Hamilton County Department of Education
Hamilton County Board of Education Board Meeting - Regular Session
June 18, 2026 6:00 PM
3074 Claude Ramsey Parkway
Chattanooga, TN 37421

I. Roll Call
II. **Approval of the Agenda
III. Executive Session - No
IV. Pledge to the Flag and Meditation - Ashley Speicher, Assistant Principal of Big Ridge Elementary School
V. Exemplars of Excellence
A. Athletic Accomplishments and Honors
Dr. Robert Sharpe, EdD, Chief Operations Officer
Tim James, Ed.S., District Athletic Director
B. Tennessee's 2026 National Distinguished Principal
Dr. Justin Robertson, Superintendent
C. Tennessee Organization of School Superintendents Southeast Tennessee Superintendent of the Year Award
Shannon Moody, Chief Strategy Officer
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 2026 Regular Session
B. Executive Committee Report
1. Mary Ellen Heuton, CPA - Chief Financial Officer
Angelia Askins - Executive Director of Grants and Federal Programs
FY 2026 Federal Programs Budget Amendment
2. Dr. Robert Sharpe, Chief Operations Officer
Kristen Nauss, Director of the School Nutrition Department
Bid File# 26-45 Kitchen Equipment for the School Nutrition Program
3. Dr. Robert Sharpe, Chief Operations Officer
Kristen Nauss, Director of School Nutrition
Bid File# 26-51 Walk-in Cooler and Walk-in Freezer for Soddy Daisy High School
4. Personal Property Surplus Disposal Authorization
1. Three (3) Automotive Lifts
2. Five (5) Table Top Projectors
3. School Nutrition - Scrap Metal
4. 2008 Turtle Top Van
C. Chief of Schools - Dr. Elaine Harper
1. Field Trips
a. Dr. Elaine Harper - Community Superintendent Harrison Bay
b. Dr. Lee Ziegler - Community Superintendent North River
c. Dr. Shane Harwood - Community Superintendent Rock Point
D. Chief Financial Officer - Mary Ellen Heuton, CPA
1. Bids/Contracts

a. Award Bid 26-50, Fire Alarm Services
b. Award Bid 26-52, Crushed Stone and Sand
c. Award Bid 26-58, Soddy Daisy High School Wrestling HVAC
d. Award Bid 26-54, Fresh Produce for the School Nutrition Program
e. Award Bid 26-56, Staffing Service for the School Nutrition Program
f. Approve Amendment for HCS On-the-Job Injury Provider
g. Approve Renewal of Insurance Cover from Tennessee Risk Management Trust
h. Approval of School Annual Publishers for the 2026-2027 School Year
i. Authorize Mental Health Provider Renewals
j. Approval Architectural, Engineering, & Design Firms for 2026-2027 School Year
k. Approve Participation with the Enterprise Accident Management Program
l. Approve Contract for Special Education Services with Orange Grove Center, Inc
m. Approve Amendment to the End School-Age Homelessness Initiative MOU

2. Financial Reports

VIII. Administrative Business Matters

A. Deputy Superintendent - Dr. Zac Brown

1. ** MOU between HCEA and HCDE
2. ** District Differentiated Pay Plan 2026-2027
3. ** Request for New Job Class Description

B. Chief Operations Officer - Dr. Robert Sharpe

1. ** Lookout Mountain Elementary School - Turf Field MOU

IX. Chief Academic Officer - Dr. Blake Freeman

A. ** Testing Programs - Board Policy 4.700

X. Chief Financial Officer - Mary Ellen Heuton, CPA

A. ** Approval of School Accounts Payable

XI. Chief Strategy Officer - Shannon Moody

A. ** Soddy Daisy Middle School Mascot Change

B. ** Proposed Policy Revision, First and Final

5.302 Sick Leave
5.303 Personal and Professional Leave

C. ** Proposed Policy Revision, Second and Final

3.202 Emergency Preparedness Plan
3.213 Lead Testing in Drinking Water
3.500 Food Service Management
3.503 Food Service Employee Health Policy
3.600 Insurance Management
3.601 Student Insurance Program
4.408 Student Technology Access & Usage
5.1063 Vehicle Usage
6.200 Attendance
6.205 Student Assignments
6.302 Procedural Due Process
6.3021 Student Disciplinary Procedures
6.3023 Disciplinary Procedures for Students Receiving Special Education
6.3041 Title IX 7 Sexual Harassment
6.401 Student Health Services
6.403 Student Communicable Diseases

6.4031 HIV, HIV-Related Illness, and AIDS
6.404 Student Surveys, Analyses, and Evaluations
6.409 Child Abuse and Neglect
6.503 Homeless Students
6.600 Student Records
6.601 Student Record Annual Notification of Rights

XII. Board Matters

A. Chief Strategy Officer - Shannon Moody

1. Policies on First Read

4.301 Field Trips and Excursions
5.304 Extended Leaves of Absence for Personal

B. Steve Slater - District 1

** 4.700 Testing Programs

XIII. Information Only

A. Legal Services Report

XIV. Events/Announcements

June 19
Juneteenth Holiday
Central Office Closed

July 3
Independence Day Holiday
Central Office Closed

July 9
Work Session - 4:30pm

July 9
Regular Session - 6:00pm

XV. Adjourn

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Robert Sharpe, EdD, Chief Operations Officer
Tim James, Ed.S., District Athletic Director

Date: June 18th, 2026

Subject: Athletic Accomplishments and Honors

Board Agenda Category:

- ☐ Consent Agenda
- ☐ Action Item
- ☑ Reports and Information

Memo

Tyner Academy 2025–26 Men's AA State Track and Field Champions
Despite not having a home track, Tyner Academy's athletes and coaches worked with determination and focus throughout the season. Their effort paid off with a state championship victory at the Tom Black Track and Field Complex at the University of Tennessee.

Team Members:
Gavin Abernathy
Braylon Blackmon
Kingston Brown
Elijia Bulloch
Cameron Carson
Fedel Cox
Karontae' Cunningham
Antonio Edwards
Jur'won Hubbard
Caleb Jones
Brandon Lyons
D'Aerion McNealy
Lecarrus Moten
Je'khai Owens
Jaylen Royster
Lebron Shackelford
Damarion Simmons
Christopher Smedley
Curtis Smith

Kohl Ward

Coaches:
E'Jay Ward
Anthony Yates

Chattanooga School for the Liberal Arts State Boys Middle School Soccer Champions.

The CSLA Eagles made an impressive run through the inaugural boys' soccer state championship, advancing to the finals after an overtime win in the semifinals. In the championship match, they showed skill, discipline, and determination, securing the title at the end of regulation and capping the most successful season in school history.

Team Members:
Travis Bertin
Charles Dalton
Michael Emery
Kase Finch
Evan Harjes
Cooper Hastings
Baron Hicks
Yosef Jameel
Isaiah Langley
Jason Locke Haegen Yahya
Mathis Mansel
Callahan Mech
Naman Pardeshi
Sawyer Ralston
William Shelley
John Spann
Samuel Spann
Titus Vita
Asher Wells
Haegen Yahya
Theodor Ziedins

Coaches:
Jim Alverson
Shaun Webster

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☑ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

To: Hamilton County Board of Education

From: Dr. Justin Robertson, Superintendent

Date: June 18, 2026

Subject: Tennessee's 2026 National Distinguished Principal

Board Agenda Category:

- ☐ Consent Agenda
- ☐ Action Item
- ☑ Reports and Information

Ruth Pohlman, principal of McConnell Elementary School was selected as the Tennessee's 2026 National Distinguished Principal of the year. This award is given by National Association of Elementary School Principals.

This recognition celebrates her exceptional leadership, dedication to student success, and lasting impact on her school community.

Ms. Pohlman began her career in education in St. Louis Public Schools before moving to Jefferson County, Tennessee, where she taught multiple elementary grades and later served as a principal at an elementary school and a Pre-K-8 school. In 2014, she moved to Chattanooga, where she became principal at McConnell Elementary.

Durning her time at McConnell Elementary, she has witnessed tremendous growth in both her Teachers and students. "Seeing the teacher teams come together, the collaboration, the professional growth, it has been joy," she said. "Growing so may teacher leaders her and watching how that translates into student learning has been one of the best parts of my job."

That joy is present everywhere she goes. Whether she's standing in the car rider line each morning, greeting students by name, or joining families at PTA events like Trunk or Treat and the annual school dance, Ms. Pohlman loves being a part of the community.

Opportunity 2030 Commitment Connection

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- ☑ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Shannon Moody, Chief Strategy Officer

Date: June 18, 2026

Subject: TOSS Southeast Tennessee Superintendent of the Year Award

Board Agenda Category:

- ☐ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Gary Lilly, Executive Director of the Tennessee Organization of School Superintendents (TOSS), will present Dr. Justin Robertson with an award for being named Southeast Tennessee Superintendent of the Year.

Hamilton County Schools Superintendent Dr. Justin Robertson has been named the Southeast Tennessee Superintendent of the Year by TOSS. This recognition highlights his leadership in improving student outcomes, expanding opportunities for students, supporting educators and staff, and strengthening community trust and engagement across the district.

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☑ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served

Minutes
Hamilton County Department of Education
Hamilton County Board of Education Board Meeting – Regular Session
May 21, 2026, 6:00 P.M.
Board Room
3074 Claude Ramsey Pkwy
Chattanooga, TN 37421

Attendance taken at 6:01 P.M.

I. Roll Call

Mrs. Jill Black:	Present
Mr. Ben Connor:	Present
Mr. Ben Daugherty:	Present
Mr. Larry Grohn:	Present
Mrs. Felice Hadden:	Present
Mrs. Karitsa Jones:	Present
Mr. Gary Kuehn:	Present
Mrs. Jodi Schaffer:	Present
Mr. Steve Slater:	Present
Mr. Joe Smith:	Present
Ms. Jackie Thomas:	Present

Superintendent Dr. Justin Robertson was present.

II. **Approval of the Agenda

Passed: Motion to Approve Agenda

Passed with a Motion by Mr. Gary Kuehn and a Second by Ms. Jackie Thomas.

Mr. Joe Smith:	Yes
Mr. Ben Daugherty:	Yes
Ms. Jackie Thomas:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Ben Connor:	Yes
Mrs. Jodi Schaffer:	Yes
Mr. Larry Grohn:	Yes
Mr. Gary Kuehn	Yes
Mrs. Felice Hadden:	Yes
Mrs. Jill Black:	Yes
Mr. Steve Slater:	Yes

Yes: 11; No: 0

III. Executive Session -- No

IV. Pledge to the Flag and Mediation –Greg Wilkey, Principal of East Side Elementary School

V. Exemplars of Excellence

A. Athletic Accomplishments and Honors
   Robert Sharpe, EdD, Chief Operations Officer
   Tim James, Ed.S., District Athletic Director
B. SDCL Read 20 – 2026 Librarian of the Year
   Dr. Blake Freeman, Chief Academic Officer
   Dr. Jamie Parris, Director of Professional Learning & the Extended Core
C. 2026 Novice Teacher of the Year
   Dr. Zac Brown, Deputy Superintendent
   Dr. Chrissy Easterly, Director of Talent Development
   Erin Kirby, Induction Coordinator
D. Principals of the Year Recognition
   Dr. Blake Freeman, Chief Academic Officer
E. Hamilton County Schools' 4th Annual George Kilgore Initiative Award
   Dr. Blake Freeman, Chief Academic Officer, Teaching & Learning
   Dr. Olivia Bagby, Director of Future Ready Students
F. American Heart Association Recognition
   Dr. Blake Freeman, Chief Academic Officer
G. HCS Blood Assurance Drive Recognition
   Dr. Blake Freeman, Chief Academic Officer
   Dr. John Rice, Director of Middle and High School Teaching and Learning
   Dr. Jamie Parris, Director of Professional Learning & the Extended Core
H. House joint Resolution 1192
   Robert Sharpe, EdD, Chief Operations Officer

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.

Board Member Karitsa Jones recited the Board Member Disclaimer Statement.

VII. **Approval of the Consent Agenda

Passed: Motion to Approve the Consent Agenda

Passed with a Motion by Mrs. Jill Black and a Second by Ms. Jackie Thomas.

Mr. Joe Smith:	Yes
Mr. Ben Daugherty:	Yes
Ms. Jackie Thomas:	Yes
Mrs. Karitsa Jones:	Yes

Mr. Ben Connor: Yes
Mrs. Jodi Schaffer: Yes
Mr. Larry Grohn: Yes
Mr. Gary Kuehn Yes
Mrs. Felice Hadden: Yes
Mrs. Jill Black: Yes
Mr. Steve Slater: Yes
Yes: 11; No: 0

VII.A. Approval of the Minutes of the April 2026 Regular Session

VII.B. Executive Committee Report

VII.C. Superintendent – Dr. Justin Robertson

VII.C.1. Field Trips

VII.C.1.a. Dr. Elaine Harper – Community Superintendent, Harrison Bay

VII.C.1.b. Dr. Lee Ziegler – Community Superintendent, North River

VII.C.1.c. Dr. Shane Harwood – Community Superintendent, Rock Point

VII.C.1.d. Dr. Tiffany Earvin – Community Superintendent, MidTown

VII.D. Chief Financial Officer – Mary Ellen Heuton, CPA

VII.D.1. Bids/Contracts

a. Award Bid 26-33, Heavy Equipment Repair

b. Award Bid 26-45, McConnell Elementary Multi-Purpose

c. Approve GMP Amendment 1 for CMAR 26-31 Soddy Daisy Middle High School Construction Manager at Risk

VII.D.1.a. Request Approval of District Lighting and FY26 Budget Amendment General Purpose - Operating

VII.D.2. Financial Reports

VII.D.3. Budget Amendments

VII.D.3.a. Federal Grants, State Grants, and Self-Funded Programs

VII.D.3.b. General Operating Amendments

VII.D.3.c. School Nutrition

VII.D.4. FY27 Consolidated Funding Application Approval

VIII. Administrative Business Matters

VIII.A. Deputy Superintendent – Dr. Zac Brown

VIII.A.1. **Request for New and Updated Job Class Description

Passed: Motion to Approve Request for New and Updated Job Class Description

Passed with a Motion by Mr. Ben Connor and a Second by Mrs. Jill Black.

Mr. Joe Smith:	Yes
Mr. Ben Daugherty:	Yes
Ms. Jackie Thomas:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Ben Connor:	Yes
Mrs. Jodi Schaffer:	Yes
Mr. Larry Grohn:	Yes
Mr. Gary Kuehn	Yes
Mrs. Felice Hadden:	Yes
Mrs. Jill Black:	Yes
Mr. Steve Slater:	Yes

Yes: 11; No: 0

VIII.B. Chief Operations Officer – Dr. Robert Sharpe

VIII.B.1. **Authorize CMAR-RFP Procurement for Gateway Career Technical Education Building Renovation (Franklin-Roberts Future Ready Center)

Passed: Motion to Authorize CMAR-RFP Procurement for Gateway Career Technical Education Building Renovation (Franklin-Roberts Future Ready Center)

Passed with a Motion by Mr. Gary Kuehn and a Second by Mrs. Felice Hadden

Mr. Joe Smith:	Yes
Mr. Ben Daugherty:	Yes
Ms. Jackie Thomas:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Ben Connor:	Yes
Mrs. Jodi Schaffer:	Yes
Mr. Larry Grohn:	Yes
Mr. Gary Kuehn	Yes
Mrs. Felice Hadden:	Yes
Mrs. Jill Black:	Yes

Mr. Steve Slater: Yes
Yes: 11; No: 0

VIII.B.2. **Clifton Hills Architectural Selection & Phase 0

Passed: Motion to Approve Clifton Hills Architectural Selection & Phase 0

Passed with a Motion by Mrs. Jill Black and a Second by Mrs. Karitsa Jones.

Mr. Joe Smith: Yes
Mr. Ben Daugherty: Yes
Ms. Jackie Thomas: Yes
Mrs. Karitsa Jones: Yes
Mr. Ben Connor: Yes
Mrs. Jodi Schaffer: Yes
Mr. Larry Grohn: Yes
Mr. Gary Kuehn Yes
Mrs. Felice Hadden: Yes
Mrs. Jill Black: Yes
Mr. Steve Slater: Yes
Yes: 11; No: 0

VIII.B.3. **Approval of Lease Option Chattanooga Police Department

Passed: Motion to Approve Lease Option Chattanooga Police Department

Passed with a Motion by Mr. Larry Grohn and a Second by Ms. Jackie Thomas.

Mr. Joe Smith: Yes
Mr. Ben Daugherty: Yes
Ms. Jackie Thomas: Yes
Mrs. Karitsa Jones: Yes
Mr. Ben Connor: Yes
Mrs. Jodi Schaffer: Yes
Mr. Larry Grohn: Yes
Mr. Gary Kuehn Yes
Mrs. Felice Hadden: Yes
Mrs. Jill Black: Yes
Mr. Steve Slater: Yes
Yes: 11; No: 0

VIII.B.4. **Gateway CTE (FRFRC) Architect Fee Increase

Passed: Motion to Approve Gateway CTE (FRFRC) Architect Fee Increase

Passed with a Motion by Mr. Gary Kuehn and a Second by Mrs. Felice Hadden.

Mr. Joe Smith:	Yes
Mr. Ben Daugherty:	Yes
Ms. Jackie Thomas:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Ben Connor:	Yes
Mrs. Jodi Schaffer:	Yes
Mr. Larry Grohn:	Yes
Mr. Gary Kuehn	Yes
Mrs. Felice Hadden:	Yes
Mrs. Jill Black:	Yes
Mr. Steve Slater:	Yes

Yes: 11; No: 0

VIII.B.5. **Lookout Mountain Elementary School – Turf Field Donation

Passed: Motion to Approve Lookout Mountain Elementary School – Turf Field Donation

Passed with a Motion by Mrs. Jill Black and a Second by Mrs. Jodi Schaffer.

Mr. Joe Smith:	Yes
Mr. Ben Daugherty:	Yes
Ms. Jackie Thomas:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Ben Connor:	Yes
Mrs. Jodi Schaffer:	Yes
Mr. Larry Grohn:	Yes
Mr. Gary Kuehn	Yes
Mrs. Felice Hadden:	Yes
Mrs. Jill Black:	Yes
Mr. Steve Slater:	Yes

Yes: 11; No: 0

VIII.B.6. **Red Bank High School Stream Restoration

Passed: Motion to Approve Red Bank High School Stream Restoration

Passed with a Motion by Mr. Ben Connor and a Second by Mr. Steve Slater.

Mr. Joe Smith:	Yes
Mr. Ben Daugherty:	Yes
Ms. Jackie Thomas:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Ben Connor:	Yes

Mrs. Jodi Schaffer: Yes
Mr. Larry Grohn: Yes
Mr. Gary Kuehn Yes
Mrs. Felice Hadden: Yes
Mrs. Jill Black: Yes
Mr. Steve Slater: Yes
Yes: 11; No: 0

VIII.C. Chief Strategy Officer – Shannon Moody

VIII.C.1. **Policies on Second and Final Read

Passed: Motion to Approve Policies on Second and Final Read

Passed with a Motion by Mrs. Felice Hadden and a Second by Mr. Gary Kuehn.

Mr. Joe Smith: Yes
Mr. Ben Daugherty: Yes
Ms. Jackie Thomas: Yes
Mrs. Karitsa Jones: Yes
Mr. Ben Connor: Yes
Mrs. Jodi Schaffer: Yes
Mr. Larry Grohn: Yes
Mr. Gary Kuehn Yes
Mrs. Felice Hadden: Yes
Mrs. Jill Black: Yes
Mr. Steve Slater: Yes
Yes: 11; No: 0

VIII.D. Mary Ellen Heuton, CPA – Chief Financial Officer

VIII.D.1. **FY26 Budget – Capital Projects Fund

Passed: Motion to Approve FY26 Budget – Capital Projects Fund

Passed with a Motion by Mr. Gary Kuehn and a Second by Mr. Steve Slater.

Mr. Joe Smith: Yes
Mr. Ben Daugherty: Yes
Ms. Jackie Thomas: Yes
Mrs. Karitsa Jones: Yes
Mr. Ben Connor: Yes
Mrs. Jodi Schaffer: Yes
Mr. Larry Grohn: Yes
Mr. Gary Kuehn Yes

Mrs. Felice Hadden: Yes
Mrs. Jill Black: Yes
Mr. Steve Slater: Yes
Yes: 11; No: 0

VIII.D.2. **Approval of Fiscal Year 2027 Capital Projects Fund for Presentation to the Hamilton County Commission

Passed: Motion to Approve Fiscal Year 2027 Capital Projects Fund for Presentation to the Hamilton County Commission

Passed with a Motion by Mr. Gary Kuehn and a Second by Ms. Jackie Thomas.

Mr. Joe Smith: Yes
Mr. Ben Daugherty: Yes
Ms. Jackie Thomas: Yes
Mrs. Karitsa Jones: Yes
Mr. Ben Connor: Yes
Mrs. Jodi Schaffer: Yes
Mr. Larry Grohn: Yes
Mr. Gary Kuehn Yes
Mrs. Felice Hadden: Yes
Mrs. Jill Black: Yes
Mr. Steve Slater: Yes
Yes: 11; No: 0

VIII.D.3. **Approval of Fiscal Year 2027 Budget for Presentation to the Hamilton County Commission

Passed: Motion to Approve Fiscal Year 2027 Budget for Presentation to the Hamilton County Commission

Passed with a Motion by Mr. Steve Slater and a Second by Mrs. Jackie Thomas.

Mr. Joe Smith: Yes
Mr. Ben Daugherty: Yes
Ms. Jackie Thomas: Yes
Mrs. Karitsa Jones: Yes
Mr. Ben Connor: Yes
Mrs. Jodi Schaffer: Yes
Mr. Larry Grohn: Yes
Mr. Gary Kuehn Yes
Mrs. Felice Hadden: Yes
Mrs. Jill Black: Yes
Mr. Steve Slater: Yes

Yes: 11; No: 0

IX. Board Matters

IX.A. Chief Strategy Officer – Shannon Moody

IX.A.1. Policies on First Read

X. Information Only

X.A. Legal Services Report

XI. Events/Announcements

Recognition of 2025-26 Student Board Members

May 22, 2026: Administrative In-Service Day

May 25, 2026: Central Office Closed

June 18, 2026: Work Session at 4:30 pm

June 18, 2026: Regular Board Meeting at 6:00 pm

May 27, 2026: Budget Presentation to County Commission at 2:00 pm

XII. Adjourn

The meeting was adjourned at 7:45 p.m.

_____ _____

Chairperson Date

_____ _____

Superintendent Date

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HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

To: Dr. Justin Robertson, Superintendent
Joe Smith, HCS Board Chairman

From: Mary Ellen Heuton, CPA – Chief Financial Officer
Angelia Askins – Executive Director of Grants and Federal Programs

Date: June 2, 2026

Subject: FY 2026 Federal Programs Budget Amendment

The Tennessee Department of Education (TDOE) reallocated additional FY25 and FY26 funding for several programs under the Elementary and Secondary Education Act (ESEA) as reauthorized by the Every Student Succeeds Act (ESSA). FY25 Funds are additional funds that were originally allocated on July 1, 2024 for the 2024-25 school year that must be obligated by Sept. 30, 2026. FY26 Funds are additional funds that were originally allocated on July 1, 2025 for the 2025-26 school year that must be obligated by Sept. 30, 2027.

The additional allocation and required information was not available from TDOE in time for approval at the most recent Board meeting. It was, however, finalized in time in order to include in the final budget amendment submission to the Hamilton County Commission which will be voted on at their June 17, 2026 meeting. We are asking for Executive Committee to approve this amendment so that it is approved prior to the Commission vote since that occurs prior to the next scheduled Board meeting.

Additional Awards:

- Title II, Part A - $109,387
  - 72100 – Special Education Instruction - $93,198 for Differentiated Compensation
  - 72210 – Regular Instruction Support - $16,189 for Private School Allocations

- Title IV, Part A - $16,068
  - 71100 – Regular Instruction - $2,346 for Private School Allocations
  - 72210 – Regular Instruction Support - $13,722 (true-up of Coordinator salary)

Executive Committee Approval

Signed by: Dr. Justin Robertson 4D76312655B6468... — 06/02/2026
Superintendent — Date

Signed by: Joe Smith A11684E245B840D... — 06/03/2026
Board Chairman — Date

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HAMILTON COUNTY DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS
TITLE II, PART A: TEACHER AND PRINCIPAL TRAINING AND RECRUITING GRANT
BUDGET FISCAL YEAR 2025-2026
FY25 actual carryover $957,279.14

	2026 Award	2,416,394			2,416,394
	State Reallocated Funds	-	109,387		109,387
	Additional Allocation	-			-
	2025 Carryover	957,279			957,279
	Transfer to Consolidated Administration	(221,147)			(221,147)
	Total Source of Funds	**3,152,526**	**109,387**	**-**	**3,261,913**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/16/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
141-2-102-0000-0-00000-471890-0000-0000-102	Revenue	3,152,526	109,387		3,261,913
	Total Source of Funds	**3,152,526**	**109,387**	**-**	**3,261,913**

USE OF FUNDS SUMMARY

71100	Regular Instruction	16,157	-	-	16,157
71200	Special Education Program	817,986	93,198	-	911,184
72210	Regular Instruction Support	2,120,347	16,189	-	2,136,536
72410	Office of the Principal	8,160	-	-	8,160
72520	Human Services	96,274	-	-	96,274
99100	Indirect Cost	93,602	-	-	93,602
	Total Use of Funds	**3,152,526**	**109,387**	**-**	**3,261,913**

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/16/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
141-2-102-0000-0-99100-550410-0000-0000-102	Indirect Cost (3.06%)	93,602			93,602
	Total 99100 - Indirect Cost	**93,602**	**-**	**-**	**93,602**
Salary Set Aside					
141-2-102-0000-0-72210-510510-PBEN-2100-102	Directors (4.5)	591,664			591,664
141-2-102-0000-0-72210-510530-PBEN-2100-102	Induction Coordinator (1 FTE)	97,661			97,661
141-2-102-0000-0-72210-5189K0-PBEN-2100-102	District Wide Content Lead (3 FTE)	242,131			242,131
141-2-102-0000-0-72210-516210-PBEN-2100-102	Clerical (1 FTE)	54,822			54,822
141-2-102-0000-0-72210-518810-0000-2100-102	Bonus	17,000			17,000
141-2-102-0000-0-72210-520110-0000-2100-102	Social Security	58,875			58,875
141-2-102-0000-0-72210-520410-0000-2100-102	State Retirement	71,399			71,399
141-2-102-0000-0-72210-520610-0000-2100-102	Life Insurance	371			371
141-2-102-0000-0-72210-520710-0000-2100-102	Health Insurance	127,000			127,000
141-2-102-0000-0-72210-520810-0000-2100-102	Dental Insurance	2,800			2,800
141-2-102-0000-0-72210-521010-0000-2100-102	Unemployment Compensation	131			131
141-2-102-0000-0-72210-521210-0000-2100-102	Medicare	13,770			13,770
141-2-102-0000-0-72210-529910-0000-2100-102	Long Term Disability	1,020			1,020
141-2-102-0000-0-72210-529930-0000-2100-102	Short Term Disability	1,102			1,102
	Total 72210 - Regular Instruction Support	**1,279,746**	**-**	**-**	**1,279,746**
141-2-102-0000-0-72520-510520-PBEN-2100-102	Supervisor (1 FTE)	69,577			69,577
141-2-102-0000-0-72520-518810-0000-2100-102	Bonus	2,000			2,000
141-2-102-0000-0-72520-520110-0000-2100-102	Social Security	4,300			4,300
141-2-102-0000-0-72520-520410-0000-2100-102	State Retirement	5,468			5,468
141-2-102-0000-0-72520-520610-0000-2100-102	Life Insurance	40			40
141-2-102-0000-0-72520-520710-0000-2100-102	Health Insurance	13,320			13,320
141-2-102-0000-0-72520-520810-0000-2100-102	Dental Insurance	294			294
141-2-102-0000-0-72520-521010-0000-2100-102	Unemployment Compensation	14			14
141-2-102-0000-0-72520-521210-0000-2100-102	Medicare	1,038			1,038
141-2-102-0000-0-72520-529910-0000-2100-102	Long Term Disability	107			107
141-2-102-0000-0-72520-529930-0000-2100-102	Short Term Disability	116			116
	Total 72520 - Human Services	96,274	-	-	96,274
	Total Salary Set Aside	**1,376,020**	**-**	**-**	**1,376,020**
School Support					
141-2-102-6000-0-71200-514100-0000-0000-102	Differentiated Compensation	596,250	79,895		676,145
141-2-102-6000-0-71200-518810-0000-0000-102	Bonus Pay	105,000			105,000

