
27 employees pending completion of an investigation of alleged harassment/sexual harassment or
28 discrimination.

29 30 **V. School District Action**

- 31
- 32 A. Upon receipt of a recommendation that the complaint is valid, the school system shall take such
33 action as is appropriate based on the results of the investigation.
 - 34 B. The result of the investigation for each complaint filed under these procedures shall be reported
35 in writing to the complainant by the school system. The report shall document any disciplinary
36 action taken as a result of the complaint so long as reporting such disciplinary action does not
37 violate any relevant federal or state privacy laws.
 - 38 C. The school system shall take such other steps as are necessary to prevent recurrence of the
39 harassment/sexual harassment or discrimination.
 - 40 D. The school system shall keep the complainant informed of the status of the investigation into the
41 complaint.
 - 42 E. The school system shall not enter into, or require a complainant or to enter into, a non-disclosure
43 agreement during a settlement, or as a prerequisite to settlement, for any act of sexual misconduct,
44 including, but not limited to, sexual harassment or sexual assault.¹

45 46 **VI. Reprisal**

1
2 There shall be no retaliation against any person who reports discrimination/harassment or participates in
3 an investigation. The school system shall discipline any individual who retaliates against any person who
4 reports alleged incidents of harassment/sexual harassment, discrimination or who retaliates against any
5 person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a
6 harassment/sexual harassment or discrimination complaint. Retaliation includes, but is not limited to,
7 any form of intimidation, reprisal, or harassment which creates a hostile environment.
8

9 VII. Non-Harassment/Discrimination and False Accusations

10
11 The school system recognizes that not every reported incident or advance of a sexual nature constitutes
12 harassment. Whether a particular action or incident constitutes a personal or social relationship having a
13 harassing or discriminatory effect requires a determination based on all the facts and surrounding
14 circumstances.
15

16 False accusations of harassment/sexual harassment or ~~discriminatory~~ discrimination can have a serious
17 detrimental effect on innocent parties. Any person who knowingly and intentionally makes a false
18 accusation, for any reason which would be contrary to the spirit and intent of this policy, shall be subject
19 to immediate and appropriate disciplinary action.
20

21 VIII. Right to Alternative Complaint Procedures

22
23 These procedures do not deny the right of any individual to pursue other avenues of recourse which may
24 include filing charges with the Tennessee Department of Human Rights, initiating civil action, filing a
25 complaint with the Office of Civil Rights of the United States Department of Education, or, in certain
26 instances, seeking redress under state statutes.
27

28 IX. Employment Discipline

29
30 Any school system action taken pursuant to this policy will be consistent with requirements of federal
31 law, Tennessee statutes, and school system policies. The school system will take such disciplinary action
32 it deems necessary and appropriate, including warning, suspension, or immediate discharge, to end
33 harassment/sexual harassment or discrimination and prevent its recurrence.
34

35 X. Policy Distribution

36
37 A copy of the foregoing policy and reporting procedure shall be published in the school system's policy
38 manual, shall be published by the school system, and shall be posted in a conspicuous place in each
39 school building and other HCS work sites. Current HCS employees shall be informed of this policy
40 annually ~~by their immediate supervisor and/or school principal~~. New employees shall sign a
41 harassment/sexual harassment/discrimination acknowledgment form at the time of employment.
42

43
44 _____
45 Legal References:

- 45 1. TCA 49-2-131(a)
- 46 2. 29 CFR 1604.11

43
44 _____
45 Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Evaluation Appeals	Descriptor Code: 5.504	Issued Date: 06/18/15
		Rescinded:	Revised: 06/15/23

1) Purpose.