Docusign Envelope ID: F8A1D42E-6C0C-85D1-829B-A4157931ADB9

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/16/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
141-2-102-6000-0-71200-520110-0000-0000-102	Social Security	43,473	4,954		48,427
141-2-102-6000-0-71200-520410-0000-0000-102	State Retirement	63,095	7,190		70,285
141-2-102-6000-0-71200-521210-0000-0000-102	Medicare	10,168	1,159		11,327
	Total 71200 - Special Education Program	**817,986**	**93,198**	**-**	**911,184**
141-2-102-6000-0-72210-552410-0000-0000-102	Staff Development	66,808			66,808
	Total 72210 - Regular Instruction Support	**66,808**	**-**	**-**	**66,808**
141-2-102-7056-7-72410-514100-0000-0000-102	Differentiated Compensation	2,000			2,000
141-2-102-7056-7-72410-518810-0000-0000-102	Bonus	2,500			2,500
141-2-102-7056-7-72410-518990-0000-0000-102	Other Salaries and Wages	2,500			2,500
141-2-102-7056-7-72410-520110-0000-0000-102	Social Security	450			450
141-2-102-7056-7-72410-520410-0000-0000-102	State Retirement	600			600
141-2-102-7056-7-72410-521210-0000-0000-102	Medicare	110			110
	Total 72410 - Office of the Principal	**8,160**	**-**	**-**	**8,160**
	Total School Support Staff Development	**892,954**	**93,198**	**-**	**986,152**
Harrison Bay Learning Community					
141-2-102-6001-0-72210-552410-0000-0000-102	Staff Development	25,000			25,000
	Total 72210 - Regular Instruction Support	**25,000**	**-**	**-**	**25,000**
	Total Harrison Bay Learning Community	**25,000**	**-**	**-**	**25,000**
Missionary Ridge Learning Community					
141-2-102-6003-0-72210-552410-0000-0000-102	Staff Development	25,000			25,000
	Total 72210 - Regular Instruction Support	**25,000**	**-**	**-**	**25,000**
	Total Missionary Ridge Learning Community	**25,000**	**-**	**-**	**25,000**
North River Learning Community					
141-2-102-6004-0-72210-552410-0000-0000-102	Staff Development	25,000			25,000
	Total 72210 - Regular Instruction Support	**25,000**	**-**	**-**	**25,000**
	Total North River Learning Community	**25,000**	**-**	**-**	**25,000**
Rock Point Learning Community					
141-2-102-6005-0-72210-552410-0000-0000-102	Staff Development	25,000			25,000
	Total 72210 - Regular Instruction Support	**25,000**	**-**	**-**	**25,000**
	Total Rock Point Learning Community	**25,000**	**-**	**-**	**25,000**
Midtown Learning Community					
141-2-102-6002-0-72210-552410-0000-0000-102	Staff Development	25,000			25,000
	Total 72210 - Regular Instruction Support	**25,000**	**-**	**-**	**25,000**
	Total Midtown Learning Community	**25,000**	**-**	**-**	**25,000**
Human Resources					
141-2-102-0000-0-72210-519610-0000-2160-102	In-Service Stipends	38,060			38,060
141-2-102-0000-0-72210-520110-0000-2160-102	Social Security	2,361			2,361
141-2-102-0000-0-72210-520410-0000-2160-102	State Retirement	3,418			3,418
141-2-102-0000-0-72210-521210-0000-2160-102	Medicare	554			554
141-2-102-0000-0-72210-552410-0000-2160-102	Staff Development	55,607			55,607
	Total 72210 - Regular Instruction Support	**100,000**	**-**	**-**	**100,000**
	Total Human Resources	**100,000**	**-**	**-**	**100,000**
	Total School Support, Salary Set Aside	**2,493,974**	**93,198**	**-**	**2,587,172**
PRIVATE SCHOOLS					
Grace Baptist					
141-2-102-9007-5-72210-552410-0000-0000-102	Staff Development	27,551	1,105		28,656
	Total 72210 - Regular Instruction Support	**27,551**	**1,105**	**-**	**28,656**
Avondale SDA					
141-2-102-9010-5-72210-552410-0000-0000-102	Staff Development	11,124	100		11,224
	Total 72210 - Regular Instruction Support	**11,124**	**100**	**-**	**11,224**
Berean Academy					

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ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/16/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
141-2-102-9020-5-72210-552410-0000-0000-102	Staff Development	30,871	825		31,696
	Total 72210 - Regular Instruction Support	**30,871**	**825**	**-**	**31,696**

Docusign Envelope ID: F8A1D42E-6C0C-85D1-829B-A4157931ADB9

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/16/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
Boyd Buchanan					
141-2-102-9025-5-72210-539990-0000-0000-102	Contracted Services	1,000			1,000
141-2-102-9025-5-72210-552410-0000-0000-102	Staff Development	45,254	2,161		47,415
	Total 72210 - Regular Instruction Support	**46,254**	**2,161**	**-**	**48,415**
Brainerd Baptist					
141-2-102-9030-5-72210-552410-0000-0000-102	Staff Development	10,839	541		11,380
	Total 72210 - Regular Instruction Support	**10,839**	**541**	**-**	**11,380**
Bright School					
141-2-102-9035-5-72210-552410-0000-0000-102	Staff Development	26,350	572		26,922
	Total 72210 - Regular Instruction Support	**26,350**	**572**	**-**	**26,922**
Chattanooga Christian					
141-2-102-9045-5-71100-539980-0000-0000-102	Contracted Services - Substitutes	12,600			12,600
	Total 71100 - Regular Instruction	**12,600**	**-**	**-**	**12,600**
141-2-102-9045-5-72210-539990-0000-0000-102	Contracted Services	55,825	2,844		58,669
141-2-102-9045-5-72210-552410-0000-0000-102	Staff Development	31,000			31,000
	Total 72210 - Regular Instruction Support	**86,825**	**2,844**	**-**	**89,669**
Montessori					
141-2-102-9066-5-72210-552410-0000-0000-102	Staff Development	8,240	180		8,420
	Total 72210 - Regular Instruction Support	**8,240**	**180**	**-**	**8,420**
Hickory Valley Christian					
141-2-102-9075-5-72210-552410-0000-0000-102	Staff Development	5,770	145		5,915
	Total 72210 - Regular Instruction Support	**5,770**	**145**	**-**	**5,915**
Silverdale Baptist Academy					
141-2-102-9081-5-72210-552410-0000-0000-102	Staff Development	70,818	2,401		73,219
	Total 72210 - Regular Instruction Support	**70,818**	**2,401**	**-**	**73,219**
Belvoir Christian Academy					
141-2-102-9090-5-72210-552410-0000-0000-102	Staff Development	12,865	207		13,072
	Total 72210 - Regular Instruction Support	**12,865**	**207**	**-**	**13,072**
Collegedale Academy Elementary					
141-2-102-9108-5-72210-552410-0000-0000-102	Staff Development	10,610	431		11,041
	Total 72210 - Regular Instruction Support	**10,610**	**431**	**-**	**11,041**
Collegedale Academy High					
141-2-102-9110-5-72210-547110-0000-0000-102	Software	1,700			1,700
141-2-102-9110-5-72210-552410-0000-0000-102	Staff Development	14,474	758		15,232
	Total 72210 - Regular Instruction Support	**16,174**	**758**	**-**	**16,932**
Our Lady of Perpetual Help					
141-2-102-9115-5-72210-539990-0000-0000-102	Contracted Services	7,300	490		7,790
141-2-102-9115-5-72210-552410-0000-0000-102	Staff Development	11,424			11,424
	Total 72210 - Regular Instruction Support	**18,724**	**490**	**-**	**19,214**
Skyuka Hall					
141-2-102-9120-5-72210-552410-0000-0000-102	Staff Development	13,909	242		14,151
	Total 72210 - Regular Instruction Support	**13,909**	**242**	**-**	**14,151**
Saint Jude					
141-2-102-9140-5-72210-539990-0000-0000-102	Contracted Services	3,000			3,000
141-2-102-9140-5-72210-552410-0000-0000-102	Staff Development	36,348	629		36,977
	Total 72210 - Regular Instruction Support	**39,348**	**629**	**-**	**39,977**
St. Nicholas					
141-2-102-9145-5-72210-552410-0000-0000-102	Staff Development	4,859	242		5,101
	Total 72210 - Regular Instruction Support	**4,859**	**242**	**-**	**5,101**
St. Peter's					
141-2-102-9147-5-72210-552410-0000-0000-102	Staff Development	12,307	376		12,683
	Total 72210 - Regular Instruction Support	**12,307**	**376**	**-**	**12,683**
Annoor Academy					
141-2-102-9181-5-72210-539990-0000-0000-102	Contracted Services	6,343	154		6,497

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ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 4/16/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
	Total 72210 - Regular Instruction Support	**6,343**	**154**	**-**	**6,497**
Collegedale Adventist Middle					
141-2-102-9300-5-72210-552410-0000-0000-102	Staff Development	13,970	549		14,519
	Total 72210 - Regular Instruction Support	**13,970**	**549**	**-**	**14,519**
Notre Dame					
141-2-102-9325-5-72210-552410-0000-0000-102	Staff Development	45,693	832		46,525
	Total 72210 - Regular Instruction Support	**45,693**	**832**	**-**	**46,525**
Beacon Academy					
141-2-102-9823-5-72210-539990-0000-0000-102	Contracted Services	360			360
141-2-102-9823-5-72210-552410-0000-0000-102	Staff Development	4,321	138		4,459
	Total 72210 - Regular Instruction Support	**4,681**	**138**	**-**	**4,819**
Redemption Point Christian Academy					
141-2-102-9898-5-72210-552410-0000-0000-102	Staff Development	5,764	240		6,004
	Total 72210 - Regular Instruction Support	**5,764**	**240**	**-**	**6,004**
Mission Montessori					
141-2-102-9941-5-72210-552410-0000-0000-102	Staff Development	540	27		567
	Total 72210 - Regular Instruction Support	**540**	**27**	**-**	**567**
	Total Private Schools	**543,029**	**16,189**	**-**	**559,218**
CHARTER SCHOOLS					
Chattanooga Girls Leadership Academy					
141-2-102-8001-8-72210-552410-0000-0000-102	Staff Development	2,595			2,595
	Total 72210 - Regular Instruction Support	**2,595**	**-**	**-**	**2,595**
Ivy Academy					
141-2-102-8002-8-71100-539980-0000-0000-102	Contract Substitutes	3,557			3,557
	Total 71100 - Regular Instruction	**3,557**	**-**	**-**	**3,557**
	Total Ivy Academy	**3,557**	**-**	**-**	**3,557**
Chattanooga Charter School of Excellence Elementary					
141-2-102-8003-8-72210-552410-0000-0000-102	Staff Development	1,518			1,518
141-2-102-8003-8-72210-559990-0000-0000-102	Other Charges: Stipends PD	1,872			1,872
	Total 72210 - Regular Instruction Support	**3,390**	**-**	**-**	**3,390**
Skillern Elementary					
141-2-102-8005-8-72210-559990-0000-0000-102	Other Charges: Stipends PD	2,041			2,041
	Total 72210 - Regular Instruction Support	**2,041**	**-**	**-**	**2,041**
Chatt Academy Community School					
141-2-102-8006-8-72210-552410-0000-0000-102	Staff Development	1,137			1,137
	Total 72210 - Regular Instruction Support	**1,137**	**-**	**-**	**1,137**
Chattanooga Charter School of Excellence Middle					
141-2-102-8010-8-72210-552410-0000-0000-102	Staff Development	379			379
141-2-102-8010-8-72210-559990-0000-0000-102	Other Charges: Stipends PD	1,400			1,400
	Total 72210 - Regular Instruction Support	**1,779**	**-**	**-**	**1,779**
Chattanooga Preparatory School					
141-2-102-8011-8-72210-552410-0000-0000-102	Staff Development	3,864			3,864
	Total 72210 - Regular Instruction Support	**3,864**	**-**	**-**	**3,864**
Chattanooga Charter School of Excellence High					
141-2-102-8015-8-72210-552410-0000-0000-102	Staff Development	1,181			1,181
	Total 72210 - Regular Instruction Support	**1,181**	**-**	**-**	**1,181**
CGLA Montessori					
141-2-102-8142-8-72210-552410-0000-0000-102	Staff Development	2,377			2,377
	Total 72210 - Regular Instruction Support	**2,377**	**-**	**-**	**2,377**
	Total Charter Schools	**21,921**	**-**	**-**	**21,921**
	TOTAL BUDGET	**3,152,526**	**109,387**	**-**	**3,261,913**
		3,152,526			3,261,913

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HAMILTON COUNTY DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS
TITLE IV, PART A: STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANT
BUDGET FISCAL YEAR 2025-2026

	2026 Award	1,160,468			1,160,468
	State Reallocated Funds	-	16,068		16,068
	2025 Carryover	245,109			245,109
	Transfer to Consolidated Administration	(100)			(100)
	Total Source of Funds	**1,405,477**	**16,068**	**-**	**1,421,545**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 5/21/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
141-2-104-0000-0-00000-471470-0000-0000-104	Revenue	1,405,477	16,068		1,421,545
	Total Source of Funds	**1,405,477**	**16,068**	**-**	**1,421,545**

USE OF FUNDS SUMMARY

71100	Regular Instruction	400,284	2,346	-	402,630
72130	Other Student Support	94,017	-	-	94,017
72210	Regular Instruction Support	849,626	13,722	-	863,348
72710	Transportation	38,977	-	-	38,977
99100	Indirect Cost	22,573	-	-	22,573
	Total Use of Funds	**1,405,477**	**16,068**	**-**	**1,421,545**

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 5/21/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
141-2-104-0000-0-99100-550410-0000-0000-104	Indirect Cost (3.06%)	22,573			22,573
	Total 99100 - Indirect Cost	**22,573**	**-**	**-**	**22,573**
141-2-104-6000-0-71100-542910-0000-410S-104	Instructional Materials COMP SH	2,750			2,750
141-2-104-6000-0-71100-547110-0000-410W-104	Software WR	67,080			67,080
	Total 71100 - Regular Instruction	**69,830**	**-**	**-**	**69,830**
141-2-104-6000-0-72130-532210-0000-410W-104	Evaluation & Testing	80,853			80,853
	Total 72130 - Other Student Support	**80,853**	**-**	**-**	**80,853**
141-2-104-0000-0-72210-510530-PBEN-410S-104	Coordinator SH (1 FTE)	101,304	13,722		115,026
141-2-104-0000-0-72210-518810-0000-410S-104	Bonus	2,000			2,000
141-2-104-0000-0-72210-519610-0000-410S-104	In-Service Stipends - COMP (NTN) SH	57,572			57,572
141-2-104-0000-0-72210-520110-0000-410S-104	Social Security SH	9,975			9,975
141-2-104-0000-0-72210-520410-0000-410S-104	State Retirement SH	14,445			14,445
141-2-104-0000-0-72210-520610-0000-410S-104	Life Insurance SH	40			40
141-2-104-0000-0-72210-520710-0000-410S-104	Health Insurance SH	13,340			13,340
141-2-104-0000-0-72210-520810-0000-410S-104	Dental Insurance SH	296			296
141-2-104-0000-0-72210-521010-0000-410S-104	Unemployment Compensation SH	16			16
141-2-104-0000-0-72210-521210-0000-410S-104	Medicare SH	2,333			2,333
141-2-104-0000-0-72210-529910-0000-410S-104	Long Term Disability SH	107			107
141-2-104-0000-0-72210-529930-0000-410S-104	Short Term Disability SH	116			116
141-2-104-0000-0-72210-552410-0000-410S-104	Staff Development SH	76,875			76,875
	Total 72210 - Regular Instruction Support	**278,419**	**13,722**	**-**	**292,141**
141-2-104-6000-0-72710-531410-0000-410W-104	Contracts with Public Carriers WR	17,000			17,000
	Total 72710 - Transportation	**17,000**	**-**	**-**	**17,000**
	Total	**446,102**	**13,722**	**-**	**459,824**
Fine Arts (Well Rounded)					
141-2-104-6000-0-71100-539980-0000-411W-104	Contract Substitutes	5,000			5,000
141-2-104-6000-0-71100-542910-0000-411W-104	Instructional Materials	7,280			7,280
	Total 71100 - Regular Instruction	**12,280**	**-**	**-**	**12,280**

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ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 5/21/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
141-2-104-0000-0-72210-518810-0000-411W-104	Bonus	2,000			2,000
141-2-104-0000-0-72210-5189K0-PBEN-411W-104	District Content Lead (1 FTE)	86,226			86,226
141-2-104-0000-0-72210-519610-0000-411W-104	In-Service Stipends	16,360			16,360
141-2-104-0000-0-72210-520110-0000-411W-104	Social Security	6,485			6,485
141-2-104-0000-0-72210-520410-0000-411W-104	State Retirement	8,367			8,367
141-2-104-0000-0-72210-520610-0000-411W-104	Life Insurance	40			40
141-2-104-0000-0-72210-520710-0000-411W-104	Health Insurance	13,320			13,320
141-2-104-0000-0-72210-520810-0000-411W-104	Dental Insurance	294			294
141-2-104-0000-0-72210-521010-0000-411W-104	Unemployment Compensation	14			14
141-2-104-0000-0-72210-521210-0000-411W-104	Medicare	1,517			1,517
141-2-104-0000-0-72210-529910-0000-411W-104	Long Term Disability	107			107
141-2-104-0000-0-72210-529930-0000-411W-104	Short Term Disability	116			116
141-2-104-0000-0-72210-552410-0000-411W-104	Staff Development	16,500			16,500
	Total 72210 - Regular Instruction Support	**151,346**	**-**	**-**	**151,346**
141-2-104-6000-0-72710-531410-0000-411W-104	Contracts with Public Carriers	20,000			20,000
	Total 72710 - Transportation	**20,000**	**-**	**-**	**20,000**
	Total Fine Arts Well Rounded	**183,626**	**-**	**-**	**183,626**
Social Studies (Well Rounded)					
141-2-104-6000-0-71100-542910-0000-412W-104	Instructional Materials	14,971			14,971
	Total 71100 - Regular Instruction	**14,971**	**-**	**-**	**14,971**
141-2-104-0000-0-72210-518810-0000-412W-104	Bonus	2,000			2,000
141-2-104-0000-0-72210-5189K0-PBEN-412W-104	District Content Lead (1 FTE)	88,169			88,169
141-2-104-0000-0-72210-519610-0000-412W-104	In-Service Stipends	9,417			9,417
141-2-104-0000-0-72210-520110-0000-412W-104	Social Security	6,175			6,175
141-2-104-0000-0-72210-520410-0000-412W-104	State Retirement	7,953			7,953
141-2-104-0000-0-72210-520610-0000-412W-104	Life Insurance	40			40
141-2-104-0000-0-72210-520710-0000-412W-104	Health Insurance	13,320			13,320
141-2-104-0000-0-72210-520810-0000-412W-104	Dental Insurance	294			294
141-2-104-0000-0-72210-521010-0000-412W-104	Unemployment Compensation	14			14
141-2-104-0000-0-72210-521210-0000-412W-104	Medicare	1,445			1,445
141-2-104-0000-0-72210-529910-0000-412W-104	Long Term Disability	107			107
141-2-104-0000-0-72210-529930-0000-412W-104	Short Term Disability	116			116
141-2-104-0000-0-72210-552410-0000-412W-104	Staff Development	22,000			22,000
	Total 72210 - Regular Instruction Support	**151,050**	**-**	**-**	**151,050**
	Total Social Studies	**166,021**	**-**	**-**	**166,021**
STEM (Well Rounded)					
141-2-104-6000-0-71100-542910-0000-413W-104	Instructional Materials	43,412			43,412
	Total 71100 - Regular Instruction	**43,412**	**-**	**-**	**43,412**
141-2-104-0000-0-72210-518810-0000-413W-104	Bonus	2,000			2,000
141-2-104-0000-0-72210-5189K0-PBEN-413W-104	District Content Lead STEM (1 FTE)	90,595			90,595
141-2-104-0000-0-72210-519610-0000-413W-104	In-Service Stipends	8,399			8,399
141-2-104-0000-0-72210-520110-0000-413W-104	Social Security	6,262			6,262
141-2-104-0000-0-72210-520410-0000-413W-104	State Retirement	8,113			8,113
141-2-104-0000-0-72210-520610-0000-413W-104	Life Insurance	40			40
141-2-104-0000-0-72210-520710-0000-413W-104	Health Insurance	13,320			13,320
141-2-104-0000-0-72210-520810-0000-413W-104	Dental Insurance	294			294
141-2-104-0000-0-72210-521010-0000-413W-104	Unemployment Compensation	14			14
141-2-104-0000-0-72210-521210-0000-413W-104	Medicare	1,467			1,467
141-2-104-0000-0-72210-529910-0000-413W-104	Long Term Disability	107			107
141-2-104-0000-0-72210-529930-0000-413W-104	Short Term Disability	116			116
141-2-104-0000-0-72210-552410-0000-413W-104	Staff Development	17,000			17,000
	Total 72210 - Regular Instruction Support	**147,727**	**-**	**-**	**147,727**
	Total STEM	**191,139**	**-**	**-**	**191,139**
Innovation (Well Rounded)					
141-2-104-6000-0-71100-542910-0000-414W-104	Instructional Materials	22,500			22,500
	Total 71100 - Regular Instruction	**22,500**	**-**	**-**	**22,500**

Docusign Envelope ID: F8A1D42E-6C0C-85D1-829B-A4157931ADB9

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 5/21/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
141-2-104-0000-0-72210-513820-PBEN-414W-104	Tech Int/Innov Coach (.75 FTE)	52,293			52,293
141-2-104-0000-0-72210-513820-PBEN-414E-104	Tech Int/Innov Coach (.25 FTE)	17,431			17,431
141-2-104-0000-0-72210-520110-0000-414W-104	Social Security	3,243			3,243
141-2-104-0000-0-72210-520110-0000-414E-104	Social Security	1,082			1,082
141-2-104-0000-0-72210-520410-0000-414W-104	State Retirement	4,703			4,703
141-2-104-0000-0-72210-520410-0000-414E-104	State Retirement	1,568			1,568
141-2-104-0000-0-72210-520610-0000-414W-104	Life Insurance	30			30
141-2-104-0000-0-72210-520610-0000-414E-104	Life Insurance	10			10
141-2-104-0000-0-72210-520710-0000-414W-104	Health Insurance	9,990			9,990
141-2-104-0000-0-72210-520710-0000-414E-104	Health Insurance	3,330			3,330
141-2-104-0000-0-72210-520810-0000-414W-104	Dental Insurance	224			224
141-2-104-0000-0-72210-520810-0000-414E-104	Dental Insurance	74			74
141-2-104-0000-0-72210-521010-0000-414W-104	Unemployment Compensation	11			11
141-2-104-0000-0-72210-521010-0000-414E-104	Unemployment Compensation	4			4
141-2-104-0000-0-72210-521210-0000-414W-104	Medicare	759			759
141-2-104-0000-0-72210-521210-0000-414E-104	Medicare	254			254
141-2-104-0000-0-72210-529910-0000-414W-104	Long Term Disability	80			80
141-2-104-0000-0-72210-529930-0000-414W-104	Short Term Disability	87			87
141-2-104-0000-0-72210-529910-0000-414E-104	Long Term Disability	27			27
141-2-104-0000-0-72210-529930-0000-414E-104	Short Term Disability	29			29
	Total 72210 - Regular Instruction Support	**95,229**	**-**	**-**	**95,229**
141-2-104-6000-0-72710-531410-0000-414W-104	Contracts with Public Carriers	1,000			1,000
	Total 72710 - Transportation	**1,000**	**-**	**-**	**1,000**
	Total Innovation	**118,729**	**-**	**-**	**118,729**
	Total District	**1,105,617**	**13,722**	**-**	**1,119,339**
PRIVATE SCHOOLS					
Avondale SDA					
141-2-104-9010-5-71100-542910-0000-000W-104	Instructional Materials WR	2,638	15		2,653
	Total 71100 - Regular Instruction	**2,638**	**15**	**-**	**2,653**
	Total Avondale SDA	**2,638**	**15**	**-**	**2,653**
Brainerd Baptist					
141-2-104-9030-5-71100-539990-0000-000W-104	Contracted Services WR	2,400	78		2,478
141-2-104-9030-5-71100-542910-0000-000W-104	Instructional Materials WR	1,794			1,794
141-2-104-9030-5-71100-547110-0000-000W-104	Software WR	1,998			1,998
	Total 71100 - Regular Instruction	**6,192**	**78**	**-**	**6,270**
	Total Brainerd Baptist	**6,192**	**78**	**-**	**6,270**
Chattanooga Christian					
141-2-104-9045-5-71100-539990-0000-000W-104	Contracted Services WR	36,037	412		36,449
	Total 71100 - Regular Instruction	**36,037**	**412**	**-**	**36,449**
	Total Chattanooga Christian	**36,037**	**412**	**-**	**36,449**
Montessori School					
141-2-104-9066-5-71100-539990-0000-000W-104	Contracted Services WR	1,000			1,000
141-2-104-9066-5-71100-559990-0000-000W-104	Other charges: field experiences WR	945	26		971
	Total 71100 - Regular Instruction	**1,945**	**26**	**-**	**1,971**
141-2-104-9066-5-72710-531410-0000-000W-104	Contracts with Public Carriers WR	977			977
	Total 72710 - Transportation	**977**	**-**	**-**	**977**
	Total Montessori School	**2,922**	**26**	**-**	**2,948**
Notre Dame					
141-2-104-9325-5-71100-533610-0000-000W-104	Maintenance and Repair Equipment WR	328			328
141-2-104-9325-5-71100-535610-0000-000W-104	Tuition	1,750			1,750
141-2-104-9325-5-71100-542910-0000-000W-104	Instructional Materials WR	7,856	121		7,977
	Total 71100 - Regular Instruction	**9,934**	**121**	**-**	**10,055**
	Total Notre Dame	**9,934**	**121**	**-**	**10,055**
Saint Jude					
141-2-104-9140-5-71100-547110-0000-000W-104	Software WR	6,680	91		6,771
	Total 71100 - Regular Instruction	**6,680**	**91**	**-**	**6,771**
	Total Saint Jude	**6,680**	**91**	**-**	**6,771**

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ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 5/21/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
Silverdale Baptist					
141-2-104-9081-5-71100-542910-0000-000W-104	Instructional Materials WR	13,910	348		14,258
141-2-104-9081-5-71100-547110-0000-000W-104	Software WR	12,655			12,655
	Total 71100 - Regular Instruction	**26,565**	**348**	**-**	**26,913**
	Total Silverdale Baptist	**26,565**	**348**	**-**	**26,913**
Grace Baptist					
141-2-104-9007-5-71100-542910-0000-000W-104	Instructional Materials WR	4,608	160		4,768
141-2-104-9007-5-71100-547110-0000-000W-104	Software WR	10,500			10,500
	Total 71100 - Regular Instruction	**15,108**	**160**	**-**	**15,268**
	Total Grace Baptist	**15,108**	**160**	**-**	**15,268**
Annoor Academy					
141-2-104-9181-5-71100-547110-0000-000W-104	Software WR	1,769	22		1,791
	Total 71100 - Regular Instruction	**1,769**	**22**	**-**	**1,791**
	Total Annoor Academy	**1,769**	**22**	**-**	**1,791**
Collegedale Academy					
141-2-104-9110-5-71100-542910-0000-000W-104	Instructional Materials WR	16,690	252		16,942
141-2-104-9110-5-71100-547110-0000-000W-104	Software WR	2,050			2,050
	Total 71100 - Regular Instruction	**18,740**	**252**	**-**	**18,992**
	Total Collegedale Academy	**18,740**	**252**	**-**	**18,992**
Belvoir Christian Academy					
141-2-104-9090-5-71100-547110-0000-000W-104	Software WR	2,684	30		2,714
	Total 71100 - Regular Instruction	**2,684**	**30**	**-**	**2,714**
	Total Belvoir Christian Academy	**2,684**	**30**	**-**	**2,714**
Boyd-Buchanan					
141-2-104-9025-5-71100-539990-0000-000W-104	Contracted Services WR	10,000	313		10,313
141-2-104-9025-5-71100-542910-0000-000W-104	Instructional Materials WR	12,974			12,974
141-2-104-9025-5-71100-547110-0000-000W-104	Software WR	3,112			3,112
	Total 71100 - Regular Instruction	**26,086**	**313**	**-**	**26,399**
	Total Boyd-Buchanan	**26,086**	**313**	**-**	**26,399**
Bright School					
141-2-104-9035-5-71100-539990-0000-000W-104	Contracted Services WR	6,202	83		6,285
	Total 71100 - Regular Instruction	**6,202**	**83**	**-**	**6,285**
	Total Bright School	**6,202**	**83**	**-**	**6,285**
Hickory Valley Christian School					
141-2-104-9075-5-71100-539990-0000-000W-104	Contracted Services WR	1,975	21		1,996
	Total 71100 - Regular Instruction	**1,975**	**21**	**-**	**1,996**
	Total Hickory Valley Christian School	**1,975**	**21**	**-**	**1,996**
OLPH					
141-2-104-9115-5-71100-539990-0000-000W-104	Contracted Services WR	4,125	71		4,196
141-2-104-9115-5-71100-547110-0000-000W-104	Software WR	3,345			3,345
141-2-104-9115-5-71100-542910-0000-000W-104	Instructional Materials WR	2,976			2,976
	Total 71100 - Regular Instruction	**10,446**	**71**	**-**	**10,517**
141-2-104-9115-5-72210-539990-0000-000W-104	Contracted Services WR	2,000			2,000
	Total 72210 - Regular Instruction Support	**2,000**	**-**	**-**	**2,000**
	Total OLPH	**12,446**	**71**	**-**	**12,517**
Berean Academy					
141-2-104-9020-5-71100-542910-0000-000W-104	Instructional Materials WR	14,018	120		14,138
	Total 71100 - Regular Instruction	**14,018**	**120**	**-**	**14,138**
	Total Berean Academy	**14,018**	**120**	**-**	**14,138**

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ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 5/21/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
Skyuka Hall					
141-2-104-9120-5-71100-539990-0000-000S-104	Contracted Services SH	2,000	35		2,035
	Total 71100 - Regular Instruction	**2,000**	**35**	**-**	**2,035**
141-2-104-9120-5-72130-539990-0000-000S-104	Contracted Services SH	1,525			1,525
	Total 72130 - Other Student Support	**1,525**	**-**	**-**	**1,525**
	Total Skyuka Hall	**3,525**	**35**	**-**	**3,560**
St. Nicholas					
141-2-104-9145-5-71100-539990-0000-000W-104	Contracted Services WR	2,569	35		2,604
	Total 71100 - Regular Instruction	**2,569**	**35**	**-**	**2,604**
	Total St Nicholas	**2,569**	**35**	**-**	**2,604**
St. Peter's					
141-2-104-9147-5-71100-539990-0000-000W-104	Contracted Services WR	10,601	54		10,655
	Total 71100 - Regular Instruction	**10,601**	**54**	**-**	**10,655**
	Total St Peter's	**10,601**	**54**	**-**	**10,655**
Beacon Academy					
141-2-104-9823-5-71100-539990-0000-000W-104	Contracted Services WR	1,487	20		1,507
	Total 71100 - Regular Instruction	**1,487**	**20**	**-**	**1,507**
	Total Beacon Academy	**1,487**	**20**	**-**	**1,507**
Redemption Point					
141-2-104-9898-5-71100-547110-0000-000W-104	Software	2,790	35		2,825
	Total 71100 - Regular Instruction	**2,790**	**35**	**-**	**2,825**
	Total Redemption Point	**2,790**	**35**	**-**	**2,825**
Mission Montessori					
141-2-104-9941-5-71100-539990-0000-000W-104	Contracted Services	285	4		289
	Total 71100 - Regular Instruction	**285**	**4**	**-**	**289**
	Total Mission Montessori	**285**	**4**	**-**	**289**
	Total Private Schools	**211,253**	**2,346**	**-**	**213,599**
CHARTER SCHOOLS					
Chattanooga Preparatory School					
141-2-104-8011-8-72130-532210-0000-000W-104	Evaluation and Testing	11,639			11,639
	Total 72130 - Other Student Support	**11,639**	**-**	**-**	**11,639**
	Total Chattanooga Preparatory School	**11,639**	**-**	**-**	**11,639**
Chattanooga Girls Leadership Academy					
141-2-104-8001-8-72210-552410-0000-000W-104	Staff Development WR	7,818			7,818
	Total 72210 - Regular Instruction Support	**7,818**	**-**	**-**	**7,818**
	Total Chattanooga Girls Leadership Academy	**7,818**	**-**	**-**	**7,818**
Ivy Academy					
141-2-104-8002-8-71100-542910-0000-000W-104	Instructional Materials WR	7,135			7,135
141-2-104-8002-8-71100-559990-0000-000W-104	Other Charges WR	3,581			3,581
	Total 71100 - Regular Instruction	**10,716**	**-**	**-**	**10,716**
	Total Ivy Academy	**10,716**	**-**	**-**	**10,716**
Chattanooga Charter School of Excellence					
141-2-104-8003-8-71100-542910-0000-000W-104	Instructional Materials WR	1,236			1,236
141-2-104-8003-8-71100-559990-0000-000W-104	Other Charges	1,500			1,500
	Total 71100 - Regular Instruction	**2,736**	**-**	**-**	**2,736**
141-2-104-8003-8-72210-552410-0000-000W-104	Staff Development WR	7,475			7,475
	Total 72210 - Regular Instruction Support	**7,475**	**-**	**-**	**7,475**
	Total Chattanooga Charter School of Excellence	**10,211**	**-**	**-**	**10,211**
Skillern Elementary School					
141-2-104-8005-8-71100-559990-0000-000W-104	Other Charges WR	6,149			6,149
	Total 71100 - Regular Instruction	**6,149**	**-**	**-**	**6,149**

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ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 5/21/2026	INCREASE	DECREASE	AMENDED BUDGET 5/26/2026
	Total Skillern Elementary	**6,149**	**-**	**-**	**6,149**
Chatt Academy Community School					
141-2-104-8006-8-72210-552410-0000-000W-104	Stafff Development WR	3,426			3,426
	Total 72210 - Regular Instruction Support	**3,426**	**-**	**-**	**3,426**
	Total Chatt Academy Community School	**3,426**	**-**	**-**	**3,426**
Chattanooga Charter School of Excellence Middle					
141-2-104-8010-8-71100-542910-0000-000W-104	Instructional Materials WR	5,358			5,358
	Total 71100 - Regular Instruction	**5,358**	**-**	**-**	**5,358**
	Total Chattanooga Charter School of Excellence M	**5,358**	**-**	**-**	**5,358**
Chattanooga Charter School of Excellence High					
141-2-104-8015-8-71100-542910-0000-000W-104	Instructional Materials WR	3,558			3,558
	Total 71100 - Regular Instruction	**3,558**	**-**	**-**	**3,558**
	Total Chattanooga Charter School of Excellence Hi	**3,558**	**-**	**-**	**3,558**
Montessori Elementary Charter					
141-2-104-8142-8-71100-542910-0000-000W-104	Instructional Materials WR	823			823
141-2-104-8142-8-71100-559990-0000-000W-104	Other Charges WR	1,200			1,200
	Total 71100 - Regular Instruction	**2,023**	**-**	**-**	**2,023**
141-2-104-8142-8-72210-552410-0000-000W-104	Staff Development	5,136			5,136
	Total 72210 - Regular Instruction Support	**5,136**	**-**	**-**	**5,136**
	Total Montessori Elementary Charter	**7,159**	**-**	**-**	**7,159**
	Total Charter Schools	**66,034**	**-**	**-**	**66,034**
	TOTAL BUDGET	**1,405,477**	**16,068**	**-**	**1,421,545**

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HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

REQUEST FOR EMERGENCY/EARLY APPROVAL

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

From: Dr. Robert Sharpe, Chief Operations Officer
Kristen Nauss, Director of the School Nutrition Department

Date: April 17, 2026

Subject: Emergency/ Early Approval for Bid File # 26-45 Kitchen Equipment for the School Nutrition Program

The School Nutrition Program is requesting an early approval for the bid file # 26-45 Kitchen Equipment for the School Nutrition Program.

We propose **Mobile Fixture** for these awards:

- Item # 1, 2, 3, and 4.

All proposed vendors have met the required specifications and are fully capable of fulfilling our program's needs.

The total project cost is $200,606.76, which encompasses multiple pieces of kitchen equipment designated for various schools. This purchase will replace broken and outdated equipment that is no longer repairable.

This investment will:

- Modernize our food service operations
- Enhance efficiency across school kitchens
- Strengthen resource management within the program

We respectfully request your approval of this initiative so that we may finalize purchase orders and ensure the equipment is installed and operational by Summer.

Signed by: Kristen Nauss 04/17/2026
CA522EE8DD7248C...
Mrs. Kristen Nauss
SN DIRECTOR

Signed by: Dr. Robert Sharpe 04/17/2026
566CD0D2DC144B8...
Dr. Robert Sharpe
CHIEF OPERATION OFFICER

Approved:

Docusign Envelope ID: AEF233DF-CA9E-415E-9666-0C2F145C0E20

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

REQUEST FOR EMERGENCY/EARLY APPROVAL

Signed by: Dr. Justin Robertson 04/27/2026
4D76312655B6468...
Dr. Justin Robertson
SUPERINTENDENT

Signed by: Mr. Joe Smith 05/01/2026
A11684E245B840D...
Mr. Joe Smith
BOARD CHAIRMAN

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☑ Every School Equipped
- ☐ Every Employee Valued
- ☐ Every Community Served

Docusign Envelope ID: AEF233DF-CA9E-415E-9666-0C2F145C0E20

Hamilton County Schools Bid File # 26-45 Kitchen Equipment			HAWK INC.		SINGER EQUIP.		MOBILE FIXTURE		SAM TELL	
Item	**Qty**	**Description**	**Per unit price, including delivery and installation**	**Total Price Installed**	**Per unit price, including delivery and installation**	**Total Price Installed**	**Per unit price, including delivery and installation**	**Total Price Installed**	**Per unit price, including delivery and installation**	**Total Price Installed**
1	2	Double-stacked Combination Oven/Steamer ICP Duo 6-FULLG Natural Gas, Rational	53,161.61	106,323.22	54,087.83	108,175.65	51,660.35	103,320.70	48,463.68	96,927.36
2	1	Single Combination Oven/Steamer ICP 6-FULLG Natural Gas Rational	27,701.40	27,701.40	28,968.00	28,968.00	26,999.09	26,999.09	25,536.02	25,536.02
3	1	Single Combination Oven/Steamer ICP 6 Pan Half- Size Electric with UltraVent Plus Rational	24,616.85	24,616.85	25,743.00	25,743.00	24,020.79	24,020.79	22,540.46	22,540.46
		Total for Items #1 #2, and #3		158,641.47		162,886.65		154,340.58		145,003.84
4	1	One (1) Alto-Shaam 7-20E PRO Full-Size over a 7-20E PRO Full-Size Combi-Oven for Ooltewah Elementary School	48,273.53	48,273.53	48,579.00	48,579.00	46,266.18	46,266.18	20,633.49	20,633.49
		Total for Item #3		48,273.53		48,579.00		46,266.18		20,663.49
										Non Responsive
										Changed pricing after the bid opening.

Initial

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04/17/2026

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HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

REQUEST FOR EMERGENCY/EARLY APPROVAL

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

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

Date: April 29, 2026

Subject: Emergency/ Early Approval for Bid File # 26-51 Walk-in Cooler and Walk-in Freezer for Soddy Daisy High School

The School Nutrition Program is requesting an early approval for the bid file # 26-51 for a replacement walk-in freezer and walk-in cooler at Soddy Daisy High School for the FY26.

We propose **the following vendor** for this award:

Spirit Service Group/DBA Aaron Equipment

The proposed vendor has met the required specifications and is fully capable of fulfilling our program's needs in this project.

The total project cost is $114,231.90, which encompasses a new walk-in freezer and a new walk-in cooler. This purchase will replace broken and outdated equipment that is no longer repairable.

This investment will:

- Modernize our food service operations
- Enhance efficiency across school kitchens
- Strengthen resource management within the program

We respectfully request your approval of this initiative so that we may finalize the purchase order and ensure the equipment is installed and operational by the beginning of School Year 2026-2027.

Signed by: kristen Nauss 04/29/2026
CA522EE8DD7248C...
Mrs. Kristen Nauss
SN DIRECTOR

Signed by: Dr. Robert Sharpe 04/29/2026
566CD0D2DC144B8...
Dr. Robert Sharpe
CHIEF OPERATION OFFICER

Docusign Envelope ID: 8AA6D1AD-B148-8AB6-8296-23DFB42DA690

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

REQUEST FOR EMERGENCY/EARLY APPROVAL

Approved:

Signed by:
Dr. Justin Robertson 04/29/2026
4D76312655B6468...
Dr. Justin Robertson
SUPERINTENDENT

Signed by:
Mr. Joe Smith 05/01/2026
A11684E245B840D...
Mr. Joe Smith
BOARD CHAIRMAN

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☑ Every School Equipped
- ☐ Every Employee Valued
- ☐ Every Community Served

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HAMILTON COUNTY DEPARTMENT OF EDUCATION

PERSONAL PROPERTY SURPLUS DISPOSAL AUTHORIZATION FORM

Date: 03/16/2026 Department: East Ridge High School

Phone Number: 423.619.5308 Contact Person: David Crane

This form is for declaring surplus and to make the property available for redeployment, sale or disposal. Always refer to the HCDE Intranet for the latest version of this form as it may change periodically.

Complete Information Below for All Items – Attach Additional Page(s) If Needed			
Detailed Description:	3 Automotive lifts to be sold at Compass		
Material (metal, wood, fabric, leather, etc.):	Metal	**Quantity/ Number:**	3Total Items
Dimensions:	Varies	**Color:**	Varies
Condition (working, non-working, etc.):	No longer needed, New Equipment taking its place		
Serial Number:	274608, Lift Post No Serial#, 900905	**Fixed Asset Number:**	016157, 024967, 023930
Estimated Value:	$ 500.00		
Location:	Sequoyah		
Note: Attach photograph of each item to this form upon submission.			

Initial TB

I hereby certify the above-described personal property is no longer capable of being used for its original intention or because of condition. I declare it surplus property and authorize the disposal.

DocuSigned by: Olivia Bagby 6AC313C13DB6411... 03/16/2026

School Principal/Director/Department Administrator

Signed by: Dr. Justin Robertson 4D76312665B6468... 03/16/2026

Superintendent

Signed by: Joe Smith A11684E245B840D... 03/24/2026

School Board Chairman

Requested Surplus Method: Dispose via Auction

Requested Surplus Vendor: Compass Auction

Approved Surplus Method: Dispose via Auction

Approved Surplus Vendor: Compass Auction

Tracking Number: CTE-03162026-auto lifts

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HAMILTON COUNTY DEPARTMENT OF EDUCATION

PERSONAL PROPERTY SURPLUS DISPOSAL AUTHORIZATION FORM

Date: 03/31/2026 Department: Procurement Director

Phone Number: 423-498-7030 Contact Person: Lindsay Cepero

This form is for declaring surplus and to make the property available for redeployment, sale or disposal. Always refer to the HCDE Intranet for the latest version of this form as it may change periodically.

Complete Information Below for All Items – Attach Additional Page(s) If Needed			
Detailed Description:	Five (5) Table Top Projectors		
Material (metal, wood, fabric, leather, etc.):	Metal and Glass	**Quantity/ Number:**	5
Dimensions:	N/A	**Color:**	Beige - Brown
Condition (working, non-working, etc.):	Unknown Status		
Serial Number:	334217-923847-70143151-1509684-70037	**Fixed Asset Number:**	Not Applicable
Estimated Value:	$ $0-$15		
Location:	Surplus Inventory - Cigna - IT		
Note: Attach photograph of each item to this form upon submission.			

Initial TB

I hereby certify the above-described personal property is no longer capable of being used for its original intention or because of condition. I declare it surplus property and authorize the disposal.

Signed by: Lindsay Cepero C143E60B84EA4B5... 03/31/2026

School Principal/Director/Department Administrator

Signed by: Dr. Justin Robertson 4D76312665B6468... 04/06/2026

Superintendent

Signed by: Joe Smith A11684E245B840D... 04/28/2026

School Board Chairman

Requested Surplus Method: Transfer to County School/Agency

Requested Surplus Vendor: Tree of Knowledge

Approved Surplus Method: Transfer to County School/Agency

Approved Surplus Vendor: Tree of Knowledge

Tracking Number: IT-03312026 pick up at Cigna Bldg

Docusign Envelope ID: 0086D08E-89CB-45DC-AAD9-BB51747F15FB

HAMILTON COUNTY SCHOOLS

March 2026,

SUBJECT: Trash Disposal – Transfer to Agency

This document is provided as supporting documentation for the requested disposal of surplus equipment, which will instead be transferred to a local community daycare provider, *Tree of Knowledge*, in lieu of direct refuse disposal.

This spring, *Tree of Knowledge* contacted the Procurement Office to inquire about the availability of older-generation projectors that may be scheduled for disposal by HCS and potentially suitable for transfer to their facility. Following this request, the Procurement Director coordinated with HCS Information Technology (IT) to determine whether any such equipment was available. IT confirmed that four (4) projector units were located in a designated trash disposal area, had previously been identified as no longer needed for district operations, and were pending disposal.

The units are older models no longer utilized in HCS instructional environments and may not be fully operational.

The receiving organization confirmed that the equipment would still be beneficial in its current condition and indicated that any necessary repairs or replacement components (such as bulbs) would be obtained independently.

To support this request, Procurement is facilitating the disposal of these units to remove them from HCS surplus inventory and process as trash with release of units to *Tree of Knowledge*. The units are not recorded in the HCS Fixed Assets inventory system and are considered general property. No monetary consideration is involved in this transfer, as the equipment was previously designated for trash disposal. The transfer to *Tree of Knowledge* is provided on an "as-is" basis.

Items Being Released

The following item(s) have been identified as surplus and are no longer needed for operational use by Hamilton County Schools:

Qty	Item Description	Serial Number	Condition
2	Elmo Projectors	334217 923847	Used / As-Is
3	3M Projectors	70143151 1509684 70037092	Used / As-Is



Thank you,

Lindsay Cepero

Lindsay Cepero, CPM, CPPO, CPPB
Director of Procurement

Procurement Department ·
3074 Claude Ramsey Parkway Chattanooga, TN 37421 | Tel: 423-498-7030 | DOE_Purchasing@HCDE.Org
www.hcde.org

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HAMILTON COUNTY DEPARTMENT OF EDUCATION

PERSONAL PROPERTY SURPLUS DISPOSAL AUTHORIZATION FORM

Date: 04/17/2026 Department: School Nutrition

Phone Number: 423 4987289 Contact Person: Martha Marrufo

This form is for declaring surplus and to make the property available for redeployment, sale or disposal. Always refer to the HCDE Intranet for the latest version of this form as it may change periodically.

Complete Information Below for All Items – Attach Additional Page(s) If Needed			
Detailed Description:	See attached files.		
Material (metal, wood, fabric, leather, etc.):	Metal	**Quantity/ Number:**	24
Dimensions:	N/A	**Color:**	N/A
Condition (working, non-working, etc.):	non working		
Serial Number:	See attached files.	**Fixed Asset Number:**	See attached files.
Estimated Value:	$ 100		
Location:	warehouse		
Note: Attach photograph of each item to this form upon submission.			

Initial TB

I hereby certify the above-described personal property is no longer capable of being used for its original intention or because of condition. I declare it surplus property and authorize the disposal.

Signed by: kristen Nauss CA522EE8DD7248C... 04/17/2026

School Principal/Director/Department Administrator

Signed by: Dr. Justin Robertson 4D76312655B6468... 04/21/2026

Superintendent

Signed by: Joe Smith A11684E245B840D... 04/22/2026

School Board Chairman

Requested Surplus Method: Scrap Metal Sales

Requested Surplus Vendor: CMC

Approved Surplus Method: Scrap Metal Sales

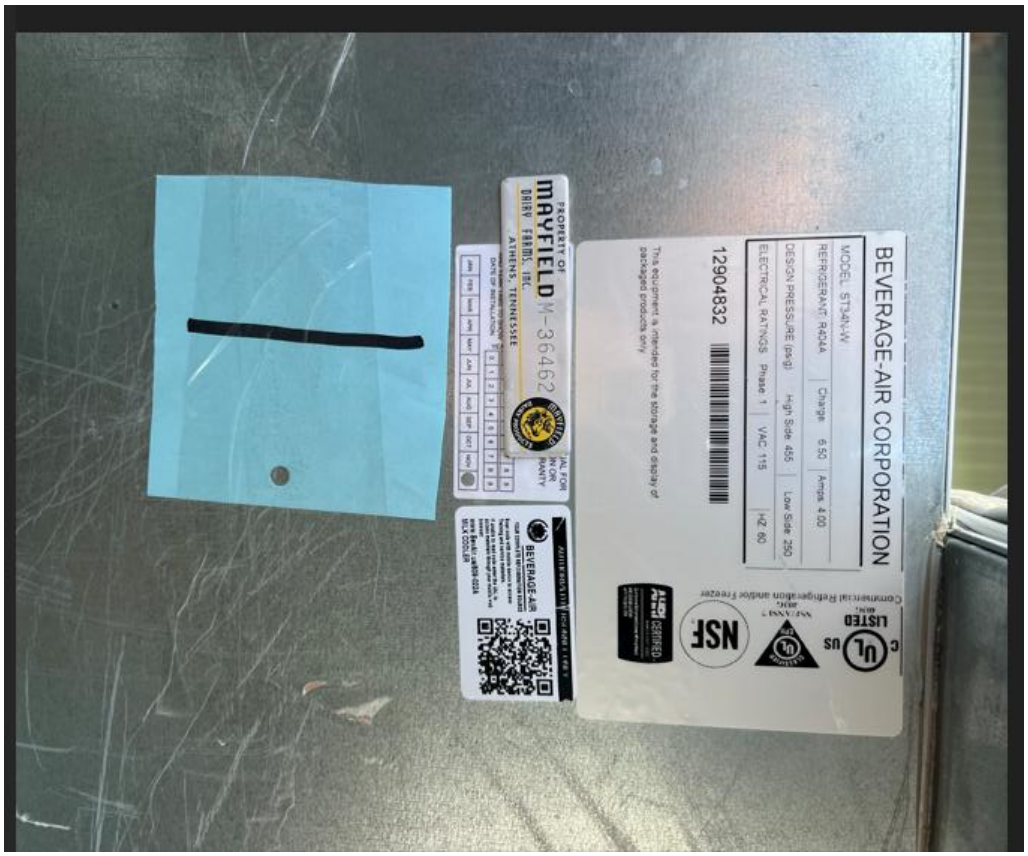
Approved Surplus Vendor: CMC

Tracking Number: SN-04172026-Scrap Metal Mult Locations-pend apprvl

Docusign Envelope ID: 50301701-5B3F-4FB4-9159-B474CB84D24E

#	Equipment	Asset #	Serial #	Model #	Donated by	School	Notes
1	Milk Box	M-36462	12904832	ST34N-W	Mayfield	Big Ridge Elem	Scrap yard
2	Milk Box	M-34552	CO87214	780	Mayfield	Hardy Elem	Scrap yard
3	Milk Box	5807593	2354169	SM34N	Mayfield		Scrap yard
4	Milk Box	M-36878	13610667	SM58HC-W	Mayfield		Scrap yard
5	Milk Box	M-35798	A122694	780	Mayfield		Scrap yard
6	Milk Box	N/A	CO60761	681	Mayfield		Scrap yard
7	Milk Box	M-35891	B118458	780	Mayfield		Scrap yard
8	Milk Box	N/A	B132528	681	Mayfield		Scrap yard
9	Milk Box	161509	A103512	681	Mayfield	Harrison Elem	Scrap yard
10	Milk Box	6715520	N/A	ST34N	Mayfield		Scrap yard
11	Milk Box	12642	5208790	ST58N		Westview Elem	Scrap yard
12	Milk Box	M-35870	B123935	780	Mayfield	Nolan Elem	Scrap yard
13	Milk Box	N/A	N/A	SM49HC	Mayfield		Scrap yard
14	Amana Washer	161502	CX3403711	NTW4516FW3		Dalewood Middle	Scrap yard
15	Booster Heater	Part of Dish machine	9062642144	PMG-200		Loftis Middle	Scrap yard
16	Reach in Cooler	128181	R49S-14010037	R49-S		STEM School	Scrap yard
17	Booster Heater	Part of Dish machine	C1486421658	1411989-40		Allen Elem	Scrap yard
18	Groen Steam Kettle	002411	36013	TDH/40-SP		Hunter Middle	Scrap yard
19	Scotsman Ice Head	128029	16021320011869	C0530SA-1D		East Lake Elementary	Scrap yard
20	Scotsman Ice Head	175210	629410-06D	CME506AS-1F		Barger Academy	Scrap yard
21	Washer	N/A	1909050586	AWN43RSN115TW01		East Hamilton Middle	Scrap yard
22	Compressor	Part of a condensing unit	08F20983U	FJAL-B301-TFC-010			Scrap yard
23	Milk Box	N/A	DO93260	780	Mayfield		Scrap yard
24	Ice Cream Box	128461	88041305M	115VG0721048M		Noaln Elem	Scrap yard

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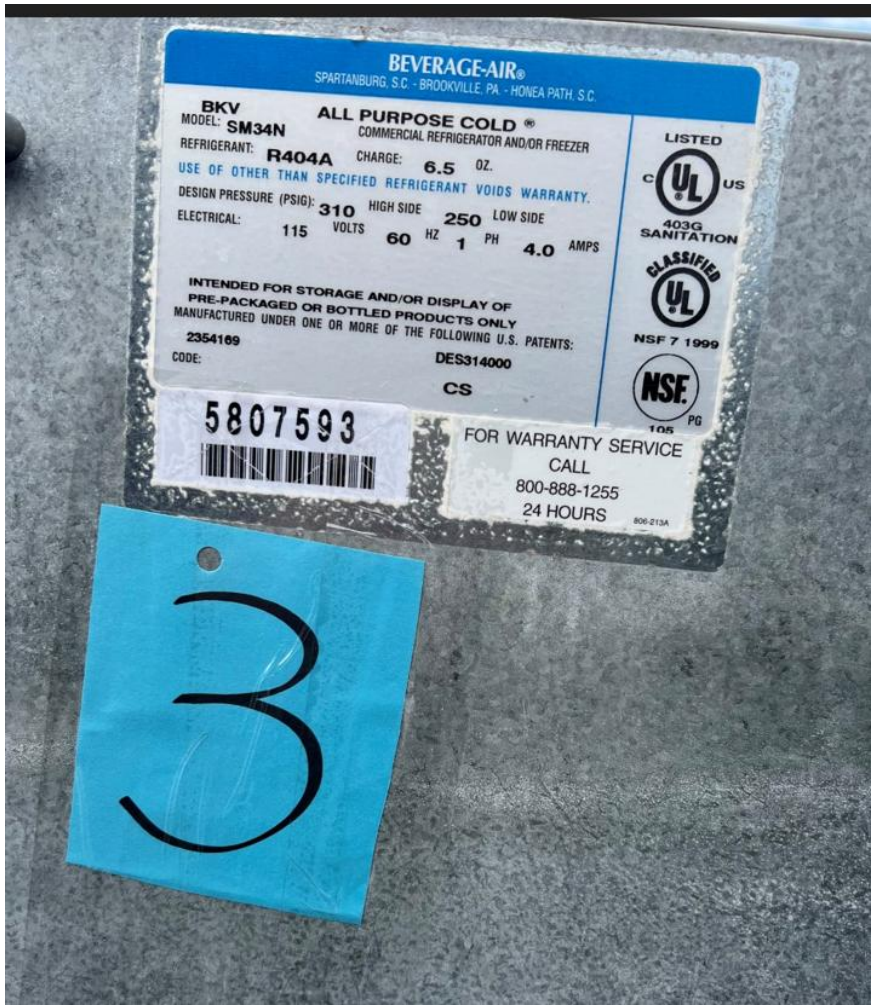