- a) To ~~comply~~ in accordance with Tenn. Code Ann. 49-1-302, State Board of Education Policy 5.201, and State Board of Education Rule 05020-02-02-.18, ~~which requires, “the development of a local-level set forth the following~~ evaluation grievance procedure ~~to provide a means~~ for ~~evaluated~~ teachers and ~~principals~~ school administrators to challenge only the accuracy of the data used in the evaluation and ~~the~~ adherence to ~~the~~ evaluation policies adopted by the State Board of Education.”
1. “Accuracy of the data” means only that the data identified with a particular teacher is correct.
 2. Minor procedural errors in implementing the evaluation model shall be resolved at the lowest possible step in the grievance procedure but shall not constitute grounds for challenging the final results of an evaluation. Minor procedural errors shall be defined as errors that do not materially affect or compromise the integrity of the evaluation results. The final results of an evaluation may only be challenged if the person being evaluated can demonstrate, no later than during step II of the grievance procedure, that the procedural errors made could materially affect or compromise the integrity of the evaluation results. The department of education shall provide guidance on which procedural errors may materially affect or compromise the results of the evaluation.
- b) To efficiently and fairly resolve grievances regarding procedural errors in the evaluation process, not to address disputes regarding employment actions taken based on the results of an evaluation. More significant due process rights are provided pursuant to state law to teachers when actual employment actions are taken.
- c) To ensure evaluations are fundamentally fair because correct procedures have been followed.
- d) To address grievances objectively, fairly, and expeditiously by resolving them at the lowest possible step in the procedure.
- e) To provide teachers and ~~principals~~ school administrators a process for resolving grievances without fear, discrimination, or reprisal.

2) Responsibility.

- a) LEAs shall be responsible for the proper effectuation of this policy at the local level.
- b) Local Boards of Education shall charge Directors with the responsibility for ensuring that all teachers, ~~principals and~~ school administrators are aware of the provisions of this policy, including the identification of the administrator designated to conduct Step I of this procedure.

1 **3) Basic Standards.**
2

- 3 a) A grievance must be filed no later than 15 [calendar] days from the end of summative
4 evaluation, otherwise it will be considered untimely and invalid.
5 b) The State Department of Education or LEAs may develop and make available to teachers
6 standard grievance forms. No grievance may be denied because a standard form adopted by
7 a LEA has not been used as long as the components required by this policy are included.
8 c) At the informal hearing before the Director of Schools, an attorney or a representative of an
9 employee may speak on behalf of the employee.
10 d) An attorney may represent a grievant before the local board of education, which is the final
11 step of this procedure. The grievant and the local board of education may have counsel
12 present at discussions prior to the final step.
13 e) Each grievance submitted at every step of the process provided below shall contain:
14
15 1. The teacher or ~~principal's~~ school administrator's name, position, school, and
16 additional title if any;
17 2. The name of the teacher or ~~principal's~~ school administrator's immediate
18 supervisor;
19 3. The name of the evaluator/reviewer;
20 4. The date the challenged summative evaluation was received;
21 5. The evaluation period in question;
22 6. The basis for the grievance;
23 7. The corrective action desired by grievant; and
24 8. Sufficient facts or other information to begin an investigation.
25
26 f) A failure to state ~~specific reasons~~ the basis for the grievance shall result in the grievance
27 being considered improperly filed and invalid.
28 g) All student achievement data used in evaluations must be made available to individual
29 educators prior to the completion of their evaluations.
30

31 **4) Procedures.** Grievances shall be processed by working through the 3 steps to finality as follows:
32

33 a) ***Step I***—Evaluator
34

- 35 1. Written grievance submitted to evaluator no later than 15 days from the end
36 of the summative evaluation.
37 2. Administrative investigation and fact finding.
38 3. Decision clearly communicated in writing to grievant within fifteen (15) days
39 of receipt of the complaint.
40 4. To allow disputes to be resolved at the lowest level possible, the Evaluator
41 may take any action necessary, based on the circumstances, to immediately
42 correct any procedural errors made in the evaluation process.
43

44 b) ***Step II***—The Director of Schools or his/her designee who shall have had no input or
45 involvement in the evaluation for which the grievance has been filed.
46

- 1 1. Written grievance and prior step decision submitted to the Director of Schools
2 or his/her designee within fifteen (15) days of receipt of decision from Step I.
3 The designee cannot be used in cases involving a ~~principal's~~ school
4 administrator's evaluation.
- 5 2. Informal discussion or hearing of facts, allegations, and testimony by
6 appropriate witnesses as soon as practical.
- 7 3. Investigation, fact finding, and written final decision communicated to
8 grievant in writing within fifteen (15) days of discussion.
- 9 4. To allow disputes to be resolved at the lowest level possible, the Director of
10 Schools may take any action necessary, based on the circumstances, to
11 immediately correct any procedural errors made in the evaluation process.