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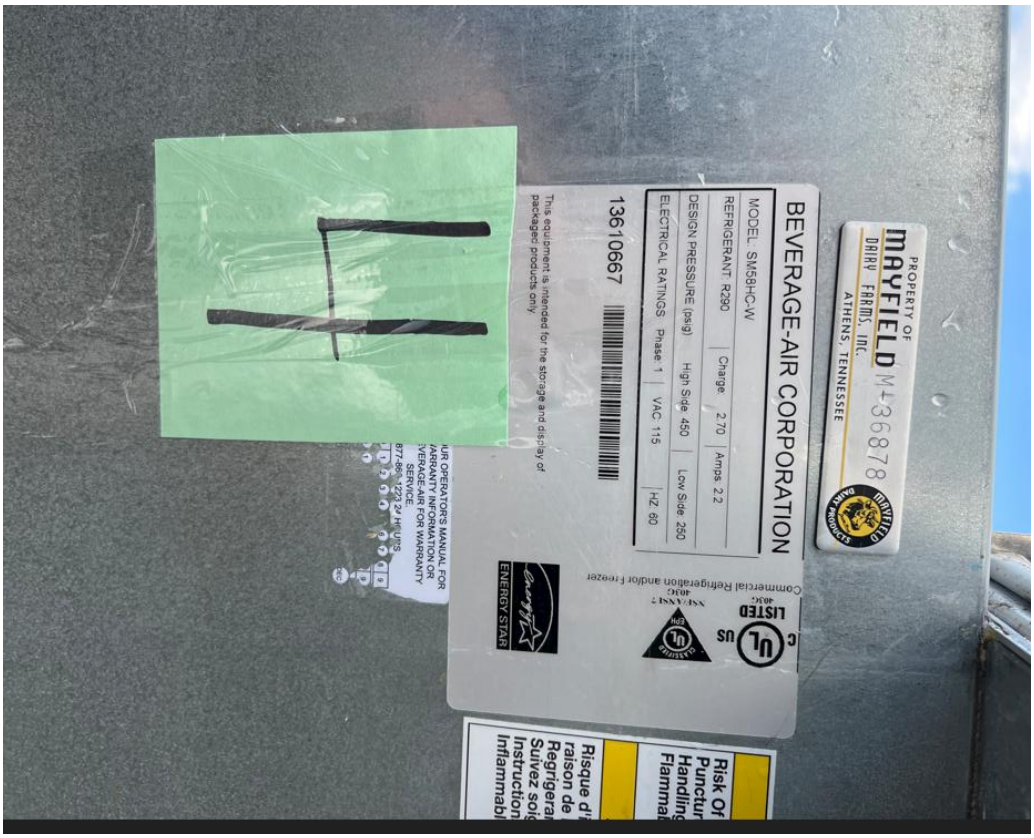






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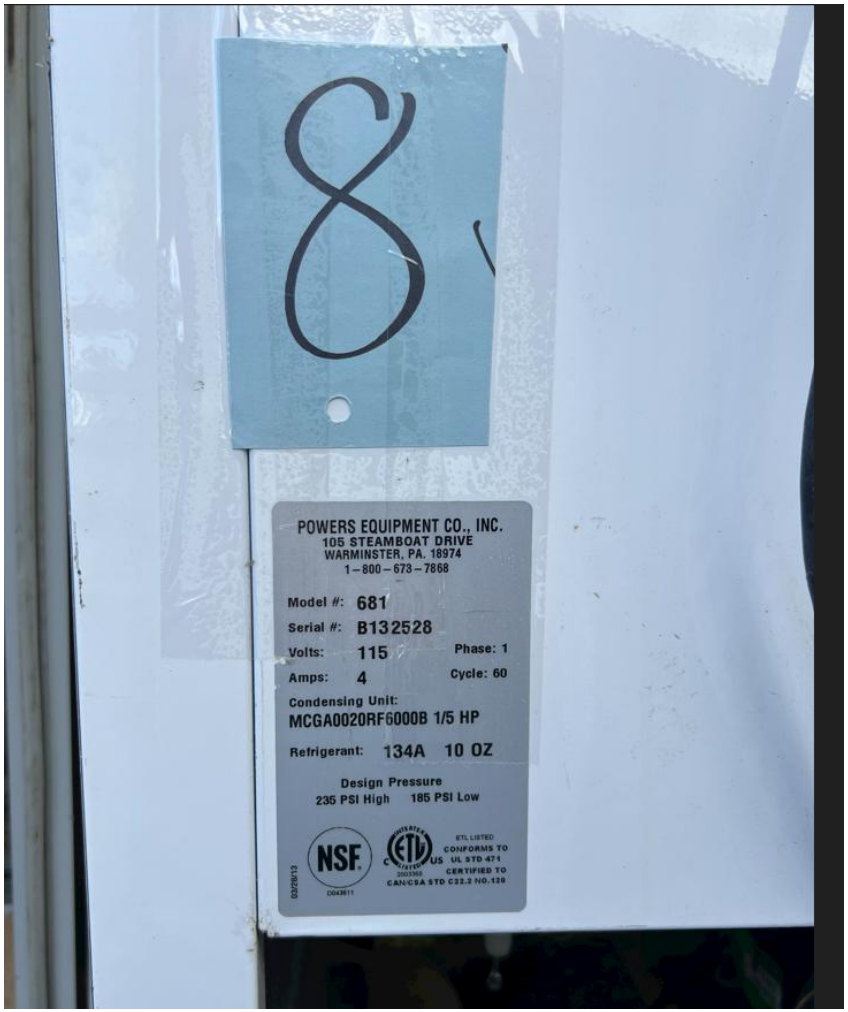


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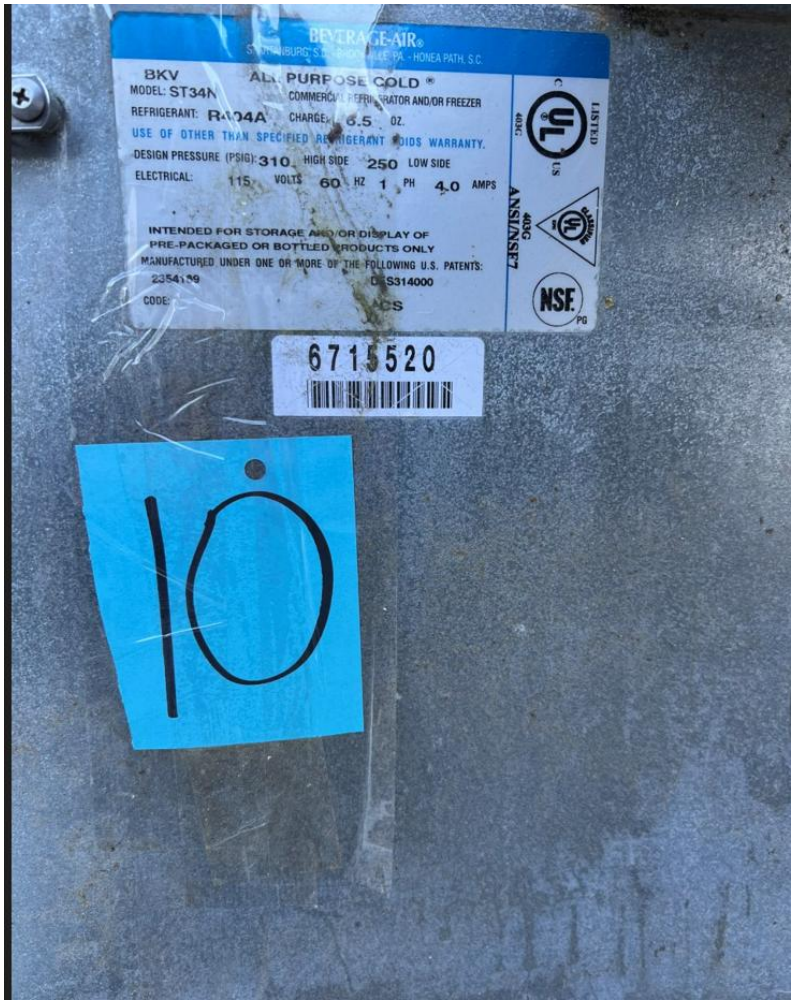
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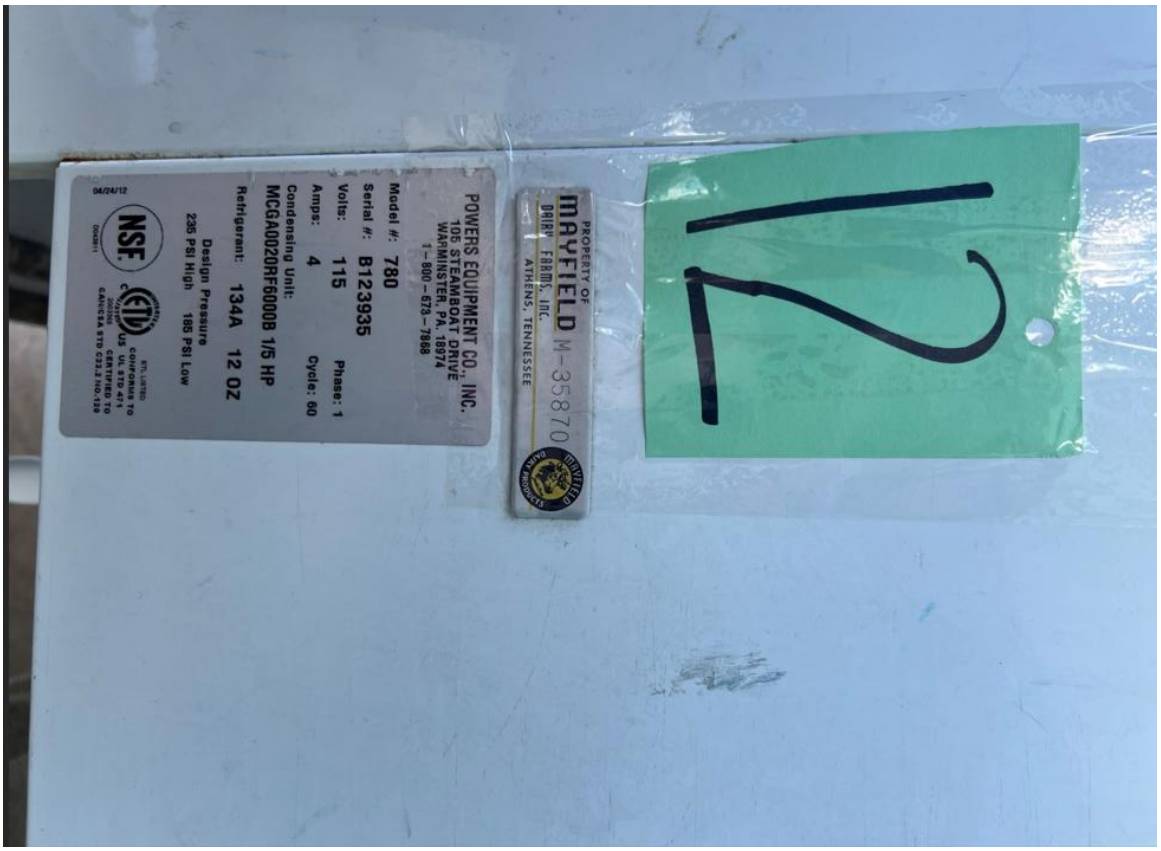
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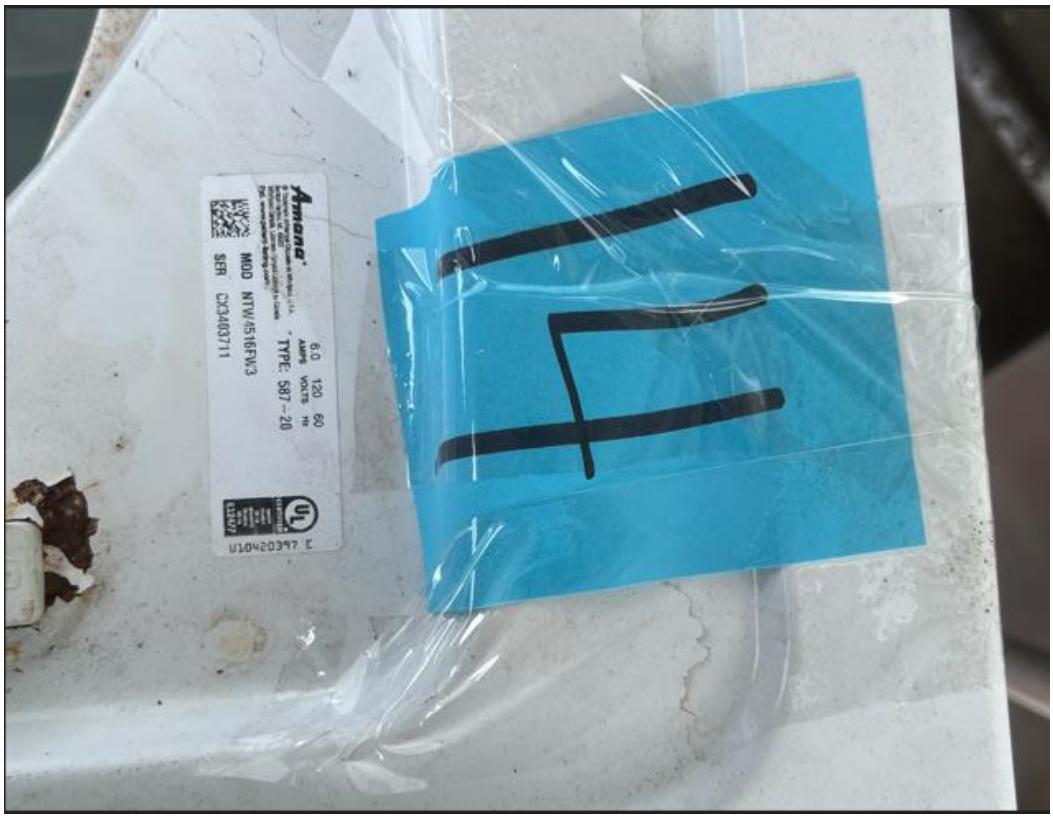


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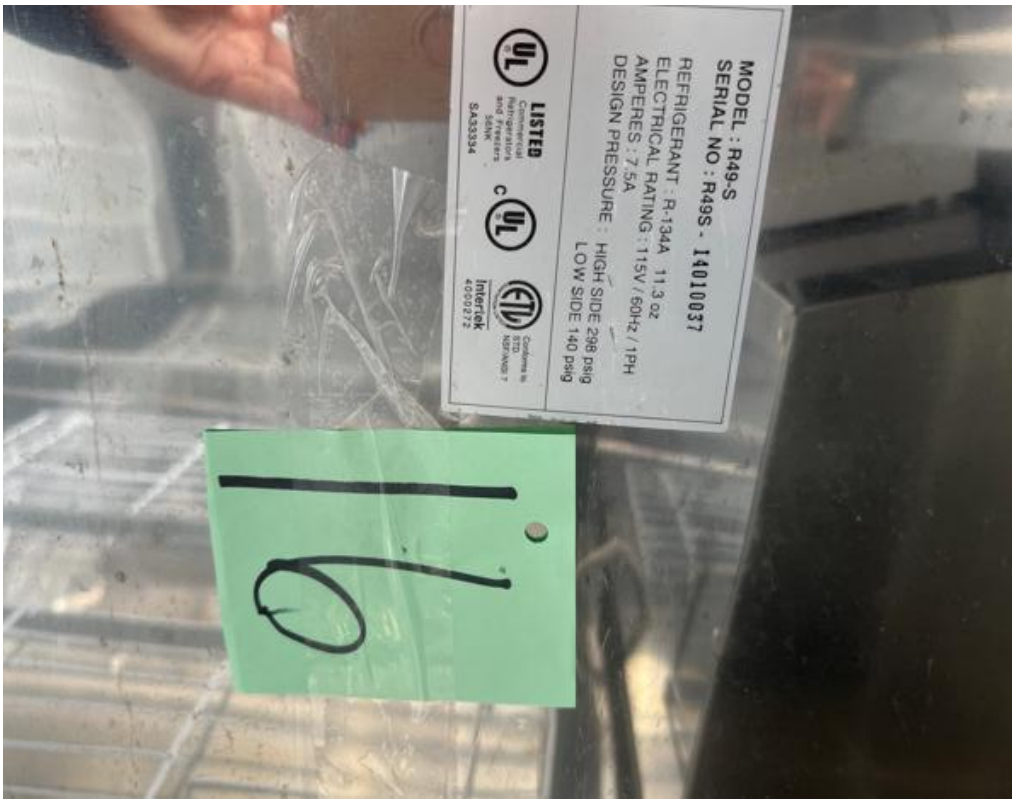
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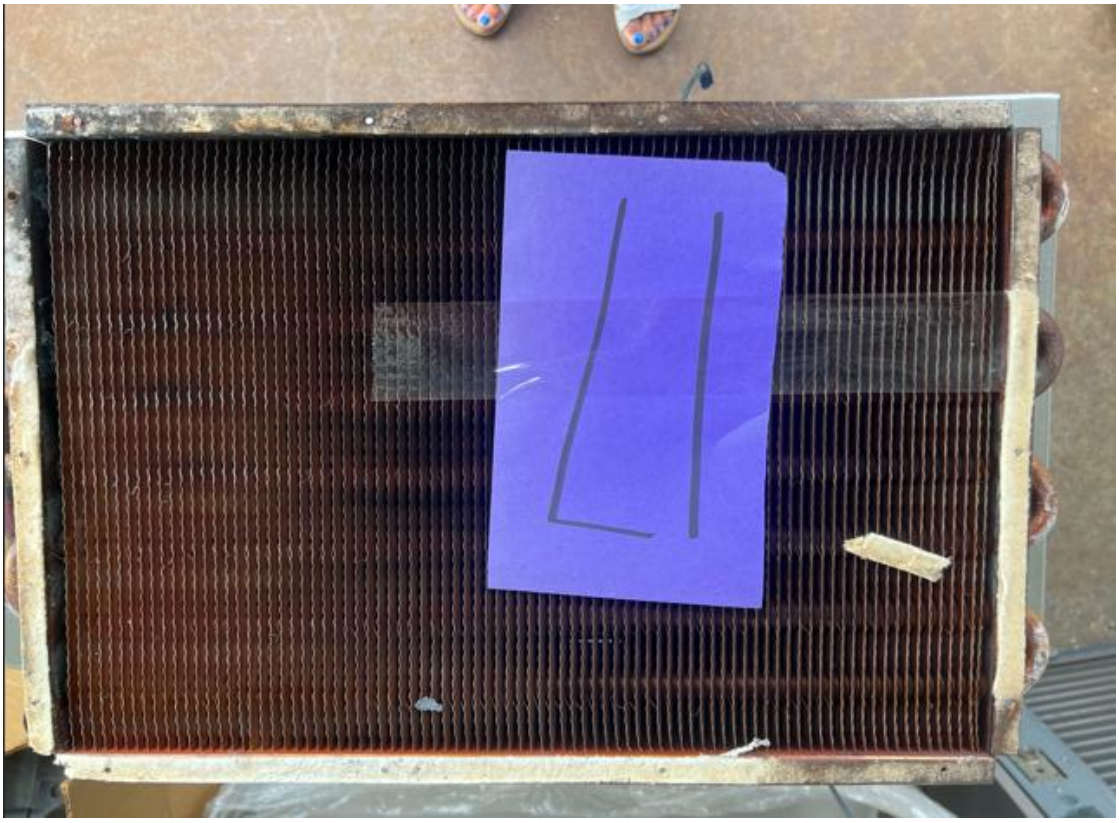




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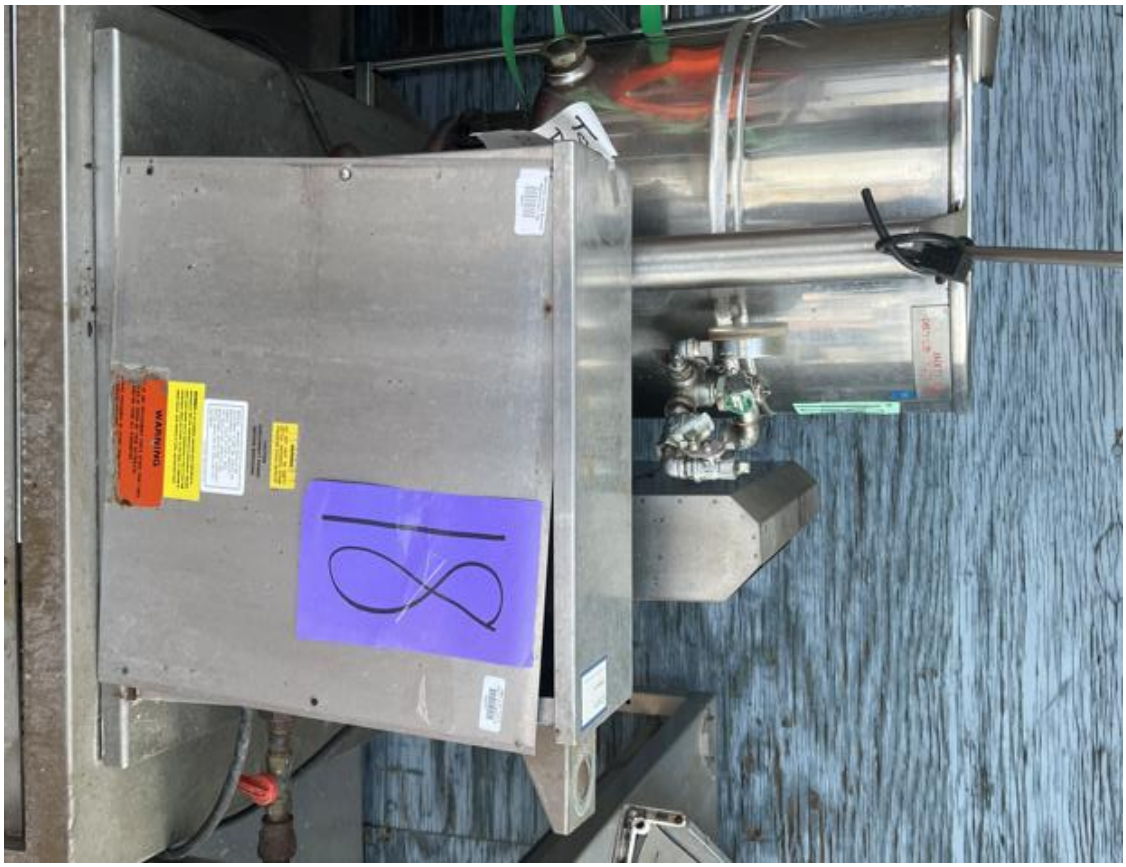


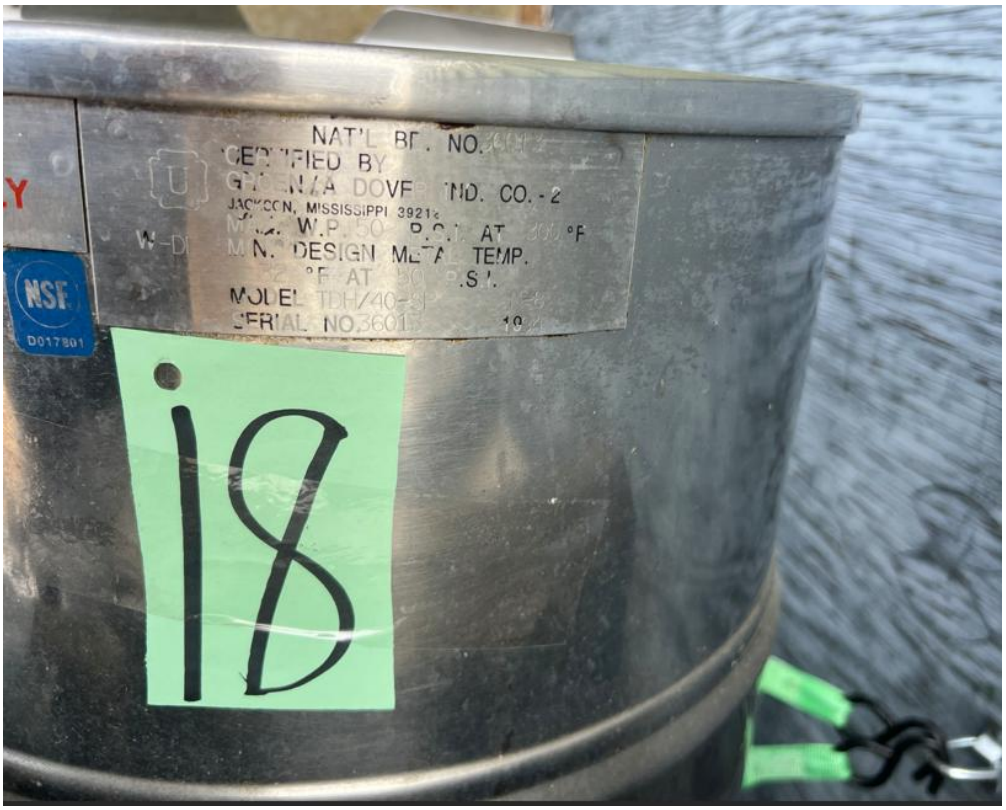
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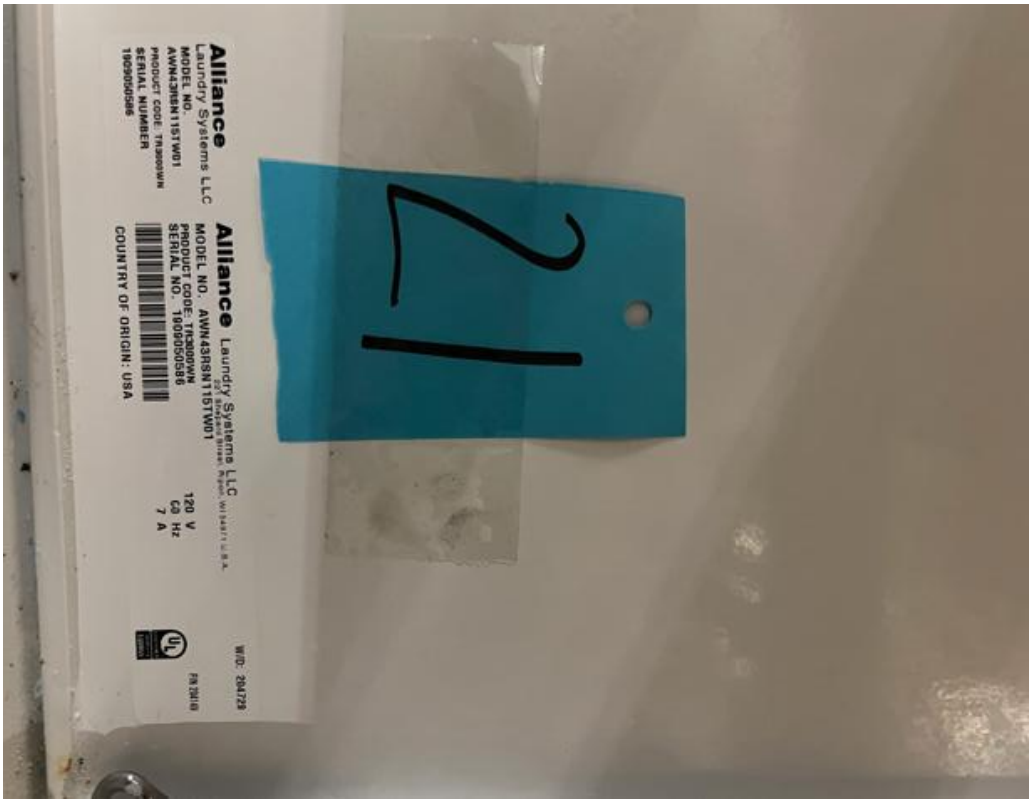
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HAMILTON COUNTY SCHOOLS

VEHICLE SURPLUS DISPOSAL AUTHORIZATION FORM

Date: 05/08/2026 Department: Transportation

Phone Number: 423-498-5555 Contact Person: Brandon Allen

This form is to be used for declaring surplus and to make the property available for redeployment, sale, or disposal. Always refer to the HCDE Intranet for the latest version of this form as it may change periodically.