12
13 c) **Step III**—Local Board of Education

- 14
15 1. Teachers and ~~principals~~ school administrators may request a hearing before
16 the local board of education by submitting a written grievance and all relevant
17 documentation to the local board of education within fifteen (15) days of
18 receipt of decision from Step II.
- 19 2. The board of education, based upon a review of the record, may grant or deny
- 20 3. a request for a full board hearing and may affirm or overturn the decision of
21 the Director of Schools with or without a hearing before the board.
- 22 4. Any hearing granted by the board of education shall be held no later than thirty
23 (30) days after receipt of a request for a hearing.
- 24 5. The local board of education shall give written notice of the time and place of
25 the hearing to the grievant, Director of Schools and all administrators
26 involved.
- 27 6. The local board of education's decision shall be communicated in writing to
28 all parties, no later than thirty (30) days after conclusion of the hearing.
- 29 7. The local board of education shall serve as the final step for all grievances.

30
31
32
33
34 _____
35 Legal References:

Cross References:
Tennessee State Board of Education Policy 5.201

Hamilton County Board of Education

Monitoring: Review: Annually in June	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

1
2 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
3 All substitute teachers shall be employed by the Director of Schools and paid by the Board or by a third-
4 party employer through an agreement with the Board.²

6 APPLICATION/QUALIFICATIONS

7
8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9
10 Applicants whose records with the State Department of Education indicate a license or certificate
11 currently in revoked status shall not be hired.⁴

12
13 Qualifications for substitute teachers shall be:

- 14
- 15 1. A completed application
- 16 2. Proper identification in accordance with the Form I-9 Acceptable Documents ~~such as a Driver's~~
17 ~~License and an official Social Security Card~~
- 18 3. Copy of High School Diploma or GED Certificate
- 19 4. College transcripts, if applicable
- 20 5. At least one favorable reference
- 21 6. Pass a criminal background check - All new employees are required by the State of Tennessee
22 and School Board Policy to be fingerprinted for a criminal background check, at his/her expense,
23 as a condition of employment. The fee must be paid at time he/she is fingerprinted.
- 24

25 In order to be paid as a degreed substitute, a copy of college transcript showing date degree was conferred
26 or a copy of college diploma is required.

27
28 To be paid as a certified substitute, a copy of a valid Tennessee Teaching License is required.

29
30 The substitute teacher lists will be prepared by the [director of schools, personnel director, or designee.]
31 who will maintain a complete file on all substitute teachers. This file will include transcripts, credentials,
32 recommendations and other pertinent information. A list of all approved substitutes shall be provided to
33 all building principals. **Only** those persons on the approved substitute list shall be employed to substitute
34 teach.

35 36 COMPENSATION

37
38 The compensation of substitute teachers is determined annually by the Board.

39 40 CERTIFICATION

1 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
2 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵
3 When substituting for a teacher without sick leave, the substitute shall be certified and paid
4 according to the state salary schedule.¹

5
6 Retired teachers may substitute ~~in addition to the one hundred twenty (120) days~~ ~~one hundred (100) days~~
7 per year without loss of retirement benefits,¹ ~~and may substitute for additional ninety (90) days~~ if the
8 Director of Schools certifies in writing to the State Board of Education that no other qualified personnel
9 are available to substitute teach.⁶

10 11 EMERGENCY NEEDS

12
13 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency
14 situations. Emergency use shall be defined as less than a full day due to the regular or substitute
15 teacher being unable to arrive on time or remain for the full day.