Complete Information Below (one vehicle per form)			
Vehicle Description:	**Tag #:** 3884GG **Year:** ~~2006~~ 2008 VEH #E822 **Make:** GMC **Model:** Turtle top van **Mileage:** 103011 **Color:** White		
Condition (working, non-working, etc.):	Needs work and the district cannot transport students in this vehicle.		
Serial/Vin Number:	1GBJG31U071138620	**Fixed Asset Number:**	106897
Estimated Value:	$ 600		
Location:	2501 Dodds Ave.		
Note: Attach photographs of vehicle to this form upon submission.			

Initial TB

I hereby certify the above-described personal property is no longer capable of being used for its original, intention or because of condition. I declare it surplus property and authorize the disposal.

DocuSigned by: Brandon Allen 80CA98B242FC40C... 05/12/2026

School Principal/Director/Department Administrator

Signed by: Dr. Justin Robertson 4D76312655B6468... 05/14/2026

Superintendent

Signed by: Joe Smith A11684E245B840D... 05/18/2026

School Board Chairman

Requested Disposition:

- ☐ **Trash**
- ☐ **Transfer to County School/Agency**
- ☒ **(est. ≥ $500) Dispose via Auction**
- ☐ **(est. < $500) Dispose via Scrap Metal Sales**

Approved Disposition:

- ☐ **Dispose via Trash/Dumpster**
- ☐ **Redeployed to:** _____
- ☒ **Sell via District Approved Auction Firm** Compass Auctions
- ☐ **Sell via District Approved Scrap Metal/Recycling Firm** _____

Tracking Number: TR-05122026-E822-VIN-1GBJG31U071138620

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Docusign Envelope ID: 7CBAD46D-BCCA-4227-BC1D-AAB80BD66F5E



HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Elaine Harper, Chief of Schools

Date: June 18, 2026

Subject: Harrison Bay Overnight Field Trip Approval

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

---

1. ***East Hamilton High**-Ten students from the Girls Basketball Team traveled to Maryville College in Maryville, Tennessee, to participate in the FCA Girls Basketball Camp. They departed June 4, 2026, and returned June 6, 2026.
2. ***East Hamilton High**-Thirteen students from the Boys Basketball Team traveled to Maryville College in Maryville, Tennessee, to participate in the FCA Boys Basketball Camp. They departed June 8, 2026, and returned June 10, 2026.
3. ***Ooltewah High**-Twenty students from the Boys Basketball Team traveled to Maryville College in Maryville, Tennessee, to participate in the FCA Boys Basketball Camp. They departed June 8, 2026, and returned June 10, 2026.
4. ***East Hamilton High**-Thirteen students from the Boys Basketball Team traveled to the BCAT TOA Sports Performance Center in Franklin, Tennessee, to participate in a team building camp. They departed June 12, 2026, and returned June 13, 2026.
5. **Ooltewah High**-Fifteen students from the Varsity Volleyball Team will travel to the Knoxville Convention Center in Knoxville, Tennessee, to compete in the Sunsphere Volleyball Tournament. They will depart August 21, 2026, and return August 22, 2026.

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☐ Every Student Belongs
- ☐ Every School Equipped
- ☐ Every Employee Valued
- ☐ Every Community Served

*These items were previously approved by Justin Robertson, Superintendent, and Joe Smith, Board Chairman.

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Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: East Hamilton High School

Date: 5/21/26 Trip Dates: 6/4-6/6/26

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:

Invitation for FCA Girls' Basketball Team Camp at Maryville College to participate came after the Board Due Date.

Principal Signature — Date

DocuSigned by: 89459830E439414... — 06/01/2026
Deputy Superintendent — Date

APPROVED:

DS SM

Signed by: Justin Robertson 4D76312655B6468... — 06/01/2026
Superintendent Signature — Date

Signed by: Joe Smith A11684E245B840D... — 06/01/2026
Board Chairman Signature — Date

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HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 05/21/26 12:31 PM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School East Hamilton High Grade/Group/Team 9-12 / Girls Basketball

Departure Date/Time 06/04/26 6:00 am Return Date/Time 06/06/26 8:00 PM

Event/Venue FCA Girls Basketball Camp @ Maryville College Address 502 E Lamar Alexander PKW, Maryville TN

Instructional value Team Building andTeam Competition

Evaluation Team Building and Team Competition

Fee Requested $ 0.00 How Acquired? N/A

Total # of Students 10 Total # of Staff 1 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 0 Funding source for subs

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

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

☐ Other:
☐ County School Bus Cost $ Bus # Driver's Name
☐ Handicap Accessible Bus Cost $
☐ Charter Bus (**Board Approved**) Cost $
☑ Cars List Driver(s) Parents are providing transportation for their students 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: Bryana Williams

Chaperones:

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

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

*Number of trips this group expects to take which will require funds 3

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

*Projects students have undertaken to secure funds n/a

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Bryana Williams Date Submitted: 05/21/26 12:31 PM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 05/26/26

Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 05/26/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 05/29/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 05/29/26

Docusign Envelope ID: 6E68D9AD-89A2-80E0-8270-EFDAA02FB568

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: East Hamilton High School

Date: 5/21/26 Trip Dates: 6/8-6/10/26

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:

Invitation for Boys' Basketball to participate in FCA Basketball Camp at Maryville College came after the Board Due Date

Principal Signature — Date

DocuSigned by: 89459830E439414... — 06/03/2026
Deputy Superintendent — Date

APPROVED:

DS SM

Signed by: Justin Robertson 4D7631265SB8468... — 06/04/2026
Superintendent Signature — Date

Signed by: Joe Smith A11684E245B840D... — 06/04/2026
Board Chairman Signature — Date

Docusign Envelope ID: 6E68D9AD-89A2-80E0-8270-EFDAA02FB568

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 05/21/26 1:54 PM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School East Hamilton High Grade/Group/Team 9-12/ Boys Basketball

Departure Date/Time 06/08/26 10:00 am Return Date/Time 06/10/26 10:00 am

Event/Venue FCA Boys Basketball Camp @Maryville College Address 502 E Lamar Alexander Pkwy, Maryville TN

Instructional value Team Competition and Team Bonding

Evaluation Team Competition and Team Bonding

Fee Requested $ 0.00 How Acquired? N/A

Total # of Students 13 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 0 Funding source for subs

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

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

☐ Other:
☐ County School Bus Cost $ Bus # Driver's Name
☐ Handicap Accessible Bus Cost $
☐ Charter Bus (**Board Approved**) Cost $
☑ Cars List Driver(s) Parents will provide transportation for their students 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: Gary Long, Markeion Jones, Mark, Thomas

Chaperones:

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

*Overnight Field Trips

*Number of students not attending for economic reasons 0

*Number of trips this group expects to take which will require funds 3

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

*Projects students have undertaken to secure funds n/a

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Gary Long Date Submitted: 05/21/26 1:54 PM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 05/26/26

Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 05/26/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 05/29/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 05/29/26

Docusign Envelope ID: 424DE8AB-CBD0-85E7-8329-FB4D9B9E6675

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: ___Ooltewah High School_____

Date: ___5/29/26_____ Trip Dates: ____6/8-6/10_____

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:

There were some unforeseen issues when submitting the original request as the numbers of our participants has been up in the air and finalizing commitments has delayed the process. I am very sorry that this is coming in at such a late notice. I am appreciative of you guys for trying to help us push this through. It will be great for our kids.

Principal Signature

Rev. 4/2022 (MA)

6/3/26 Date

DocuSigned by:
Joe Brown
89459830E439414...

Deputy Superintendent

06/03/2026 Date

APPROVED:

DS SM

Signed by:
Justin Robertson
4D78312655B8488...

Superintendent Signature

06/04/2026 Date

Signed by:
Joe Smith
A11684E245B840D...

Board Chairman Signature

06/04/2026 Date

Docusign Envelope ID: 424DE8AB-CBD0-85E7-8329-FB4D9B9E6675

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 04/20/26 2:21 PM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School Ooltewah High Grade/Group/Team 9th-12th/Boys Basketball Team

Departure Date/Time 06/08/26 7:00AM Return Date/Time 06/10/26 8:00PM

Event/Venue FCA Team Camp at Maryville College Address 502 E Lamar Alexander Pkwy, Maryville, TN 37804

Instructional value Team Building and Bonding

Evaluation This is a great opportunity for our kids to compete against other schools and grow closer as a team.

Fee Requested $ 0.00 How Acquired? N/A

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

Number of subs needed 0 Funding source for subs _____

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

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

☐ Other: _____
☐ County School Bus Cost $_____ Bus # _____ Driver's Name _____
☐ Handicap Accessible Bus Cost $_____
☐ Charter Bus (**Board Approved**) _____ Cost $_____
☑ Cars List Driver(s) Parents, coaches, and students with parent permission 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: Tony Williams

Chaperones: Aiden Perez

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 0

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Tony Williams Date Submitted: 04/20/26 2:21 PM

Secretary Name & Approval: TINA LEE Approved - Secretary 04/21/26

Principal's Name & Approval: DONALD MULLINS Approved - Principal 05/26/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 06/02/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 06/02/26

Docusign Envelope ID: 86526BC1-E972-8C4A-82A6-B1A4F4B682C9

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: East Hamilton High School

Date: 5/21/26 Trip Dates: 6/12-6/14/26

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:

Invitation for Boys' Basketball to participate in Franklin Basketball Camp came after the Board Due Date

Principal Signature — Date

DocuSigned by: 89459830E439414... — 06/01/2026

Deputy Superintendent — Date

APPROVED:

DS SM

Signed by: Justin Robertson 4D76312655B6468... — 06/01/2026

Superintendent Signature — Date

Signed by: Joe Smith A11684E245B840D... — 06/01/2026

Board Chairman Signature — Date

Docusign Envelope ID: 86526BC1-E972-8C4A-82A6-B1A4F4B682C9

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 05/26/26 12:14 PM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School East Hamilton High Grade/Group/Team 9-12 Boys Basketball

Departure Date/Time 06/12/26 10:00 am Return Date/Time 06/13/26 4:30 pm

Event/Venue BCAT TOA Sports Performance Center Address 215 Gothic Ct, Franklin, TN 37067

Instructional value Team Building/ Team Competition

Evaluation Team Competition

Fee Requested $ 0.00 How Acquired? Booster Club-Restricted

Total # of Students 13 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 0 Funding source for subs

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

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

☐ Other:
☐ County School Bus Cost $ Bus # Driver's Name
☐ Handicap Accessible Bus Cost $
☐ Charter Bus (**Board Approved**) Cost $
☑ Cars List Driver(s) Coaches and Parents will provide transportation for their student 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: Gary Long, Markeion Jones, Mark Thomas

Chaperones:

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

*Overnight Field Trips

*Number of students not attending for economic reasons 0

*Number of trips this group expects to take which will require funds 3

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

*Projects students have undertaken to secure funds Fundraisers

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Gary Long Date Submitted: 05/26/26 12:14 PM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 05/28/26

Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 05/28/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 05/29/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 05/29/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 05/20/26 10:17 AM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School Ooltewah High Grade/Group/Team Varsity Volleyball

Departure Date/Time 08/21/26 1:30 PM Return Date/Time 08/22/26 6:00 PM

Event/Venue Sunsphere Volleyball Tournament Knoxville Convention Center Address 701 Henley Street Knoxville, TN 37902

Instructional value Tournament Play

Evaluation Tournament Play

Fee Requested $ 0.00 How Acquired? School Athletic Fund

Total # of Students 15 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 0 Funding source for subs _____

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

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

☐ Other: _____

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

☐ Handicap Accessible Bus Cost $_____

☐ Charter Bus (**Board Approved**) _____ Cost $_____

☑ Cars List Driver(s) Elaine Peigen, Aubbie Collake, Parents, and students with parent permission 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: Elaine Peigen, Aubbie Collake

Chaperones: _____

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

*Overnight Field Trips

*Number of students not attending for economic reasons 0

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

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

*Projects students have undertaken to secure funds Fund Raiser

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Elaine Peigen Aubbie Collake Date Submitted: 05/20/26 10:17 AM

Secretary Name & Approval: TINA LEE Approved - Secretary 05/20/26

Principal's Name & Approval: DONALD MULLINS Approved - Principal 05/20/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 05/22/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 05/22/26

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Lee Ziegler, Community Superintendent, NRLC

Date: June 18, 2026

Subject: North River Overnight Field Trip Approval

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

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1. ***Sale Creek Mid High**-Twenty three students from the Baseball Team traveled to Smyrna, Tennessee, to compete for a State Title in the State Baseball Tournament. They departed May 19, 2026, and returned May 22, 2026.
2. ***Hixson High**-Twenty students from the Wrestling Team traveled to Pigeon Forge, Tennessee, to participate in the Pigeon Forge Wrestling Camp/Duals. They departed June 18, 2026, and will return June 20, 2026.

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☐ Every Student Belongs
- ☐ Every School Equipped
- ☐ Every Employee Valued
- ☐ Every Community Served

*These items were previously approved by Justin Robertson, Superintendent, and Joe Smith, Board Chairman.

Docusign Envelope ID: C9C9E067-F315-82CA-81A5-BE2DF45AAB58

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Sale Creek Middle High School

Date: 5/15/26 Trip Dates: 5/19-5/22/26

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:

HS Baseball team just won game that put in the state tournament. There is no way we would have known before this date that we would be going.

(AP)
Principal Signature

5/15/26
Date

DocuSigned by:
89459830E439414...
Deputy Superintendent

05/15/2026
Date

APPROVED:

DS SM

Signed by:
4D76312655B6468...
Superintendent Signature

05/15/2026
Date

Signed by:
A11684E245B840D...
Board Chairman Signature

05/15/2026
Date

Rev. 4/2022 (MA)

Docusign Envelope ID: C9C9E067-F315-82CA-81A5-BE2DF45AAB58

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 05/15/26 12:59 PM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School Sale Creek Mid High Grade/Group/Team 9-12 HS Baseball

Departure Date/Time 05/19/26 9:00 am Return Date/Time 05/22/26 10:00 pm

Event/Venue State Tournament / Spring Fling Address 2565 Highwood Blvd Smyrna, TN 37167

Instructional value Team building

Evaluation Hoping to win Sale Creek's first ever state title for baseball

Fee Requested $ 0.00 How Acquired? N/A

Total # of Students 23 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 1 Funding source for subs HCS Sub Account

- Total # of Students with 504 Plan 4 Modifications Needed None
- Total # of Students with Disabilities 0 Modifications Needed

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

☐ Other: _____

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

☐ Handicap Accessible Bus Cost $_____

☐ Charter Bus (**Board Approved**) _____ Cost $_____

☑ Cars List Driver(s) Parents Providing Student Transportation Cost $ 0

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

List Chaperones:

Staff: Dalton Conley, Matt Hampton, Wes Caldwell

Chaperones: _____

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

*Overnight Field Trips

*Number of students not attending for economic reasons 0

*Number of trips this group expects to take which will require funds 0

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

*Projects students have undertaken to secure funds 0

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Dalton Conley Date Submitted: 05/15/26 12:59 PM

Secretary Name & Approval: AMY WILLIAMS Approved - Secretary

Principal's Name & Approval: LEANN WELCH Approved - Principal 05/15/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 05/15/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 05/15/26

Docusign Envelope ID: CCF668EB-F941-8632-82A5-8B1D2F37580B

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Hixson High School

Date: 5/21/2026 Trip Dates: 6/18/2026-6/20/2026

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:

We have a new coach in this position to plan the trip.

Principal Signature — Date: 5/21/26

Deputy Superintendent (DocuSigned by: 89459830E439414...) — Date: 05/25/2026

APPROVED:

DS SM

Superintendent Signature (Signed by: Justin Robertson 4D76312655B6468...) — Date: 05/26/2026

Board Chairman Signature (Signed by: Joe Smith A11684E245B840D...) — Date: 05/26/2026

Rev. 4/2022 (MA)

Docusign Envelope ID: CCF668EB-F941-8632-82A5-8B1D2F37580B

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 05/21/26 11:42 AM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School Hixson High Grade/Group/Team Wrestling Team

Departure Date/Time 06/18/26 10:00am Return Date/Time 06/20/26 10:00pm

Event/Venue Pigeon Forge Wrestling Camp/Duals Address 414 Tiger Dr. Pigeon Forge, TN

Instructional value Wrestling practice and experience

Evaluation Attendance and performance evaluated

Fee Requested $ 0.00 How Acquired? School Funds

Total # of Students 20 Total # of Staff 4 Total # of Chaperones 2 Nurse Required: No

Number of subs needed 0 Funding source for subs _____

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

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

☐ Other: _____

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

☐ Handicap Accessible Bus Cost $_____

☐ Charter Bus (**Board Approved**) _____ Cost $_____

☑ Cars List Driver(s) Parents providing student transportation Cost $ 0

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

List Chaperones:

Staff: Josh Eddy Edmondson, Garrick Hall, Trae Walters, Rylie Hart

Chaperones: Tom Marshall, Zander Hutson

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

*Overnight Field Trips

*Number of students not attending for economic reasons 0

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

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

*Projects students have undertaken to secure funds School Team Fundraisers for 2025-2026 Season

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Josh Eddy Edmondson Date Submitted: 05/21/26 11:42 AM

Secretary Name & Approval: TRACY MILLER Approved - Secretary _____

Principal's Name & Approval: LUNT_DANIEL@HCDE.ORG Approved - Principal 05/21/26

Director Admin Name & Approval: _____ _____ _____

Director Name & Approval: _____ _____ _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 05/22/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 05/22/26

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Shane Harwood, Community Superintendent, RPLC

Date: June 18, 2026

Subject: Rock Point Overnight Field Trip Approval

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

---

1. ***CSAS Upper**-Twenty High School Boys Soccer students traveled to Gatlinburg Pittman High School in Gatlinburg, Tennessee, May 15-16, 2026, to participate in the High School Boys Soccer State Sectional.
2. ***Red Bank Middle**-Ten 8th grade Cheerleading students traveled to the Great Wolf Lodge in LaGrange, Georgia, June 2-5, 2026, to participate in team building activities at the UCA Cheer Camp.
3. ***Signal Mountain Mid High**-Two 11th grade Special Olympics Unified Leaders students traveled to the University of Minnesota in Minneapolis, Minnesota, June 19-27, 2026, to participate in the Special Olympics USA Games.
4. **CSAS Upper**-One hundred seventeen Eighth Grade students will travel to Williamsburg and Jamestown, Virginia. They will also be visiting Washington, D.C., November 15-19, 2026. The staff and students will be touring historical locations, landmarks, and museums, which coincide with the curriculum.
5. **Signal Mountain Mid High**-Fifteen TSA High School TEAMS students will travel to the Gaylord Conference Center in Forest Heights, Maryland, June 22-26, 2026, to participate in the National TSA/TEAMS Competition for which they qualified.

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☐ Every Student Belongs
- ☐ Every School Equipped
- ☐ Every Employee Valued
- ☐ Every Community Served

*These items were previously approved by Justin Robertson, Superintendent, and Joe Smith, Board Chairman.

Docusign Envelope ID: 62E7DBC0-A37B-838F-8089-D23E3B42A88F

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: CSAS Upper School

Date: 5/14/26 Trip Dates: 5/15/26 - 5/16/26

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:

Our game completed at 10pm last night. We didn't know that we would be traveling until after the game completed.

Principal Signature — Date: 5/15/26

DocuSigned by: 89459830E439414...
Deputy Superintendent — Date: 05/15/2026

APPROVED:

DS SM

Signed by: Justin Robertson 4D76312655B6468...
Superintendent Signature — Date: 05/15/2026

Signed by: Joe Smith A11684E245B840D...
Board Chairman Signature — Date: 05/15/2026

Docusign Envelope ID: 62E7DBC0-A37B-838F-8089-D23E3B42A88F

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 05/14/26 11:51 AM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School CSAS - Upper Grade/Group/Team HS Boys Soccer

Departure Date/Time 05/15/26 5:00pm Return Date/Time 05/16/26 2:00pm

Event/Venue HS Boys Soccer State Sectional Address Gatlinburg Pittman High School 150 Proffitt Rd, Gatlinburg, TN 37738

Instructional value Teamwork, flexibility, and perseverance.

Evaluation Student reaction

Fee Requested $ 0.00 How Acquired? Student/Parent, School Athletic Fund

Total # of Students 20 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 0 Funding source for subs

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

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

☐ Other:
☐ County School Bus Cost $ Bus # Driver's Name
☐ Handicap Accessible Bus Cost $
☐ Charter Bus (**Board Approved**) Cost $
☑ Cars List Driver(s) Parents to provide student transportation Cost $ 0

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

List Chaperones:

Staff: Ryan Jacobs / Nick Siler

Chaperones:

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

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

*Number of trips this group expects to take which will require funds 0

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

*Projects students have undertaken to secure funds 0

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Ryan Jacobs Date Submitted: 05/14/26 11:51 AM

Secretary Name & Approval:	KIMBERLY ROGERS	Approved - Secretary	05/14/26
Principal's Name & Approval:	CHRISTIN CARLISLE	Approved - Principal	05/14/26
Director Admin Name & Approval:			
Director Name & Approval:			
LC Super Admin Name & Approval:	PAMELA KILGORE	Approved - LC Assistant	05/15/26
LC Super Name & Approval:	DAVID HARWOOD	Approved - LC Superintendent	05/15/26

Docusign Envelope ID: EDB2E16B-1A05-86D8-80E1-9B38D413D95E

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Red Bank Middle School

Date: 5/29/26 Trip Dates: June 2 - June 5, 2026

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:

Building-Level transition at Athletic Director position.

Principal Signature — Date: 5/29/26

DocuSigned by: 89459830E439414... — Deputy Superintendent — Date: 05/31/2026

APPROVED:

DS SM

Signed by: Dr. Justin Robertson 4D76312655B6468... — Superintendent Signature — Date: 06/01/2026

Signed by: Joe Smith A11684E245B840D... — Board Chairman Signature — Date: 06/01/2026

Docusign Envelope ID: EDB2E16B-1A05-86D8-80E1-9B38D413D95E

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 05/26/26 11:30 AM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School Red Bank Middle Grade/Group/Team 6-8 grade cheerleading

Departure Date/Time 06/02/26 6:30am Return Date/Time 06/05/26 11:00am

Event/Venue UCA Cheer Camp - Great Wolf Lodge Address 150 Tom Hall Parkway, LaGrange, GA, 30240

Instructional value Gaining cheer skills & teambuilding activities

Evaluation N/A

Fee Requested $ 0.00 How Acquired? School Athletic Fund

Total # of Students 10 Total # of Staff 1 Total # of Chaperones 3 Nurse Required: No

Number of subs needed 0 Funding source for subs

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

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

☐ Other:
☐ County School Bus Cost $ Bus # Driver's Name
☐ Handicap Accessible Bus Cost $
☐ Charter Bus (**Board Approved**) Cost $
☑ Cars List Driver(s) Parents driving & coordinating personal transport. 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: Kristin Davis

Chaperones: Crystal Echols,Nichole Fernandez, Audrey Rowe

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 0

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Crystal Echols Date Submitted: 05/26/26 11:30 AM

Secretary Name & Approval: BRYAN FALLS Approved - Secretary 05/26/26

Principal's Name & Approval: GINGER FRADY Approved - Principal 05/26/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: PAMELA KILGORE Approved - LC Assistant 05/29/26

LC Super Name & Approval: DAVID HARWOOD Approved - LC Superintendent 05/29/26

Docusign Envelope ID: F14B6A52-C158-85A9-827E-7FD7B187E8CC

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Signal Mountain Middle High School

Date: 05/19/2026 Trip Dates: 6/19/2026 - 6/27/2026

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:

Waiting on chaperone approval and waiting for itinerary from Special Olympics USA and Special Olympics Tennessee

Principal Signature — Date: 5/19/26

DocuSigned by: 89459830E439414...
Deputy Superintendent — Date: 05/27/2026

APPROVED:

DS SM

Signed by: Dr. Justin Robertson 4D76312655B6468...
Superintendent Signature — Date: 05/28/2026

Signed by: Joe Smith A11664E245B840D...
Board Chairman Signature — Date: 05/29/2026

Rev. 4/2022 (MA)

Docusign Envelope ID: F14B6A52-C158-85A9-827E-7FD7B187E8CC

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 05/19/26 8:39 AM

☐ **Learning Community** ☐ **FRI/CTE** ☑ **Exceptional Ed** ☐ **PreK**

School Sign Mountain Middle/High Grade/Group/Team 11 grade/ Special Olympics Unified Leadership

Departure Date/Time 06/19/26 6 am EST Return Date/Time 06/27/26 12 pm EST

Event/Venue Special Olympics USA Games/University of Minnesota Address 202 Morrill Hall, 100 Church Street SE, Minneapolis, MN 55455

Instructional value

Evaluation Teache observation

Fee Requested $ 0 How Acquired? N/A

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

Number of subs needed 0 Funding source for subs

- Total # of Students with 504 Plan 0 Modifications Needed
- Total # of Students with Disabilities 1 Modifications Needed None

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

☐ Other: Flying as well.
☐ County School Bus Cost $ Bus # Driver's Name
☐ Handicap Accessible Bus Cost $
☐ Charter Bus (**Board Approved**) Cost $
☑ Cars List Driver(s) Kellie Tate and Laura Kennedy 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: Anna Shepard

Chaperones: Ryan Forsyth-Approved Volunteer

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

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

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

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

*Projects students have undertaken to secure funds Attended Unified Special Olympics Youth Leadership Summit

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Anna Shepard Date Submitted: 05/19/26 8:39 AM

Secretary Name & Approval:	DEBBIE PRICE	Approved - Secretary	05/20/26
Principal's Name & Approval:	MICHAEL CARSON	Approved - Principal	05/20/26
Director Admin Name & Approval:	BECKY BELL	Approved - Director Admin	05/21/26
Director Name & Approval:	MICHELLE EARGLE	Approved - Director	05/22/26
LC Super Admin Name & Approval:	PAMELA KILGORE	Approved - LC Assistant	05/26/26
LC Super Name & Approval:	DAVID HARWOOD	Approved - LC Superintendent	05/26/26

Docusign Envelope ID: 448FF2CA-EEE5-868C-80B6-A1D6F060EC40

Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Signal Mountain Middle High School

Date: May 18, 2026 Trip Dates: June 22-26, 2026

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

The original field trip form was submitted in mid-April. Due to plane flight purchases and airport shuttle arrangements being finalized in early May, the finalized field trip form did not have the appropriate signature approvals before the deadline.

Principal Signature — Date: May 19, 2026

Deputy Superintendent — Date: 05/26/2026

APPROVED:

DS

Superintendent Signature — Date: 05/27/2026

Board Chairman Signature — Date: 05/28/2026

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 03/31/26 8:25 AM

☑ **Learning Community** ☐ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School CSAS - Upper Grade/Group/Team 8th Grade

Departure Date/Time 11/15/26 6:30am Return Date/Time 11/19/26 11:00pm

Event/Venue Historic Williamsburg and Jamestown, Washington DC Address 3751 4-H Club Road, Williamsburg, VA 23185 and 5821 Richmond Hwy., Alexandria, VA 22303

Instructional value Each location provides rich historical references for our SS curriculum. We also pull in all other contents areas through various museums.

Evaluation Students will complete a scrapbook project, cataloguing all the learning experienced on the trip.