16
17 Such substitutes shall receive ~~the proportionate equivalent salary regular substitute teachers would~~
18 ~~receive under similar circumstances or~~ their regular salary, ~~if higher; however, they shall not receive~~
19 ~~pay for both positions at the same time.~~

20 21 TRAINING AND ORIENTATION

22
23 The Director of Schools ~~or approved third party~~ shall be responsible for providing appropriate training
24 and development
25 programs for substitute teachers.

26
27 All substitute teachers shall be required to attend an orientation session held at the beginning of each
28 school year to provide instructions regarding reporting, pay schedules, and other pertinent
29 information and to answer questions.

30
31 Substitute teachers shall assume the same responsibilities and have the same authority, as the regular
32 teacher, including bus duty and playground supervisions.

33 34 RE-EMPLOYMENT/TERMINATION

35
36 On an annual basis, the Director of Schools, with input from the principals, shall determine which
37 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
38 acceptable level shall not be re-employed.

39
40 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
41 the principal if they wish to terminate their service as substitutes.

42
43
44
45 _____
46 Legal References:

1. TRR/MS 0520-1-2-.04 (6)

Cross References:

- 1 2. TCA 49-5-709
- 2 3. TCA 49-5-413
- 3 4. TCA 49-2-203(a)
- 4 5. TCA 49-3-312(14)(B); TRR/MS 0520-1-2-.04(b)
- 5 6. TCA 8-36-805



Calendar 2024-2025

August

M	T	W	Th	F
		31	1	2
5	6	★7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	★22	23
26	27	28	29	30

SCHOOL-BASED INSERVICE: AUGUST 1-2,6

SYSTEM-WIDE INSERVICE: AUGUST 5

LABOR DAY: SEPTEMBER 2

FALL BREAK: OCTOBER 14-18

THANKSGIVING BREAK: NOVEMBER 27-29

WINTER BREAK: DECEMBER 23-JANUARY 3

SCHOOL-BASED PD: JANUARY 6

SYSTEM-WIDE PD: JANUARY 7

MLK DAY: JANUARY 20

PRESIDENT'S DAY: FEBRUARY 17

SPRING BREAK: MARCH 17-21

SPRING HOLIDAY: APRIL 18

SCHOOL-BASED INSERVICE: MAY 23

★ STUDENT FIRST DAY/LAST DAY

# Full Student School Day	175
# End of Quarter	
# Student half-day; bus early release	
# Professional Development Day	5
# Administrative In-Service *	6
# Paid Holiday	5
# Winter Break (Paid)	10
# Unpaid Holiday	
TOTAL:	201

*The 6th Administrative In-Service day is an additional

half-day added within a six-week window each semester for Conferences.

1st TERM			
Quarter 1: 8/07-10/11	Midterm: Sept 10	Report Cards: Oct 25	47
Quarter 2: 10/21-12/20	Midterm: Nov 18	Report Cards: Jan 17	42
2nd TERM			
Quarter 3: 1/06-3/14	Midterm: Feb 7	Report Cards: April 4	48
Quarter 4: 3/17-5/22	Midterm: Ap 23	Report Cards: May 22	43
TOTAL DAYS:			180

BOARD APPROVAL: 6/15/2023



**HAMILTON
COUNTY
SCHOOLS**

**Hamilton County Department of Education
Operations Office
3074 Hickory Valley Rd
Chattanooga, TN 37421
(423) 498-7023**

Memorandum

To: Hamilton County Board of Education

Justin Robertson, Ed.D.
Superintendent

From: Robert Sharpe, Ed.D.
Chief Operations Officer

Date: June 15, 2023

Re: May 2023 Legal Services Summary

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

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

Events and Announcements
June 15, 2023

A. Tuesday, July 4, 2023
Independence Day - CO Closed

B. Thursday, July 20, 2023 - Board Meeting
Work Session - 4:30 p.m.
Regular Session - 6:00 p.m.