Fee Requested $ 575.00 How Acquired? Student/Parent

Total # of Students 117 Total # of Staff 12 Total # of Chaperones 1 Nurse Required: Yes

Number of subs needed 3 Funding source for subs HCS Sub Account

- Total # of Students with 504 Plan 13 Modifications Needed no academic modifications needed. We will need a nurse, as some of these students have medica needs.
- Total # of Students with Disabilities 8 Modifications Needed none

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

☐ Other: _____

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

☐ Handicap Accessible Bus Cost $_____

☑ Charter Bus (**Board Approved**) RockyTop Tours Inc Cost $ $27,895.00

☐ 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: Autum McCamish, Mike Kortum, Ali Berry, Kaylan Reinisch, Jaime Barrett, Michah Myers, Christin Carlisle, Chris Hendrix, Jen Lallier, Ryan Jacobs, Nick Siler, Kelly Davis

Chaperones: Chad Alley

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 0

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Autum McCamish Date Submitted: 03/31/26 8:25 AM

Secretary Name & Approval: KIMBERLY ROGERS Approved - Secretary 04/09/26

Principal's Name & Approval: CHRISTIN CARLISLE Approved - Principal 06/02/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: PAMELA KILGORE Approved - LC Assistant 06/03/26

LC Super Name & Approval: DAVID HARWOOD Approved - LC Superintendent 06/03/26

Docusign Envelope ID: 448FF2CA-EEE5-868C-80B6-A1D6F060EC40

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Overnight **Day/Overnight** (Must go to Board for Approval) **Today's Date:** 04/08/26 6:47 PM

☐ **Learning Community** ☑ **FRI/CTE** ☐ **Exceptional Ed** ☐ **PreK**

School Sign Mountain Middle/High Grade/Group/Team TEAMS/TSA

Departure Date/Time 06/22/26 5:00am Return Date/Time 06/26/26 10:00pm

Event/Venue Gaylord Conference Center Address Forest Heights, MD 20745

Instructional value TSA/HS Teams/MS Teams will participate in the events of the national competition for which they qualified

Evaluation results of competition

Fee Requested $ 1600.00 How Acquired? Student/Parent

Total # of Students 15 Total # of Staff 1 Total # of Chaperones 1 Nurse Required: No

Number of subs needed 0 Funding source for subs _____

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

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

☑ Other: Flight, Transportation from a
☐ County School Bus Cost $_____ Bus # _____ Driver's Name _____
☐ 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: Katharine Lubinski

Chaperones: Craig Lubinski

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

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

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

*Estimated cost to parent support groups for this trip $ 1000

*Projects students have undertaken to secure funds 0

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

*Travel itinerary attached with name/address of accommodations ☑ Yes

Teacher Name: Katharine Lubinski Date Submitted: 04/08/26 6:47 PM

Secretary Name & Approval:	DEBBIE PRICE	Approved - Secretary	04/15/26
Principal's Name & Approval:	MICHAEL CARSON	Approved - Principal	04/16/26
Director Admin Name & Approval:	ALECIA SMITH	Approved - Director Admin	04/16/26
Director Name & Approval:	OLIVIA BAGBY	Approved - Director	04/16/26
LC Super Admin Name & Approval:	PAMELA KILGORE	Approved - LC Assistant	05/14/26
LC Super Name & Approval:	DAVID HARWOOD	Approved - LC Superintendent	05/14/26

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

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

Date: June 18, 2026

Subject: Bids/Contracts

Board Agenda Category:
- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

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1. Attached for your approval are the following:
   - A. Award Bid 26-50, Fire Alarm Services
   - B. Award Bid 26-52, Crushed Stone and Sand
   - C. Award Bid 26-58, Soddy Daisy High School Wrestling HVAC
   - D. Award RFP 26-54, Fresh Produce for the School Nutrition Program
   - E. Award RFP 26-56, Staffing Services for the School Nutrition Program
   - F. Approve Amendment for HCS On-the-Job Injury Provider
   - G. Approve Renewal of Insurance Cover from Tennessee Risk Management Trust
   - H. Approval of School Annual Publishers for 2026-2027 School Year
   - I. Authorize Mental Health Provider Renewals
   - J. Approve Architectural, Engineering, & Design Firms for 2026-2027 School Year
   - K. Approve Participation with the Enterprise Accident Management Program
   - L. Approve Contract for Special Education Services with Orange Grove Center, Inc.
   - M. Approve Amendment to the End School-Age Homelessness Initiative MOU

2. Recommend approval as presented.

Opportunity 2030 Commitment Connection
- ☑ Every Student Learns
- ☑ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Robert Sharpe, Chief Operating Officer
Justin Witt, Executive Director of Maintenance

Date: June 18, 2026

Subject: Award Bid 26-50 Fire Alarm Services

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Award Invitation to Bid No. 26-50, Fire Alarm Services to the following vendors, for fire alarm maintenance on an as-needed basis for an initial two (2) year term with the option to renew for an additional two (2) year term. Expenditures will be from various District departments' budgets, such as General Purpose, and utilized where and as approved in the department's annual budget.

- Johnson Controls Fire Protection LP
- ProTech System Solutions
- Vector Security, Inc.

On May 3, 2026, the Procurement Department advertised Invitation to Bid No. 26-50, Fire Alarm Services, to obtain bids for fire alarm maintenance. Three (3) vendors submitted bids. After reviewing the bid submissions, the staff recommends awarding to the lowest responsive and responsible bidders listed above.

Attachment:

- Opening Tabulation Sheet

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☑ Every School Equipped
- ☐ Every Employee Valued
- ☑ Every Community Served

HAMILTON COUNTY SCHOOLS

INVITATION TO BID
OPENING TABULATION

BID Number:	26-50
BID Title:	Fire Alarm Services
Opening Date & Time:	May 12, 2026 @ 2:00 PM EST

Item	Description	Unit of Measure	Johnson Controls Fire Protection LP		ProTech System Solutions		Vector Security, Inc.	
			Standard Rate	Emergency After Hours Rate	Standard Rate	Emergency After Hours Rate	Standard Rate	Emergency After Hours Rate
1	Lead Fire Alarm Technician	HR	$116	$174	$75	$150	$100	$150
2	Fire Alarm Technician	HR	$116	$174	$75	$150	$90	$135
3	Apprentice/Helper	HR	$116	$174	$75	$150	$80	$120
4	Programmer / Systems Specialist	HR	$116	$174	$75	$150	$100	$150
5	Project Manager	HR	$112.50	$168.75	$75	$150	$100	$150
6	Truck Trip Charge	Per Trip	$0	$0	$150	$300	$50	$75
7	Material Markup on Cost	%	Cost + 15%		1.75%		15%	

FOR OFFICE USE ONLY

AWARD RECOMMENDED TO:	Protech System Solutions, Johnson Controls Fire Protection, Vector Security, Inc.
FUNDED BY:	General Purpose
TERM OF AWARD:	Initial two (2)-year term, with an optional two (2)-year renewal, for a total contract term of (4) years.

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Robert Sharpe, Chief Operating Officer
Justin Witt, Executive Director of Maintenance

Date: June 18, 2026

Subject: Award Bid 26-52 Crushed Stone and Sand

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Award Invitation to Bid No. 26-52, Crushed Stone and Sand to Ratledge Construction, LLC for various grades and sizes of aggregate materials, on an as-needed basis for an initial one-year (1) term with the option to renew for an additional three (3) one-year terms. Expenditures will be from various District departments' budgets, such as General Purpose, and utilized where and as approved in the department's annual budget.

On May 3, 2026, the Procurement Department advertised Invitation to Bid No. 26-52, Crushed Stone and Sand to obtain bids for various grades and sizes of aggregate materials. One (1) vendor submitted a bid. After review of the bid submissions, staff recommends awarding to the lowest responsive and responsible bidder, Ratledge Construction LLC.

Attachment:

- Opening Tabulation

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☑ Every Student Belongs
- ☑ Every School Equipped
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- ☑ Every Community Served

HAMILTON COUNTY SCHOOLS

INVITATION TO BID
OPENING TABULATION

BID Number:	26-52
BID Title:	Crushed Stone and Sand
Opening Date & Time:	May 13, 2026 @ 2:00 PM EST

Item	Description	Unit	Ratledge Construction, LLC
1	Crushed Stone	Per Ton	$20.00
2	Manufactured Sand	Per Ton	$22.00
3	River Sand	Per Ton	$26.50
4	Natural Sand	Per Ton	$26.50
5	Play Sand	Per Ton	NA
6	Crusher Run	Per Ton	$19.75
7	White Beach Sand	Per Ton	NA
8	Pug	Per Ton	$21.00
9	Concrete Pug	Per Ton	$56.25
10	1/8” Minus	Per Ton	$22.00
11	#4’s	Per Ton	$20.00
12	#57’s	Per Ton	$20.00
13	#7’s	Per Ton	$20.00
14	#3	Per Ton	$20.50
15	#8 ½” Wash	Per Ton	$23.00
16	#89	Per Ton	$22.00
17	#410	Per Ton	$28.00
18	Pea Gravel	Per Ton	$85.00
19	Surge	Per Ton	$22.00
20	Rip-Rap	Per Ton	$22.00
21	Delivery Charge: 0-25 Miles	Miles	$280.00
22	Delivery Charge: 26-50 Miles	Miles	$350.00

FOR OFFICE USE ONLY

AWARD RECOMMENDED TO:	Ratledge Construction, LLC
FUNDED BY:	General Purpose
TERM OF AWARD:	Initial One-Year (1) Period. Renewal Option of three (3) one-year (1) Terms

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Robert Sharpe, Chief Operating Officer
Justin Witt, Executive Director of Maintenance

Date: June 18, 2026

Subject: Award Bid 26-58, Soddy Daisy Wrestling Gym HVAC Upgrades

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Award Invitation to Bid No. 26-58, Soddy Daisy Wrestling Gym HVAV Upgrades to Powers Heating and Air LLC, for HVAC upgrades, in the amount of $315,835.73. Expenditures will be from the budgeted 2024A Bond Funds.

On May 10, 2026, the Procurement Department advertised Invitation to Bid No. 26-58 to obtain bids for HVAC upgrades. Two (2) vendors submitted bids. After review of the bid submissions, staff recommends awarding to the lowest responsive and responsible bidder, Powers Heating and Air LLC.

Attachment:

- Opening Tabulation

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
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- ☑ Every School Equipped
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- ☑ Every Community Served

HAMILTON COUNTY SCHOOLS

INVITATION TO BID
OPENING TABULATION

BID Number:	26-58
BID Title:	Soddy Daisy Wrestling Gym HVAC Upgrades
Opening Date & Time:	May 29, 2026 @ 2:00PM EST

BIDDER	BASE BID	OWNER'S ALLOWANCE	PROJECT TOTAL
Chase Plumbing & Mechanical Inc.	$447,000	$50,000	$497,000
Powers Heating and Air, LLC	$265,835.73	$50,000	$315,835.73
FOR OFFICE USE ONLY			
AWARD RECOMMENDED TO:	Powers Heating and Air, LLC.		
FUNDED BY:	2024A Bond Funds		
TERM OF AWARD:	One-Time Award, 365 Calendar Days to Completion		

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Robert Sharpe, Chief Operations Officer
Kristen Nauss, Director of School Nutrition Department

Date: June 18, 2026

Subject: Award RFP 26-54, Fresh Produce for the School Nutrition Program FY 27

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Award Request for Proposal 26-54, Fresh Produce for the School Nutrition Program, to the following vendor for an initial period of one (1) year with the option to renew for up to four (4) years for Groups A and B. Group C will not be renewed.

On April 19, 2026, the Procurement Department advertised Request for Proposal 26-54, Fresh Produce for the School Nutrition Program, to obtain bids to provide fresh produce for Hamilton County Schools. On May 20, 2026, one (1) bid submission was received. After review of the bid submission, staff recommends awarding Group A, B, and C to the lowest responsive and responsible bidder, Royal T&T Operations DBA T&T Produce Co.

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
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- ☑ Every Community Served

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr Robert Sharpe, Chief Operations Officer
Kristen Nauss, Director of the School Nutrition Department

Date: June 18, 2026

Subject: Award RFP 26-56, Staffing Services for the School Nutrition Program

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Award Request for Proposal 26-56, Staffing Services for The School Nutrition Program for FY27, to the following vendor for an initial period of one (1) year with the option to renew for an additional four (4) years.

On April 26, 2026, the Procurement Department advertised an Invitation to Request for Proposal 26-56, Staffing Services for the School Nutrition Program to obtain bids to provide staffing services for Hamilton County Schools. On May 26, 2026, eight (8) bid submissions were received. After review of the bid submission, staff recommends awarding to the lowest responsive and responsible bidder, Laine Federal Education.

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
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- ☐ Every Community Served

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

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

Date: June 18, 2026

Subject: Approve Amendment for HCS On-the-Job Injury Provider

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Approve Amendment No. 1 to RFP 23-25, On-the-Job Injury Program Provider with Acrisure Claims Services, LLC (formerly Brentwood Services Administrators, Inc.) to exercise the available renewal option extending the agreement through June 30, 2029. Expenditures will be from budgeted Internal Service Funds as approved within the Department's annual adopted budget.

On June 15, 2023, the Board of Education awarded RFP 23-25, On-the-Job Injury Program Provider to Brentwood Services Administrators, Inc. to provide administrative services and support to the HCS On-the-Job Injury Program. These services include employee injury claim coordination, medical and medical bill management, return-to-work support, reporting administration, OSHA reporting support, and related program oversight functions supporting the District's On-the-Job Injury Program.

Approval of this amendment will ensure continued administration of the District's On-The-Job Injury Program, maintain continuity of employee support services, and provide operational stability, while incorporating enhanced reporting and administrative support aligned with District needs.

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
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- ☑ Every Employee Valued
- ☐ Every Community Served

Docusign Envelope ID: 42F3F6B6-A0BD-8614-83B8-F14D58412D0E

THIRD-PARTY ADMINISTRATOR AGREEMENT

This THIRD-PARTY ADMINISTRATOR AGREEMENT ("Agreement") is effective the 14th day of June, 2026 ("Effective Date"), by and between Acrisure Claims Services, LLC, a Michigan limited liability company with principal offices located at 100 Ottawa Ave. SW, Grand Rapids, MI 49503, and its affiliates and subsidiaries identified on the attached Schedule A (referred to collectively herein as "Acrisure" or "Provider"), and the following "Client":

Client Name:	Hamilton County Department of Education
Client Address:	3074 Claude Ramsey Parkway
	Chattanooga, TN 37421
Contact Person:	Jennifer Sullivan, Risk Manager
Contact Email:	SULLIVAN_JENNIFER@HCDE.ORG

Acrisure and Client are each a "Party" and referred to collectively as "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.

1. This Agreement shall commence on the Effective Date and continue for three (3) years unless extended or earlier terminated as provided herein ("Initial Term").

B. Client Program Details and Appointment.

1. Client manages and operates an insurance program as described in the states as listed:
   a. Description of Client Program ("Program"): On-Job-Injury (OJI) Program
   b. States of Client Operations ("States of Operation"): TN
2. Acrisure shall provide the "Services" for claims arising under or related to the Program in the States of Operations ("Program Claims"). If applicable, insurance companies issuing Program Policies shall be referred to as "Program Carrier(s)."
3. Client hereby appoints Acrisure as a third-party administrator with respect to the Program to service Program Claims.
4. Client shall ensure Program Carrier(s) appoint Acrisure as third-party administrator in the States of Operation.
5. Acrisure accepts the engagement to provide third-party administrator services.

II. DUTIES AND RESPONSIBILITIES OF ACRISURE

A. Services.

1. Services. During the Term of this Agreement, Acrisure shall provide those services selected by Client on Program Claims in accordance with this Agreement and any attachment hereto ("Services"). The Services and associated fees are described in addenda and exhibits attached to this Agreement and incorporated herein by reference as if set forth fully herein.

Docusign Envelope ID: 42F3F6B6-A0BD-8614-83B8-F14D58412D0E

2. Standard of Care. Acrisure shall provide Services under this Agreement with personnel who are experienced in their respective fields and in a manner consistent with the standards of care, diligence, and skill ordinarily exercised by professionals in similar fields and circumstances and in accordance with sound professional practices.

3. Warranty. Acrisure warrants it is familiar with the laws applicable to the performance of Services under this Agreement. Acrisure will perform the Services under this Agreement in accordance with the terms and conditions of this Agreement and applicable law. Acrisure shall not be responsible for any penalties assessed by any government agency because of the acts or omissions of the Client, or by any previous insolvent insurer or subsequent receiver.

4. Service Instructions. In the event Client or its representatives provide Acrisure specific service instructions for Services, such instructions shall comply with generally accepted standards and applicable legal requirements. If there is conflict between the service instruction and applicable legal requirements, Acrisure will comply with such applicable legal requirements.

5. Reporting. Acrisure shall not be responsible for reporting to any insurance carriers or other entity unless directed by Client in writing. Acrisure will comply with the reasonable reporting requirements set forth by Client.

B. General Administration. Acrisure 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 Acrisure in accordance with this Agreement;

2. periodically, but no less than quarterly, render an accounting to Client detailing all Services and related transactions performed by Acrisure 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. Client represents and warrants that Acrisure is not obligated to provide Services in any states or jurisdictions not listed in the States of Operation, without prior written agreement by Acrisure to provide Services in such states or jurisdictions.

III. DUTIES AND RESPONSIBILITIES OF CLIENT

A. Fees. A summary of the fees to be paid are summarized in the Master Fee Addendum attached to and incorporated into this Agreement. Client shall pay Acrisure the fees set forth in each attached Addenda and Exhibit for Services that Acrisure provides to Client. Such Addenda and Exhibits are attached to this Agreement and incorporated herein by reference. Client shall report all billing discrepancies and disputes to Acrisure within fifteen (15) days of receipt of an invoice. If Client disputes only a portion of an invoice, Client shall pay the undisputed portion on time. Acrisure shall draw from the Loss Fund (as defined in Exhibit A) a disputed invoice or disputed portions of an invoice within thirty (30) days of mutual resolution of the discrepancy or dispute. Unless subject to a good-faith dispute, invoices become delinquent thirty (30) days from the date of the invoice and are subject to a late fee of one percent (1.0%) of the outstanding balance per month, or the maximum amount permitted by law, whichever is lower.

B. Other Expenses. Client shall bear responsibility for all other expenses related to the Program except for expenses directly relating to the performance by Acrisure of its obligation under this Agreement.

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Client acknowledges and warrants that Acrisure is not responsible for expenses such as, but not limited to:

1. program insurance premium;
2. premium taxes;
3. assessments;
4. claim and loss payments;
5. ALAE (as defined in the attached Exhibit A, incorporated herein as if fully set forth); and
6. Any other expense associated with servicing Client's Program which is not delegated specifically to Acrisure under this Agreement.

C. Bank Accounts. Client may elect to maintain a claims fund bank account. If Client elects to maintain a claims fund bank account related to the Program, Client must maintain adequate funds available from which Acrisure may draw from at any time for claims, loss, and ALAE payments. Alternatively, Client may direct Acrisure to open and maintain a separate trust claims fund bank account on behalf of Client. If an Acrisure-owned account is utilized, Client must ensure adequate funding is provided and maintained from which Acrisure may draw from at any time for claims, loss, and ALAE. Under either account type, Client acknowledges and warrants Acrisure is not required to process payments until adequate funding is established. Client shall bear the cost of all expenses, fines, penalties, interest, and any other monies owed that may be related to or otherwise arising from inadequate funding of an account.

D. Compliance with Law. Nothing in this Agreement shall be construed as relieving Client of any duty, responsibility, or obligation to comply with all laws and regulations. Client is responsible for performing all functions necessary to remain compliant with applicable laws.

E. Client's Additional Duties.

1. Client shall always comply with state and federal laws and regulations, and assure it maintains licenses and certificates, in good standing, as required to permit Acrisure to provide the services set forth in this Agreement.
2. Client shall provide Acrisure, in writing, with claims contact information, notice of any client-specific claims rules and regulations relating the Services provided under this Agreement, and any other information necessary for Acrisure to provide the Services under this Agreement.
3. Client shall provide Acrisure, in writing, with full and accurate information necessary to report to the Centers for Medicare and Medicaid Services, when such reporting is required. Client shall immediately provide notice to Acrisure of any change in operation that involves claims in states other than those listed in the States of Operation or if Client begins work in any state not listed in the States of Operation.
4. To the extent relevant, Client shall provide up-to-date information on any changes in Program Carrier's excess insurance, limits of coverage, self-insured retention, or any changes that may affect Program Carrier's capacity to fulfill obligations to Acrisure or as required to the public, including up-to-date status of any regulatory actions, formal, or informal, pending against Program Carrier.
5. Client shall bear responsibility for all expenses related to the Program, except those expenses relating directly to Acrisure's performance under this Agreement. Client acknowledges and warrants Acrisure is not responsible for expenses such as, but not limited to, insurance premiums, premium taxes, assessments, claim and loss payments, ALAE, and any other expense associated with the Program not specifically delegated to Acrisure under this Services Agreement.

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IV. OWNERSHIP OF BOOKS AND RECORDS

Acrisure shall maintain and retain custody of books, records, files, and other information ("Client Records") as required to perform Services. Acrisure may destroy any Client Records after seven (7) years of file inactivity unless ordered by Client, in writing, to continue to maintain said Client Records. Such Client Records may be maintained by Acrisure in electronic format. The Client Records shall remain the exclusive property of Client and shall be available for review by Client during business hours, with reasonable written notice, at the premises of Acrisure or as the Parties may otherwise agree. Client acknowledges that all software, source codes, licenses, and other intellectual property rights that are utilized by Acrisure are not the property of Client and remain the exclusive property of Acrisure. Client authorizes Acrisure to provide any Client Records in response to a subpoena or legitimate records request.

If this Agreement is terminated by either Party, Client releases Acrisure from any duty and liability for the maintenance and keeping of the Client Records. Client acknowledges Acrisure may, in its exclusive discretion, retain a copy of any or all Client Records upon termination of this Agreement.

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, Client may terminate this Agreement immediately for cause.
    1. Acrisure materially and deliberately misapplies, misdirects, or misappropriates funds or other property received for Client pursuant to this Agreement.
    2. Acrisure materially breaches the terms of this Agreement and fails to sufficiently cure such material breach within thirty (30) days of Client's written notice to Acrisure detailing such material breach.
    3. Acrisure files a bankruptcy petition, is placed into bankruptcy, is declared insolvent by a court of competent jurisdiction, or is dissolved.
    4. Client, based on its reasonable and good-faith belief, is in immediate danger of suffering irreparable harm from the continued operation of this Agreement.
    5. Acrisure or Acrisure's executive officers are convicted of:
        a. a material violation of the insurance laws or regulations of any jurisdiction; or
        b. a felony that would, in a material way, negatively reflect on the integrity of Acrisure or hinder its ability to perform services required under applicable law.
    6. Acrisure's failure to maintain any license, regulatory approval, or other type of regulatory authorization necessary to perform its obligations under this Agreement.
2. If any of the following events occurs, Acrisure may terminate this Agreement for cause.
    1. Client fails to timely pay any fees in accordance with this Agreement.
    2. Client materially breaches this Agreement and fails to sufficiently cure such material breach within thirty (30) days of Acrisure's written notice to Client detailing such material breach.
    3. Client files a bankruptcy petition, is placed into bankruptcy, is declared insolvent by a court of competent jurisdiction, or is dissolved.

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4. Acrisure, 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.
5. Client or Client's executive officers are convicted of:
    1. a material violation of the insurance laws or regulations of any jurisdiction; or
    2. a felony that would, in a material way, negatively reflect on the integrity of Acrisure or hinder its ability to perform services required under applicable law.
6. Client'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, details, and events alleged to support immediate termination.

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

D. Transfer of Files Upon Termination.

1. If Client requests Acrisure to transfer the Client Records, either to Client or any third-party, following termination, Client must pay all amounts outstanding owed to Acrisure. Client acknowledges Acrisure is not obligated to transfer the Client Records until all outstanding amounts owed to Acrisure has been paid, unless required by law.

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

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

F. Duties Limited to Duration of Agreement. Client acknowledges and warrants that Acrisure will cease performing and have no obligation to perform Services upon termination of this Agreement, unless Client elects to have Acrisure handle runoff claims pursuant to subsection (E)(2) of this Section, in which case Acrisure's obligations is strictly limited to providing the Services for claims reported to Acrisure during the Term. In the event Client elects for Acrisure to handle runoff claims, this Agreement will remain in effect until all claims are closed.

VI. INDEMNIFICATION AND HOLD HARMLESS

Acrisure shall indemnify, defend, save and hold harmless Client, the school board, the 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 Acrisure's performance under the terms of this Agreement,

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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 this Agreement is intended to create and shall create between Client and Acrisure an independent contractor relationship. 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 terms agreed upon between Acrisure and Client, 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 23-25, On-the-Job Injury Program Provider and Acrisure'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, requests, consents, claims, demands, waivers and other communications hereunder shall be in writing and shall be deemed to have been given: (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (return receipt requested); (c) on the date sent by facsimile or email (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or (d) on the third business day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective Parties at the addresses set out below:

If to Client:
Hamilton County Department of Education
3074 Claude Ramsey Parkway
Chattanooga, TN 37421
Attn: Risk Manager

If to Acrisure:
Acrisure Claims Services, LLC
100 Ottawa Avenue, SW
Grand Rapids, MI 49503
Attn: General Counsel

With copy to: lawdepartment@acrisure.com

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, Acrisure may assign this Agreement to an affiliate or engage the services of subcontractors to perform the Services.

E. Applicable Law and Venue. This 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 and agree

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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 ACRISURE TO CLIENT FOR 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 ACRISURE BY CLIENT 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 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. 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,

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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.

O. Non-Appropriation. All funds for payment by Client 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 for the services provided, Client 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 Acrisure on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and Client shall not be obligated under the contract or Purchase Order beyond the date of termination.

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.

INTENDING TO BE LEGALLY BOUND, the Parties have executed this Agreement to be effective on the Effective Date.

Hamilton County Department of Education	**Acrisure Claims Services, LLC**
Sign:_____	Sign: Signed by: Ryan G. Foley CF25BA4D44224AD...
Name:_____	Name: Ryan G. Foley
Title:_____	Title: EVP and General Counsel
Date:_____	Date: 6/3/2026 | 11:53 AM EDT

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MASTER FEE ADDENDUM

CLAIMS HANDLING SERVICES		
Administration Service Fee *The Administrative Fee set forth herein is a guaranteed fee for the services provided under this Agreement and is separate from any claim processing fees. Claim processing fees shall be assessed on a per-claim basis in accordance with the fee schedule and rates outlined elsewhere in this Agreement. Based on anticipated claim volume, annual expenditures under this Agreement are estimated to range from approximately $65,000 to $110,000; however, such estimate is non-binding and does not guarantee any minimum claim volume, service level, or compensation.	Year 1 Year 2 Year 3	$8,000.00 $8,250.00 $8,500.00
OJI Lost Time	Year 1 Per Claim Year 2 Per Claim Year 3 Per Claim	$900.00 $925.00 $950.00
OJI Medical Only	Year 1 Per Claim Year 2 Per Claim Year 3 Per Claim	$165.00 $200.00 $225.00
OJI Information Only	Per Claim	$40.00 $45.00 $50.00

AC 365		
24/7/365 Injury reporting and nurse triage services. Charge applied to all calls. (English - Spanish)	Per Call	$105.00 stand-alone, $95.00 with TCM EIP program adoption
24/7/365 Injury reporting and nurse triage services. Employee call back re same incident. (English - Spanish)	Per Call	$65.00
24/7/365 Injury reporting and nurse triage services. Charge applied to calls resulting in treatment recommendation. No charge applied to calls ending with self-care instruction. (English - Spanish)	Per Claim	$225.00
Implementation Fee	One Time	$250.00
Annual Maintenance	Annual	$250.00
Other language translation, poster/wallet card printing-shipping	Expense	Billed at actual expense

UTILIZATION REVIEW (UR) / PEER REVIEW / RX ADVISE		
Level One – Nurse Review	Flat Rate	$105.00
Level One – Admin Auth (CA Only)	Flat Rate	$60.00

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Level Two – Physician Review (1-5 treatments)	Flat Rate	$295.00
Level Two – Physician Review (6+ treatments)	Per Hour	$295.00
Acrisure PRIME – Peer Review Service	Per Hour	$295.00
Page Review >50 pages (pass thru charge)	Per Page	$1.50
SX Direct Nurse Assignment	Hourly	$105.00
SX Direct Nurse Program with UR client - flat rate offered with client agreement for auto assignment of approved surgeries for injured employees not already assigned to case management	Flat Rate – every 30 days	$405.00
RX Advise Nurse Assignment	Per Hour	$105.00
Physician Medication Review	Per Hour	$295.00

CASE MANAGEMENT (TELEPHONIC / FIELD / RTW COORDINATION)		
Telephonic Case Management	Per Hour	$105.00
Field Case Management (FCM) – Charge Varies by Jurisdiction	Per Hour	CA, NY, AK, HI: $135 TX, MT, AZ, OK, IN: $125 All other states: $115
FCM - Mileage + Expenses	Expense	Billed as Approved
Return-to-work coordination – Charge Varies by Jurisdiction	Per Hour	CA, NY, AK, HI: $135 TX, MT, AZ, OK, IN: $125 All other states: $115
Early Intervention Nurse - Acrisure criteria used; Client agrees to all recommended TCM assignments	Flat Rate - Mo 1	$405.00
Early Intervention Nurse - Acrisure criteria used; Client agrees to all recommended TCM assignments	Flat Rate - Mo 2	$385.00
Early Intervention Nurse - Acrisure criteria used; Client agrees to all recommended TCM assignments	Flat Rate - Mo 3+	$350.00
Early Intervention Nurse - Acrisure criteria used to triage newly reported injuries/claims. Charge applies to claims meeting TCM criteria but nurse's initial call to doctor indicates injured employee's RTW and/or discharge from care	Flat Rate	$150.00

BILL REVIEW & PPO NETWORK	
Bill review processing per bill	$9.00 per bill
PPO network access fees	28% of savings

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Out-of-network negotiation fees	28% of savings
Fee schedule repricing	Included in MBR fee
Duplicate bill detection	Included in MBR fee
Hospital bill audit	28% of savings
Specialty network referrals (e.g., imaging, physical therapy)	Included in PPO percentage of savings

REPORTING AND DATA SERVICES	
Ad hoc / custom reporting	$200.00 Dependent on time, expense & customization
Dashboard access	E3VA access $1,000.00 per user
Standard reporting	Included
24/7 System Read Only Access	Up to 3 users free; $300.00 annually per add'l user
24/7 System Full Access	$1,800.00 per user annually
CMS reporting (MMSEA Section 111)	Included
Data conversion or migration services	At cost
Data feed setup or maintenance	At Cost
Electronic data interchange (EDI) setup	$1,500.00
OSHA reporting services	$3,000.00

ADMINISTRATIVE AND OTHER SERVICES	
File storage (physical)	At cost
Claim indexing services	Standard prevailing rate
Translation and Interpretation services	Pass through expense after bill review repricing
Witness statement collection	At cost
Travel coordination (for claimants)	At cost
Medicare Set-Aside (MSA) Prep + Review	At cost
Legal document preparation	At cost
Training + Onboarding of client personnel	First System training free.
Compliance reviews or audits	At cost - Dependent on time, expense & complexity

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Time and attendance tracking (for return-to-work programs)	At cost
Subsequent Claim Fee	Waived
Run-off Fees per claim	$500.00 or prevailing rate

LOSS CONTROL	
Loss Control Services	Year 1: $185.00 / hour plus expense Year 2: $190.00 / hour plus expense Year 3: $195.00 / hour plus expense

SUBROGATION	
Subrogation Services	15% of recovery if Acrisure Claims adjuster handles 30% of recovery if Avalon handles

SIU / INVESTIGATION	
Digital Intelligence Unit	
Asset Check	$125
Canvasses (Athletic or Medical)	Tier 1: $300 Tier 2 (standard canvass): $500 Tier 3: $700
Background Investigation	$250
SIU Snapshot / SSN Verification Only	$50 / $25
Digital Asset Gathering (DIG)	$250
Digital Intel Gathering – Monitoring (DGIM)	$75 per monthly monitoring
Insurance Coverage Check	$175
Litigation History Investigation	$250
Trial/Litigation Support Investigation (TSI)	0-75 Jurors = $150/per Juror; 76-150 Jurors = $125/per Juror; 150+ Jurors = $100/per Juror; $500 Non-Refundable Setup Fee - applied as credit toward final invoice
Contestable Death Claim Investigation; Due Diligence Investigation; Locate Investigation; Recorded Statement; Record Retrieval	$93.75/hr.; *DIU services billed hourly do not incur travel or mileage costs
Field Investigation Unit	

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Surveillance (8 hour)	$750; *$800 for CA/HI/NY-five boroughs only
Testimony / Court Appearance	$625
Wellness Visit	$250
Activity Check	$250
Video (ea. Additional Hard Copy)	$15
Recorded Statement; Written Statement; Record Retrieval; Clinic Investigation; AOE/COE; Misc. Field Services	$93.75/hr. *FIU services listed hourly will include travel time and mileage ($.58 per mile)
Fraud / Compliance Unit	
Viability Analysis/Review; Anti-Fraud Plan Prep	$800
Anti-Fraud Plan Filing	$250/state
Anti-Fraud Referral	$200
Regulatory Fraud Reporting	$400
Anti-Fraud Compliance Training (1hr/2hr)	$50/person; $75/person
Misc. FCU Field Investigation	$93.75/hr.; *FCU services listed hourly will include travel time and mileage (.58 per mile)

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EXHIBIT A

CLAIMS SERVICES

SERVICES

This Exhibit A is incorporated into and made part of the Third-Party Administrator Agreement ("Agreement") entered into by and between the Parties. The Parties acknowledge and agree that pursuant to the terms and conditions of the Agreement, Provider shall provide the following Services on claims assigned by the Client:

1. GENERAL STATEMENT.

a. Claim services shall be provided on Program Claims.

b. This Agreement serves as a guide to the method in which claims will be handled by Acrisure. Acrisure will seek to deliver services consistent with the attached Client's Claims Handling Guidelines. In some instances, a claims handling guideline may conflict with state specific statutes, rules, or regulations in a jurisdiction where services are provided. In such cases, Acrisure is to abide by the state specific statutes, rules, or regulations versus the Claims Handling Guidelines or other Client-provided service instructions as is indicated in the Agreement.

2. **FEES**. Client shall pay to Acrisure a claims service fee ("Service Fee") in accordance with the pricing listed in the Master Fee Addendum attached hereto.

3. CLAIMS SERVICES

In this manner and when consistent with the Claims Handling Guidelines, Acrisure agrees to:

a. Handle claim intake, claim management, and associated data management on Program Claims;

b. Maintain a separate file on each claim with appropriate documentation and within an electronic information management system, to track activities, file notes, and to manage all reserve and payment activity (the "Claim File");

c. Timely investigate each claim and make decisions regarding coverage and payment in accordance with all applicable statutes, laws, rules, and regulations;

d. Evaluate, analyze, and post all financial reserves on all open claims in accordance with all applicable statutes, laws, rules, and regulations in a timely manner;

e. Coordinate, direct, and manage litigation activity with assigning counsel;

f. Coordinate all outside field assignments and investigations based on need, cost-effectiveness, and return on expense;

g. Provide Client with access to all electronic claims management systems utilized by Acrisure in the provision of Services;

h. Provide cost containment services and other cost control measures;

i. Provide medical provider bill review services;

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j. Where agreed to by Client, investigate and advise Client of all situations involving subrogation, contribution, indemnity, recovery, and salvage and, where appropriate, pursue collection from responsible third parties;

k. Make necessary filings of claims report and associated data with appropriate government agencies;

l. Manage certain Medicare and Medicaid compliance activity including but not limited to:

1. Accurate and timely reporting of all applicable claims, as required under Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007;

2. Timely resolution of all Medicare conditional payment demands related to claims administered as part of the Program; and

3. Funding Medicare Set-Asides in any appropriate settlements, following guidance from the Center for Medicare and Medicaid Services.

m. Provide general claims fraud investigation and identification services including the provision of SIU Services that Client may hire (as defined in Exhibit F) or referring suspected fraud to Client's appointed SIU agent for further investigation and reporting.

n. Timely pay from the Loss Fund all covered claims in accordance with all applicable statutes, laws, rules, and regulations.

o. Pay from Loss Fund all ALAE associated with or arising from duties Acrisure carries out under this Agreement.

4. Billing and Invoice.

a. Client shall compensate Acrisure in accordance with the pricing details.

b. Acrisure shall invoice Client monthly. Acrisure may pay to itself from the Loss Fund all undisputed amounts within thirty (30) days of the invoice date.

c. Client shall report all billing discrepancies and disputes to Acrisure within fifteen (15) days of receipt of an invoice. If Client disputes only a portion of an invoice, Client shall pay the undisputed portion on time. Acrisure shall pay from the Loss Fund a disputed invoice or disputed portions of an invoice within thirty (30) days of mutual resolution of the discrepancy or dispute.

d. Unless subject to a good-faith dispute, invoices become delinquent thirty (30) days from the date of receipt and are subject to a late fee of one (1.0%) of the outstanding balance per month, or the maximum amount permitted by law, whichever is lower.

6. Reports. Acrisure shall provide Client with reports in a form and content consistent with the description set forth in the attached Client's Claims Handling Guidelines.

7. Audits. Upon not less than ten (10) days' written notice, Acrisure shall permit Client, at Client's own expense, to conduct on-site or remote reviews of Acrisure's claims operations including, but not limited to, the claims processing, claims payment, regulatory reporting, and data processing operations of Acrisure or third parties hired by Acrisure to provide services with respect to the business covered by this Agreement. Acrisure shall cooperate in all respects with such reviews and audits and respond promptly to Client's requests for information or documentation pursuant to such reviews and audits.

8. Bank Account – Claims Loss Fund

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a. Acrisure shall establish a bank account under Acrisure's Federal Tax ID Number ("Loss Fund") and in the name of Acrisure which the Client (or the Client's customer as may be required) shall fund for the sole purpose of making payments on claims files.

b. Acrisure shall establish the Loss Fund in a bank that is approved in writing by Client and that is a member of the Federal Reserve System.

c. Acrisure shall designate the Loss Fund in a manner to clearly establish that Acrisure is holding and acting as fiduciary for Client with respect to the funds in the account.

d. Acrisure only has authority to issue checks from the Loss Fund to make the disbursements specifically provided for in this Agreement.

e. Client shall make an initial deposit in the Loss Fund as reasonably determined by Acrisure.

f. Client shall maintain sufficient funds available in the account to be able to make claims and ALAE payments in a timely manner and as required by law. ALAE is as defined in this Agreement.

g. The Loss Fund will have a positive pay and Acrisure shall transmit daily electronic data to the bank.

h. The Loss Fund is the sole property of Client and may only be used for paying covered claims, ALAE, and Acrisure's compensation.

i. Acrisure will not commingle any other funds from any source with the Loss Fund.

j. The Loss Fund shall remain open only if necessary to satisfy open claims. Upon termination of this Agreement and payment of all outstanding claims payments, ALAE, and Acrisure's compensation, the Loss Fund shall be closed and all funds remaining in the Loss Fund shall be returned to Client, absent written agreement of the Parties to the contrary.

k. Acrisure shall issue all required 1099s as necessary and ensure that escheatment requirements are complied with at all times.

l. Acrisure acknowledges that it owes a fiduciary duty to Client with respect to all funds deposited by Client in the Loss Fund.

m. Client represents and warrants that Acrisure has no obligation to make any deposits into the Loss Fund nor to make any payment of covered claims or ALAE from its own funds.

9. <u>Allocated Loss Adjustment Expense ("ALAE")</u>

"Allocated Loss Adjustment Expense" (also referred to as "ALAE") is defined as follows:

a. attorneys' fees and expenses;

b. court reporter's fees, court costs, fees, and expenses;

c. pre- and post-judgment interest;

d. costs of depositions, including, but not limited to, transcript fees;

e. costs of obtaining copies of public records;

f. costs of obtaining copies of medical records;

g. service of process fees;

h. witness fees and expenses;

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i. expert fees and expenses;

j. costs of independent medical examinations and evaluations;

k. medical cost containment services, including, but not limited to, utilization management services;

l. travel expenses incurred by Acrisure at Client's request;

m. bill review service costs;

n. 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;

o. subrogation costs and expenses;

p. operative, investigative, and detective service costs;

q. postage solely related to a particular Program Claim;

r. survey and appraisal fees;

s. 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;

t. medical case management service costs;

u. costs associated with disputing or complying with Medicare Section 111 conditional payment liens;

v. costs associated with creating or obtaining a Medicare Set Aside; and

w. any other similar fee, cost, or expense that is related to the investigation, negotiation, settlement, adjustment, or defense of a Program Claim, whether charged by Acrisure or a third party, or as required for the protection of the rights or collectability of subrogation on behalf of Client.

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EXHIBIT B

Clinical Managed Care

CLINICAL MANAGEMENT -- SCOPE OF SERVICES

Where applicable, Acrisure may provide nurse case management and specialty clinical management services listed below on Program Claims:

- First report of injury distributed to clients' identified stakeholders.
- **Immediate Triage:** Triage of injury. A case management nurse determines appropriate level of treatment (i.e., seek treatment now, see physician within 4 hours, see physician within 24 hours, see physician within 3 days) or self-care advice.
- **On-site assessments:** Conducting in-person evaluations of the injured employee at their home, clinic, or workplace to assess their medical condition, functional limitations, and recovery progress.
- **Treatment plan coordination:**
    - Collaborating with treating physicians to ensure the appropriate medical treatment plan is followed, including reviewing treatment options, managing referrals, and monitoring medication usage.
    - Providing the injured employee access to Client's preferred medical providers or provider network.
    - Notifying treating facility of employee's injury and employee's arrival.
    - Transmitting report of injury and any client specific forms including treatment authorization, transitional work documents and/or job descriptions if applicable.
- **Communication facilitation:** Provide the injured employee with direct telephonic access to a nurse at the time of on-job-injury. Acting as a bridge between the injured employee, healthcare providers, employer, and insurance company to keep all parties informed about claim status and treatment progress.
- **Return-to-work planning:** Actively participate in developing a customized return-to-work plan, including identifying potential work accommodations and gradually transition employee back to their job duties.
- **Benefit education:** Explain on-job-injury benefits to injured employee, address concerns regarding coverage and claim process, and direct to private health insurance for non-occupational conditions, if applicable.
- **Early intervention:** Identify potential complications early on and take proactive steps to address them, aiming to minimize disability duration and claim costs.

Telephonic Case Management: Telephonic case managers expedite care, build relationships with injured employees, and encourage them to be active participants in their recovery. Acrisure's experienced nurse case managers are highly skilled in monitoring and consulting to assist on-job-injury care.

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Field Case Management: Field case management services are deployed for injuries that are more severe or complex. Acrisure's case managers attend on-site visits to: (1) address concerns and communication issues between providers, employees, and employers; (2) complete return-to-work assessments; and (3) discuss treatment and disability guidelines with providers. Field case managers accompany injured employees to medical appointments and discuss return to work strategies with the provider based on the injured employee's functional ability.

Utilization review: Utilization review is the process of reviewing medical services for the purpose of monitoring the quality and appropriateness of care. Referencing nationally recognized, evidence-based guidelines, the utilization review nurse and physician reviewer will review requested medical treatment to determine medical necessity specific to the injured employee's condition. All reviews are conducted within the specific jurisdiction's requirement for decision, URAC, or within Acrisure's best practice standards, whichever is more stringent.

SX Direct: Offers a targeted clinical oversight tool that manages surgery from approval to post-op evaluation or clearance. This service is ideal for claims that do not already have case management assigned or if an older claim where case management is no longer effective. **SX DIRECT** is Acrisure's solution to support injured workers and help contain surgical costs.

RX Advise: The primary components of RX ADVISE address the unique claimant's medication treatment plan with the goal of safely reducing opioid use and could include utilization review, peer review, drug testing, and ongoing nurse monitoring.

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EXHIBIT C

Loss Control Services

LOSS CONTROL -- SCOPE OF SERVICES

When requested by Client, Acrisure will implement its Three Phase Approach to Strategic Risk Measurement and Training Services as outlined below. Acrisure maintains full-time safety professionals in strategic locations across the United States to meet its Client's needs.

This Three Phase Approach Process consists of an initial baseline assessment (Phase 1), creating a plan of action and milestones (Phase 2), and implementing the training program (Phase 3).

Fees for Loss Control Services

Client shall pay Acrisure a loss control service fee as indicated in the Master Fee Addendum, attached and incorporated hereto.

Phase I: Baseline Safety Audit/Inspection:

In Phase I, as a part of the baseline safety audit and inspection, Acrisure may provide the following:

- An initial baseline assessment
    - Develop standard operating procedures ("SOP") to define management's best practice while meeting compliance with OSHA and other applicable standards
    - Develop plan to benchmark operational standards identified in SOP and distribute those reports quarterly.
- Review loss runs to identify existing incident trends.
- Evaluate workers in action including an evaluation of equipment, safeguards, processes and ergonomics.
- Review training and education
- Review the return-to-work program

Phase I will be accomplished by Acrisure's safety professionals traveling to sites throughout the United States, meeting with the onsite safety personnel, holding meetings, and performing the baseline assessment.

Phase II: Create a Plan of Action & Milestones (POA&M):

In Phase II, Acrisure may perform the following:

- Create a Plan of Action & Milestones ("POA & M") wherein the results of the assessment from Phase I will be provided via written reports as agreed. The report will communicate the risk identified during the assessment and recommended corrective action.
- Introduce new technology and improve current processes.
- Create in meetings at agreed upon regular intervals that focus on potential seasonal losses.

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- Institute a training and education program that includes meeting the 10- and 30-Hour Federal OSHA standards and independent state programs
- Perform ride along with at-risk drivers.
- Institute a safety council committee that includes employees from every level within the organization.
- Create or revise return-to-work program.
- Work with human resources or risk management department on open claims.

Phase III: Education, Training, and Monitoring:

In Phase III, Acrisure may perform the following:

- Educate and train employees at all levels in the organization
- Work with Client personnel to monitor losses and develop a mitigation plan on those losses.
- Provide a distribution of statistical analysis assessing the leading causes of mishaps.
- Develop a safety and risk matrix including benchmarks for safety and loss control.
- Work with risk control team on best practices from members as well as industry.
- Work with Client personnel to develop agenda, provide updates, report on loss control Issues, and establish action items, for virtual loss control meetings.
- Host virtual meetings with Client loss control committee to provide updates, report on loss control issues, and establish action items.
- Distribute a safety information that focuses on trends across all DSP in relevant region via text and email.
- Conduct team building exercises.
- Monitor success and adjust according to weaknesses and failures.
- Reward successful behavior.
- Create best practice protocol.
- Provide webinar when in-person training is not practical.

Phase III will include implementation and monitoring the effects of the training program. If requested by Client, Acrisure will also perform three (3) safety workshops bi-annually.

The focus of the workshops will be centered on losses for that region. Acrisure will train onsite safety managers. Acrisure will also brief the Client on successes and failures as well as corrective actions.

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EXHIBIT D

Subrogation

SUBROGATION -- SCOPE OF SERVICES

As applicable, Acrisure may perform the following "Subrogation Services" on Program Claims:

a. Conduct initial subrogation investigations to assess likely recovery potential.

b. Prepare a subrogation evaluation for settlement, arbitration, or litigation.

c. Engage, at Client's approval and expense, the services of subcontractors, agents, vendors, firms, attorneys, court reporters, record copying services, appraisers, experts, witnesses, investigators, and other third parties. Client and Acrisure will agree in writing to pursue subrogation litigation prior to the retention of outside legal counsel.

d. Evaluate assigned claims and make settlement recommendations to Client. Acrisure may settle any assigned subrogation claim, if in the judgment of Acrisure, the settlement is prudent. Any proposed settlement deviating by greater than Five Thousand Dollars ($5,000.00) from the settlement recommendation value assigned to the file must be approved by Client prior to entry into any final settlement. Client must respond within five (5) business days of any request for settlement. If there is no response within the required timeframe, Client shall be deemed to have accepted the settlement.

e. Maintain files on each subrogation claim, which files shall be available to Client for inspection, copying, and audit either electronically or physically during normal business hours upon reasonable prior written notice.

f. Assist Client in preparing, filing, and maintaining records and reports of subrogation or recovery files as may be required by applicable legal authorities and to the state bureaus of insurance.

g. Furnish quarterly reports to Client listing all matters settled or recoveries received from subrogation claims and suits.

h. Meet, as may be necessary, with Client to review management objectives on claims.

j. Accept and collect recoveries on behalf of Client with such monies held in trust. To such end, Client hereby grants Acrisure a limited power of attorney to act on its behalf. Following collection, Acrisure will remit to Client, on the fifteenth (15^{th}) of each month, all monies recovered during the preceding month, less the Fee (as later defined) and any expenses.

Compensation.

a. Client shall pay Acrisure a percentage of recoveries obtained through subrogation claims, lawsuits, and other collection efforts ("Recovery Fee"), as set forth below

   1. As the Fee, Client shall pay to Acrisure the percentage (%), as indicated in the Master Fee Addendum attached and incorporated herein, of all money Acrisure collects or recovers.

   2. The Recovery Fee shall be payable regardless of the source from which Acrisure obtains recovery including, but not limited to, secondary injury funds, third-party liability insurance, self-insurers, or any other source.

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3. In the event Client agrees to a waiver of a workers' compensation lien, Client shall pay to Acrisure a lien waiver fee of the greater of: (1) Two Hundred Fifty Dollars ($250.00); or (2) ten percent (10%) of the expected lien recovery.

4. In the event Client or its customer elects to terminate Subrogation Services for a particular claim, Client shall pay Acrisure a Recovery Fee of One Hundred Twenty-Five Dollars ($125.00) per month from commencement of the Subrogation Services on the claim through the written notification by Client to terminate the Subrogation Services for the particular claim.

b. **Client Obligations.**

1. Client shall reimburse Acrisure for all ALAE Acrisure incurs.

2. Client shall be responsible for the cost of making available its Representatives for depositions, trials, or other proceedings necessary to the Subrogation Services.

3. In the event a counterclaim or cross claim is filed against Client or its subsidiaries, affiliates, clients, insureds, or other similar party, in a recovery litigation filed on behalf of Client, unrelated to any negligent act or omission of Acrisure, then Client shall bear all legal costs related to such claims and have the right to retain separate legal counsel for the defense of such counterclaim or cross claim.

4. Client shall immediately notify Acrisure in the event that Client's authority to pursue subrogation or collection is terminated by Client's customer (if any). Client will continue to bear responsibility for all expenses incurred prior to notification received by Acrisure that Acrisure must halt its services.

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EXHIBIT E

SIU / Investigation

SIU / INVESTIGATION -- SCOPE OF SERVICES

Acrisure may perform the following special investigative unit services ("SIU Services"):

1. **Scope of Services + Fees**. The scope of services and corresponding fees for SIU and investigation services is as indicated in the Master Fee Addendum, attached to and incorporated herein.

2. **Special Investigation Unit**

   a. Acrisure will review all assignments submitted by Client and provide SIU Services in accordance with the terms of this Agreement and as may be requested by Client.

   b. Client will provide Acrisure with all documentation, data, and information necessary for Acrisure to perform its duties and obligations under this Agreement and discharge its obligations to Client.

3. **Special Investigation Unit (California Specific) – Upon Client Appointment of Acrisure as SIU**

   a. **Appointment of Acrisure as SIU.** Client hereby appoints Acrisure to serve as the Special Investigative Unit ("SIU") in accordance with California Insurance Frauds Prevention Act ("IFPA") and Title 10, Chapter 5, Subchapter 9 of the California Code of Regulations, including Section 2698.30 et seq., and other applicable law. Acrisure agrees to assume the role of SIU and perform all duties required by applicable California regulations.

   b. **No Relief**. Nothing contained within this Exhibit or the Agreement shall relieve Client of any obligations under the IFPA or any other applicable law.

   c. **Client Obligations**. Client shall fully cooperate with SIU in SIU's performance of its duties and obligations herein. Upon written request of SIU, Client shall promptly respond to all SIU requests and correspondence. Client acknowledges that SIU's ability to perform the SIU Services is incumbent upon Client providing all requested documentation, information, access to personnel, and other requested items.

   d. **Scope of Services**. Acrisure shall perform the following SIU-related services on behalf of Client ("SIU Services"):

   e. **Detection and Referral of Fraud**: Establish and maintain written procedures for identifying, detecting, documenting, and referring suspected fraud to the appropriate authorities, including red flag events specific to the OJI program administered by the Client. Acrisure will collaborate with Client's integral anti-fraud personnel.

   f. **Investigation of Suspected Fraud**: Conduct thorough investigations of credible referrals of suspected fraud, which will include:

      1. Reviewing claim files and insurance transactions for signs of fraud;
      2. Identifying and interviewing witnesses;
      3. Utilizing databases appropriate for fraud investigations;
      4. Preserving evidence obtained during the investigation;
      5. Writing concise summaries documenting the findings of each investigation.

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g. **Compliance with Reporting Requirements**: Ensure timely referrals of suspected fraud to the appropriate department of insurance, district attorneys, or other appropriate governmental authorities.

h. **Anti-Fraud Training**: Provide ongoing anti-fraud training to Client's integral anti-fraud personnel and Acrisure's own employees, including new hire orientation, annual training, and continuous education on investigative techniques, fraud indicators, and emerging trends.

i. **Coordination with Regulatory Bodies**: Upon request, release relevant information to departments of insurance and other authorized governmental agencies, ensuring that all records of investigations are appropriately maintained, transmitted, and kept confidential.

j. **Annual Reporting and Audits**: Assist Client in preparing and submitting annual SIU reports, including providing data on fraud investigations, staffing adequacy, and any contractual obligations. Acrisure will further ensure that any contracts with subcontractors comply with applicable regulatory requirements.

k. **Performance Monitoring and Compliance**. Client, in conformance with applicable law, shall monitor the Acrisure's performance of its contractual responsibilities under this Addendum. As requested by Client, Acrisure will provide documentation and reports to Client to demonstrate compliance with these obligations, including any audits by departments of insurance.

l. **No Disincentives**. Acrisure and Client each represent and warrant that this Addendum and the Agreement contains no disincentives to the referral and/or investigation of suspected fraud. Should it be determined that any provision of the Addendum or Agreement or any pattern or practice of the Parties has created a disincentive to referral and/or investigation of suspected fraud, the Parties will immediately work cooperatively to eliminate such disincentive.

m. **Compliance**. Acrisure shall comply with all applicable provisions of the IFPA, the California Code of Regulations, any Client-specific guidelines provided in writing, and any other applicable law or regulation.

n. **Communication with Fraud Division.**

1. Upon written request of a department of insurance, fraud division, or other authorized government agency ("Governmental Body"), Client or Acrisure shall release in a timely and complete manner any or all relevant information deemed important that the Client or Acrisure may possess relating to any specific incident of fraud.

2. For the purpose of this section, timely release of information means immediate, but no more than thirty (30) calendar days after the request or, in the event of a request relating to on-job-injury fraud, sixty (60) calendar days after the request, unless otherwise agreed to by the Governmental Body making the request.

3. Information released pursuant to this section shall be transmitted only in such a manner as required by applicable law or regulation or as directed by the requesting Governmental Body.

4. A single written request shall be considered sufficient to compel production of all information deemed relevant by the requesting Governmental Body relating to any specific fraud investigation. The single request is applicable throughout the duration of the investigation and is applicable to the requested records of the insurer named in the request and the records of all persons, agents, and brokers employed by and conducting business on behalf of Client or SIU.

o. **Detecting Suspected Fraud**.

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1. Client's Anti-Fraud Personnel. Client's integral anti-fraud personnel are responsible for identifying suspected fraud during the handling of OJI claims transactions and referring it to the SIU as part of their regular duties.

2. The SIU shall establish, maintain, distribute, and monitor written procedures to be used by the integral anti-fraud personnel to detect, identify, document, and refer suspected fraud to the SIU. The written procedures shall include a listing of the red flags to be used to detect suspected fraud for the public entity. The red flags listed pursuant to the immediately preceding sentence shall be specific to the OJI program or coverage transacted or issued by the public entity.

3. The procedures for detecting suspected fraud shall provide for comparison of any OJI claims transaction against red flags and other criteria that may indicate possible fraud.

p. Investigating Suspected Fraud.

1. The SIU shall establish, maintain, distribute, and adhere to written procedures for the investigation of possible suspected fraud. An investigation of possible suspected fraud shall include:

   a. What facts caused the reporting party to believe fraud occurred or may have occurred?;

   b. What are the suspected misrepresentations and who allegedly made them?;

   c. How are the alleged misrepresentations material and how do they affect the claim or insurance transaction?;

   d. Who are the pertinent witnesses to the alleged misrepresentation, if there are pertinent witnesses?;

   e. What documentation is there of the alleged misrepresentation, if documented?;

   f. In addition, the summary prepared pursuant to this section shall include a statement as to whether or not the investigation is complete.

2. Each investigation of suspected fraud shall include performing at least the procedures specified pursuant to subdivision (a) of this Section, to the extent they are applicable.

3. The SIU shall investigate each credible referral of suspected fraud it receives from Client's integral anti-fraud personnel, including automated or system-generated referrals. A credible referral of suspected fraud is one that includes a red flag or red flags. However, the first sentence of this subdivision (c) notwithstanding, in the event that upon a preliminary review the SIU determines that it is reasonably clear that the red flag or red flags contained in the referral is not or are not the result of suspected fraud, the SIU need not open an investigation. In the event that the SIU refrains from opening an investigation pursuant to the immediately preceding sentence, the SIU shall document in the claim file or SIU investigation file the reasons supporting its conclusion that the red flag or red flags contained in the referral is not or are not the result of suspected fraud.

q. Referral of Suspected Fraud.

1. SIU shall provide for the referral of acts of suspected fraud to the appropriate Governmental Body and, as required, district attorneys.

2. Referrals shall be submitted in any OJI claims transaction where the facts and circumstances create a reasonable belief that a person or entity may have committed or is committing fraud.

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3. Referrals shall be made within the period specified by statute, regulation, or other applicable law.
4. SIU shall complete as much of its investigation as is reasonable prior to the time the referral is made to the Governmental Body. Each referral of suspected fraud shall indicate whether the investigation is complete or further investigation is needed.
5. The requirements of this section do not affect the immunity granted under California Insurance Code section 1872.5 or other such similar codes contained in the IFPA or other applicable law.
6. The requirements of this section do not diminish statutory requirements contained in the IFPA regarding the confidentiality of any information provided in connection with an investigation.

r. **Anti-Fraud Training**. Requirements for training provided by and for SIU shall include:

1. Client shall establish and maintain an ongoing anti-fraud training program, planned and conducted to develop and improve the anti-fraud awareness skills of the integral anti-fraud personnel;
2. Client shall designate an SIU staff person to be responsible for coordinating the ongoing anti-fraud training program;
3. The anti-fraud training program shall consist of three (3) levels:
4. All newly-hired employees shall receive an anti-fraud orientation within ninety (90) days of commencing assigned duties. The orientation shall provide information regarding:
    a. the function and purpose of the SIU;
    b. an overview of fraud detection and referral of suspected fraud to the SIU for investigation;
    c. a review of the Governmental Body's fraud reporting requirements;
    d. an organization chart depicting the public entity's SIU; and
    e. SIU contact telephone numbers and email addresses.

e. Integral anti-fraud personnel shall receive annual anti-fraud in-service training, which shall include:
    a. review of the function and purpose of the SIU;
    b. introduction/review of the written procedures established by the SIU regarding the identification, documentation, and referral of incidents of suspected fraud to the SIU;
    c. identification and recognition of red flags or red flag events;
    d. any changes to current procedures for identifying, documenting, and referring incidents of suspected fraud to the SIU;
    e. the Governmental Body's fraud reporting requirements; and
    f. introduction/review of existing and new, emerging fraud trends.

f. SIU personnel shall receive at least five (5) hours of continuing anti-fraud training per calendar year. The training shall include instruction in one or more of the following topics:
    a. investigative techniques;
    b. communication with Governmental Body(ies);
    c. fraud indicators;

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d. emerging fraud trends; or

e. legal and related issues.

g. The training requirements stated in subdivision (c) shall not apply to persons retained to provide an expert opinion on a medical, technical, or scientific topic on behalf of the public entity and who do not participate in the claims handling or decision making function of the public entity.

h. Training, instruction, or courses that may be used in order to satisfy the requirement stated in subdivision (c)(3) of this section shall include, without limitation: anti-fraud conferences; SIU roundtables hosted by Governmental Body(ies); anti-fraud association meetings and trainings; and public entity in-house trainings.

i. Records of the anti-fraud training shall be prepared at the time training is provided and be maintained and available for inspection by a Governmental Body on request. The training records shall include:

a. the title and date of the anti-fraud training, instruction, or course;

b. the name, title, and contact information of the instructor(s), to the extent applicable;

c. copies of the training, instruction, or course materials or, if the materials are unavailable, a description of the training, instruction, or course content;

d. the length of the training, instruction, or course; and

e. the name and job title(s) of participating personnel

s. **SIU Annual Report**. Where required by applicable law or regulation, SIU shall file on Client's behalf annual reports with respect to the performance of the SIU functions by providing truthfully and accurately all information requested by the applicable Governmental Body.

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EXHIBIT F

Electronically Accessible Information and Cybersecurity

In accordance with the Agreement, this Exhibit is attached to and shall be incorporated within the Agreement between Acrisure Claims Services, LLC 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) Acrisure or any of its affiliates;
         2) Insurance companies whose insurance policies Acrisure 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 Acrisure, 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 Acrisure'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 Acrisure'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

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(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 Acrisure upon Acrisure'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 Acrisure's or Acrisure'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 Acrisure upon Acrisure'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 Acrisure's Information Systems, or allow any Subcontractor to transmit, store or process Nonpublic Information, unless it has received the prior written consent of Acrisure. 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 Acrisure 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 Acrisure 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 Acrisure'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 Acrisure'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

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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 Acrisure's Information Systems or Nonpublic Information:
c. Upon request, Employer shall produce to Acrisure evidence of its cyber insurance coverage as required herein.

8. Oversight and Security Compliance. Upon Acrisure's written request, Employer shall promptly and accurately complete a written information security questionnaire provided by Acrisure or a third party on Acrisure'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.

Docusign Envelope ID: 42F3F6B6-A0BD-8614-83B8-F14D58412D0E

SCHEDULE A

THIRD-PARTY ADMINISTRATOR AGREEMENT

All capitalized terms used but not defined herein shall have the respective meanings ascribed to them in the Third-Party Administrator Agreement ("Agreement"). All terms and conditions of the Agreement shall remain in full force and effect, unless expressly modified herein.

Client agrees the following companies under common ownership or direct affiliates of Acrisure Claims Services, LLC shall be additionally authorized as a third-party administrator under the Agreement in those jurisdictions where validly existing and holding all necessary licenses, and shall be afforded the same rights and obligations of the Agreement as if they were signatories thereto when they undertake to perform services:

AFFILIATES
ACS Claim Services, LLC
Brentwood Services Administrators, Inc.
Next Level Administrators, LLC
US Administrator Claims, LLC

Each Party represents and warrants the Agreement, for each state in which services are performed, will be deemed to be made with each company listed above that provides services in that particular state.

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

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

Date: June 18, 2026

Subject: Approve Renewal of Insurance Cover from Tennessee Risk Management Trust

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Approve the renewal of insurance coverage with the Tennessee Risk Management Trust (TNRMT) for the District's property, casualty, cyber, liability, and related insurance coverages for Fiscal Year 2027. The estimated annual premium is approximately $5,099,789, which incorporates the anticipated 2% early postmark discount. Expenditures will be paid from budgeted Internal Service Funds as approved within the Department's annual adopted budget.

Coverage will be effective July 1, 2026, through June 30, 2027. Tennessee Risk Management Trust has provided insurance coverage and risk management services to Hamilton County Schools for many years and is an authorized governmental insurance pool available for Tennessee local education agencies. The proposed renewal continues comprehensive insurance coverage necessary to protect District facilities, operations, technology resources, employees, and activities from a broad range of operational risks.

Approval of this renewal will ensure the District maintains appropriate insurance protection and risk management support necessary for the continued operation of District programs, infrastructure, and services.

Attachments:

- Risk Management Estimated Cost Summary Invoice

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☐ Every Community Served

TNRMT
TENNESSEE RISK MANAGEMENT TRUST

Invoice Number
6837BOE

INVOICE

Insured Name Hamilton County School System

Contact: Ms. Jennifer Sullivan
Risk Consultant

Address: 3074 Claude Ramsey Pkwy
Chattanooga, TN 37421

Effective Date	**7/1/2026**	**Expiration Date**	**6/30/2027**
Policy Number	**TNRMT**		

Line of Business	Premium	Company Name
Property/Casualty/B&M	$5,192,338	TNRMT
2% Early Pay Discount *	$103,847	
Total Premium Due **	**$5,192,338**	
Total Premium Due with 2% Discount *	**$5,088,491**	

Please make check payable to TNRMT and return to:

Tennessee Risk Management Trust
101 Tamaras Way
Hendersonville, TN 37075

Note:

** If premium is paid by 7/10/2026, a 2% discount applies*
*** If premium is paid after 7/31/2026, a 2% penalty applies*

TNRMT
TENNESSEE RISK MANAGEMENT TRUST

COST SUMMARY

07/01/2026 to 07/01/2027

Hamilton County School System

PROPERTY & CASUALTY PROGRAM

Total Premium	$5,192,338
Discount for Bus Driver Training	$0
Total Premium Less Discounts	**$5,192,338**
Property - all Buildings and Contents including: Electronic Dadta Processing Equipment, Media & Extra Expense, Contractors' Equipment & Miscellaneous Equipment, Valuable Papers and	$3,078,847
Employee Blanket Bond	$48,871
Auto Liability & Physical Damage	$708,624
General Liability	$342,094
Cyber Liability	$215,699
Boiler & Machinery	$89,580
School Leaders Errors & Omissions	$390,965
Student and Athletic Accident	$317,659

101 Tamaras Way • Hendersonville, TN 37075
Phone: (615) 651-8625 • Toll Free: (888) 743-4336 • Fax: (615) 953-6292

TNRMT
TENNESSEE RISK MANAGEMENT TRUST

Invoice Number
6837BOE-C

Increased Crime Invoice

Insured Name Hamilton County School System

Contact: Ms. Jennifer Sullivan
Risk Consultant

Address: 3074 Claude Ramsey Pkwy
Chattanooga, TN 37421

Effective Date	**7/1/2026**	**Expiration Date**	**6/30/2027**
Policy Number	**TNRMT**		

Line of Business	Premium	Company Name
Increased Crime Premium	$11,298	TNRMT
Total Premium Due	**$11,298**	

Please make check payable to TNRMT and return to:

Tennessee Risk Management Trust
101 Tamaras Way
Hendersonville, TN 37075

Premium is due by 07/10/2026

CERTIFICATE OF STUDENT ACCIDENT INSURANCE

DATE (MM/DD/YY) 07/01/26

PRODUCER
Next Generation Underwriters
111 Hazel Path
Hamilton Building
Hendersonville, TN 37075

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

INSURERS AFFORDING COVERAGE

INSURED
Tennessee Risk Management Trust
101 Tamaras Way
Hendersonville, TN 37075
Member: Hamilton County School System

INSURER A: TNRMT

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	STUDENT ACCIDENT	TNRMT	07/01/26	06/30/27	Each Occurrence	$25,000

Tort Immunity will be applied when applicable

Re: Specific sublimits apply for covered expenses (see schedule of benefits)

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER: ___

Hamilton County School System
3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

AUTHORIZED REPRESENTATIVE

John Eva

TNRMT

TENNESSEE RISK MANAGEMENT TRUST

ATHLETICS & STUDENT ACCIDENT PROGRAM

PROGRAM INCLUDES COVERAGE FOR, BUT NOT LIMITED TO:

- ALL SCHOOL SPORTS
- CHEERLEADING
- BAND & PE CLASSES
- JOB SHADOW PROGRAMS
- FIELD TRIPS
- 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 enrolled students including Pre K and Head Start Programs but does not cover participants in adult education programs beyond K-12.

CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YY): 7/1/2026

PRODUCER

NGU Risk Management
111 Hazel Path
Hendersonville, TN 37075

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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	07/01/2026	07/01/2027	X BUILDING	Blanket
	CAUSES OF LOSS				X PERSONAL PROPERTY	Blanket
	BASIC					
	BROAD				X EXTRA EXPENSE	$5,000,000 Per Occurrence
	X SPECIAL					
	X FLOOD*					
A	X INLAND MARINE	TNRMT	07/01/2026	07/01/2027		Per Schedule
	CAUSES OF LOSS					
	X ACTUAL CASH VALUE					
A	X EQUIPMENT BREAKDOWN	TNRMT	07/01/2026	07/01/2027		Property Damage Deductible $1,000 See Attached Summary

LOCATION OF PREMISES/DESCRIPTION OF PROPERTY

*No Coverage For Buildings, Contents or Mobile Equipment in Flood Zone A or Prefix A

SPECIAL CONDITIONS/OTHER COVERAGES

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

CERTIFICATE HOLDER

Hamilton County School System
3074 Claude Ramsey Parkway
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

John Fin

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 PROPERY 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/REPLACEMENT COST/ACV ON ANY ITEM 25 YEARS OR OLDER

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 & OMISSIONS COVERAGE	$1,000,000
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 EXCEPT 10 DAYS FOR NON-PAYMENT OF PREMIUM	60

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): 7/1/2026

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

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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	07/01/2026	07/01/2027	$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 Claude Ramsey Parkway
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): 7/1/2026

PRODUCER

NGU Risk Management
111 Hazel Path
Hendersonville, TN 37075

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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

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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	07/01/2026	07/01/2027	EACH OCCURRENCE	$2,000,000
		CLAIMS MADE / X OCCURRENCE				FIRE DAMAGE (Any one fire)	included
	X	INCIDENTAL MEDICAL MALPRACTICE/ PROFESSIONAL LIABILITY				PERSONAL & ADV INJURY	included
						GENERAL AGGREGATE	unlimited
A	X	AUTOMOBILE LIABILITY	TNRMT	07/01/2026	07/01/2027	Per Occurrence	$2,000,000
		ANY AUTO					
	X	ALL OWNED AUTOS					
	X	MEDICAL PAYMENTS - $5,000 ANY ONE PERSON /$100,000 ANY ONE CLAIM					
	X	HIRED AUTOS					
	X	NON-OWNED AUTOS					
	X	UNINSURED/UNDERINSURED MOTORISTS					
	X	ACV Comp/Collision $10,000 Deductible					
COVERAGE NOT PROVIDED FOR VEHICLES GARAGED IN FLOOD ZONE A OR PREFIX A							
A	X	CYBER LIABILITY CLAIMS MADE *(See Attached)*	TNRMT	07/01/2026	07/01/2027	$1,000 Deductible	$5,000,000 Per Claim $5,000,000 Aggregate See Attached
A	X	EMPLOYEE BENEFITS LIABILITY *(Claims Made-Retro Date-TNRMT Entry Date)*	TNRMT	07/01/2026	07/01/2027	$2,000,000 Per Claim	
A	X	EDUCATORS LEGAL LIABILITY/ERRORS & OMISSIONS *(Claims Made - Retro Date 7/1/87)*	TNRMT	07/01/2026	07/01/2027	$2,500 Per Claim Deductible	$2,000,000 Per Claim
A	X	DEFENSE OF OUSTER	TNRMT	07/01/2026	07/01/2027	$100,000 Sublimit	Per Claim Defense Only

Tort Immunity will be applied when applicable

CERTIFICATE HOLDER

Hamilton County School System
3074 Claude Ramsey Parkway
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

John Ewn

TENNESSEE RISK MANAGEMENT TRUST

CYBER LIABILITY COVERAGE

Reporting Instructions:

School Policy Number: CYP 2281724

TNRMT- Tom Stanley:615.970.9537
NGU/SEC- Chris Stites: 615.289.4101
Great American: 877.209.2009

Coverage Details

$1,000,000 Limit Per Claim/$1,000,000 Aggregate. $1,000 Deductible for the following:

Media and Website
Security Breach Liability
Replacement or Restoration of Electronic Data
Extortion Threats
Business Income and Extra Expense
Public Relations Expense
Reputational Harm
Security Breach Expense – Includes Credit Monitoring, Notification and Call Center Costs
*Only one deductible applies per claim

Claims Made Coverage: RETROACTIVE DATE: 11/02/2017 or your TNRMT Membership date, if later.

Helpful Tools

In addition to the coverage listed above, TNRMT has partnered with Great American to offer access to their proprietary EagleEye℠ platform, as well as with NetDiligence to provide additional tools and resources that complement your insurance coverage. Please review the attached materials for more information.

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**



Policy # CYP 2281724

Policy Term: 7/1/26 to 7/1/27

Zip Code: 37075

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.
- **SecurityScorecard** — 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.gaig.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.gaig.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)

GREAT AMERICAN INSURANCE GROUP
Cyber Risk

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

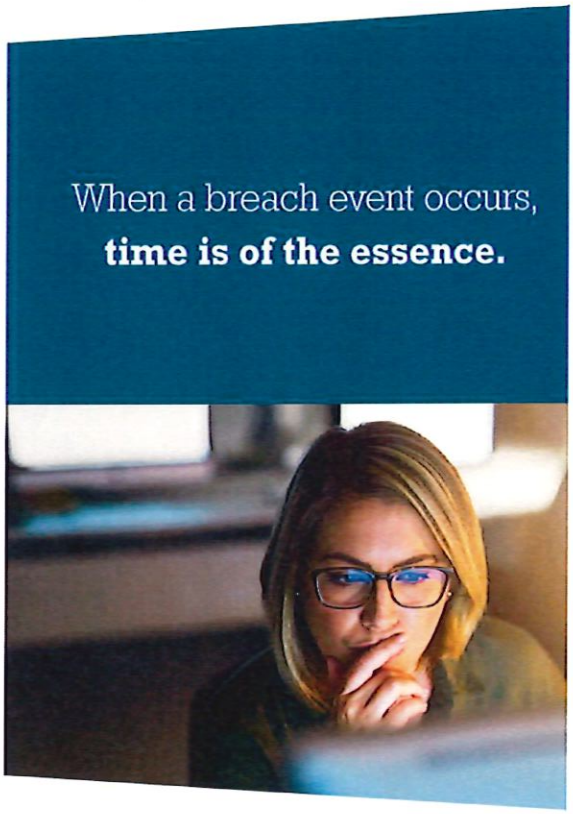
How do I use eRiskHub?

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 deducible 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**.





eriskhub.com/greatamerican

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

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GREAT AMERICAN. INSURANCE GROUP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY): 7/1/2026

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**	**07/01/2026**	**07/01/2027**	**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**	**07/01/2026**	**07/01/2027**	**$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**	**07/01/2026**	**07/01/2027**	**Per Occurrence**	**$2,000,000**
	X	**ALL OWNED AUTOS** (WHEN BEING USED ON BEHALF OF YOUR SCHOOL)					

CERTIFICATE HOLDER

Hamilton County School System
3074 Claude Ramsey Parkway
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

John Ewn

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

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

Date: June 18, 2026

Subject: Approval of School Annual Publishers for 2026-2027 School Year

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Approve the attached list of yearbook publishers for use by Hamilton County Department of Education schools for the 2026-2027 school year. Yearbooks and other annual publication products are funded through advertising sales, community contributions, and sales to students and other interested parties. No District funds are requested or required.

Outlined are the publishers currently utilized by schools within the District for the production of yearbooks and other annual publication products. These publishers have demonstrated the ability to provide quality products, competitive pricing, and responsive service to meet the needs of participating schools.

- Herff-Jones Publishing Company
- Josten's Publishing Company
- Lifetouch Publishing Company/Lifetouch National School Studios, Inc.
- Memory Book Company
- Taylor Publishing Company dba Balfour
- Tree Ring Yearbook Company
- Walsworth Publishing Company
- Yearbooklife dba PlattsCo. Inc.

Therefore, it is recommended that the Board of Education approve the attached list of publishers for use by schools during the 2026-2027 school year.

Attachments:

- None

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☑ Every Student Belongs
- ☐ Every School Equipped
- ☐ Every Employee Valued
- ☐ Every Community Served

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Elaine Harper, Chief of Schools
Lindsay Starnes, Chief of Student Supports

Date: June 18, 2026

Subject: Authorize Mental Health Provider Renewals

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Approve Renewals to RFP 26-22, School-Based Student Mental Health Services to the listed below providers to provide as-needed student mental health services through June 30, 2027. This is a no-cost contract for Hamilton County Schools. All costs related to service delivery, staffing, and program operations is the responsibility of the vendor(s).

- Centerstone of Tennessee, Inc.
- Elu, LLC, dba Elu: Counseling, Consulting, and Coaching
- Helen Ross McNabb Center, Inc.
- Psychiatry of Texas
- Thrive Therapies Group

On November 20, 2025, the Board of Education awarded RFP 26-22, School-Based Student Mental Health Services to the above listed providers to provide as-needed student mental health services to Hamilton County Schools students and families. The awarded providers have successfully implemented and delivered services under the current agreements.

Pursuant to the original award, the agreements may be renewed with Board authorization for up to three (3) additional school years through June 30, 2029. Approval of this first renewal through June 30, 2027, will ensure continuity of available mental health services and continued access for students and families who choose to engage with these providers.

Attachments:

- None

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☑ Every Student Belongs
- ☐ Every School Equipped
- ☐ Every Employee Valued
- ☑ Every Community Served

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Robert Sharpe, Chief Operating Officer
Justin Witt, Executive Director of Maintenance

Date: June 18, 2026

Subject: Approve Architectural, Engineering, & Design Firms

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Approve the attached list of Architectural, Engineering, and Design firms for use on Hamilton County Department of Education projects through June 30, 2027. Expenditures for services will be paid from budgeted and approved capital, operational, grant, or project-specific funds, as applicable, and are subject to departments' approved and adopted budgets.

Architectural, engineering, and design services are classified as professional services under Tennessee law and are exempt from competitive bidding requirements. The attached list of qualified firms is reviewed and presented annually to the Board of Education to ensure the District maintains access to the professional expertise necessary to support facility planning, design, construction, renovation, maintenance, and other related projects.

Approval of this list will enable the District to utilize qualified architectural, engineering, and design firms in support of facility-related projects.

Attachments:

- FY27 Architectural, Engineering, and Design Firm List

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☐ Every Student Belongs
- ☑ Every School Equipped
- ☐ Every Employee Valued
- ☑ Every Community Served

This is a list of engineering firms proposed for 2026/2027. The list may be expanded as needed.		
SBI Engineers	A D Engineering Services	MBI Architects
325 Cherokee Blvd.	651 East 4th Street, Ste. 407	651 E. Fourth St, Ste 500
Chattanooga, TN 37405	Chattanooga, TN 37403	Chattanooga, TN 37403
Campbell & Associates, Inc	DH&W	Asa Engineering & Consulting
Attn: Matt Williams	Attn: Andrew Haulser	109 East MLK Blvd
651. E. Fourth St.	1001 Carter Street	Volunteer Building
Chattanooga, TN 37403	Chattanooga, TN 37402	Chattanooga, TN 37402
Aquaterra Engineering	Bennett & Pless Inc	Moreland Altobelli Associates, Inc
4521 Bonny Oaks Drive	1301 Riverfront Parkway, Ste 104	5959 Shallowford Rd., Ste 2113
Chattanooga, TN 37416	Chattanooga, TN 37402	Chattanooga, TN 37421
March Adams & Associates Inc.	SCH Engineering	Franklin Architects
Attn: Jeff Westbrook	Attn: Stephen Horne	142 N. Market Street
310 Dodds Ave	1407 Prater Rd.	PO Box 4048
Chattanooga, TN 37404	Chattanooga, TN 37412	Chattanooga, TN 37405
Townsend Engineering	Roof Design & Consulting Services Inc.	SBI Engineers
Attn: Terry Townsend	Attn: Sid Hankins	Jason McGlohan, P.E. - Struct. Eng.
5611 Ringgold Road, Ste 200	300 N. Forest Park Blvd, Ste 101	325 Cherokee Blvd.
East Ridge, TN 37412	Knoxville, TN 37919	Chattanooga, TN 37405
Thompson Engineering	S & ME Engineering	Betts Engineering
630 Chestnut St.	4291 Highway 58, Ste 101	2800 South Market St
Chattanooga, TN 37402	Chattanooga, TN 37416	Chattanooga, TN 37410
Barge Design Solutions, Inc.	K. S. Ware and Associates LLC	Donald L. Tindell
1110 Market St, Ste 200	54 Lindsley Ave	6257 East Brainerd Rd.
Chattanooga, TN 37402	Nashville, TN 37210-2039	Chattanooga, TN 37421
Hopkins Surveying Group LLC	UES (formally GeoServices)	Cornerstone Surveying
175 Hamm Rd	6607 Mountain View Rd, Suite 139	7023 Snow Hill Road
Chattanooga, TN 37405	Chattanooga, TN 37363	Ooltewah, TN 37363
Terracon Engineering	Arcadis U. S. Inc.	Marion Environmental Inc.
51 Lost Mound Drive, Ste 135	1210 Permier Dr., Ste 200	115 Parmenas Ln
Chatttanooga, TN 37406	Chattanooga, TN 37421	Chattanooga, TN 37405
Volkert Inc	R.Clay, Inc.	Helton and Associates, Inc
1428 Chestnut St., Ste 110	Jeff Clay, P.E. - Elect	3769 Old Knoxville Hwy.
Chattanooga, TN 37402	1505 E. 27th Street	Rockford, TN 37853
423-842-3335	Chattanooga, TN 37404	865-970-3932
Environmental & Civil Engineering Svcs.	Ed Blake Company	Excel Energy Group
702 Old Jamestown Highway	P.O. Box 4277	#4 Longwood Road
Crossville, TN 38555	240 Forrest Ave., Suite 601	Little Rock, Arkansas 72223
931-484-9321	Chattanooga, TN 37405	501-821-8840
PDM Engineering Associates	Elder Consulting	Chattanooga Engineering Group
Mack McCarley, Ric Gibbs	Garrison Elder, P.E. - MEP	Rocky Chambers, P.E. - Civil Eng.
9410 Cathowken Drive	316 High Street, Unit 15	400 W Main Street, Suite 130
Chattanooga, TN 37421	Chattanooga, TN 37403	Chattanooga, TN 37408
Phone: 423-899-5662	Phone: 423-309-1377	Phone: 423-600-9110
Matthew Twitchell, AIA, LEED AP	Mario G. Forte, P.S.	Jan C. Pass, PE
MTa Architecture & Planning	Beginning Point Surveys, Inc.	Stantec
200 W M.L.K. Blvd Suite 200a	101 Tuxedo Circle	1110 Market Street, Suite 214A
Chattanooga, TN 37402	Chattanooga, TN 37411	Chattanooga, TN 37402-2863
Phone: 423-464-7175	Phone:	Phone: 423-800-5350, x1450

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

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

Date: June 18, 2026

Subject: Approve Participation with the Enterprise Accident Management Program

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Approve participation in the Enterprise Accident Management Program through the Sourcewell cooperative agreement (030122-EFM) with Enterprise Fleet Management. Services for utilization on an as-needed basis, with costs incurred only when a claim is submitted for program administration and repair management services. Expenditures will be paid from budgeted Internal Service Funds as approved within the Department's annual adopted budget.

Hamilton County Schools currently utilizes Enterprise Fleet Management through an approved Sourcewell contract for leased vehicles and fleet maintenance support. The Accident Management Program is an optional enhancement to the District's existing fleet structure, providing standardized accident repair administration, claims coordination, and repair management services for both leased and District-owned participating vehicles.

The program provides access to competitively negotiated accident repair pricing, including an estimated 30–35% discount on auto body and collision repairs. This pricing also applies to related services not typically included in general maintenance programs, such as windshield replacement and other minor accident-related repairs.

Participation will streamline claims administration and repair coordination for accident-related events, primarily those below the District's insurance deductible threshold. Use is optional and applied when operationally and financially beneficial. Approval will enhance fleet management for both leased and owned vehicles, reduce administrative burden, and generate ongoing cost savings.

Attachment:

- Vehicle Accident Management Agreement

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☑ Every School Equipped
- ☐ Every Employee Valued
- ☑ Every Community Served

FLEET MANAGEMENT

VEHICLE ACCIDENT MANAGEMENT AGREEMENT

This Agreement is entered into this _____ day of _____, between Enterprise Fleet Management, Inc., a Missouri corporation, doing business as "Enterprise Fleet Management" (hereinafter "Enterprise"), and _____ (hereinafter "Company") In consideration of the mutual promises it is agreed as follows:

ENTERPRISE WILL PERFORM THE FOLLOWING SERVICES IN CONJUNCTION WITH ADMINISTERING VEHICLE ACCIDENT MANAGEMENT PROGRAM:

1. Handle from the initial report until completion, physical damage, salvage and theft claims directly with Company's driver.
2. On behalf of Company, subrogate those claims which may result in the other party being responsible for all or part of the claim.
3. Provide National Glass Replacement directly to Company's driver.
4. Exercise reasonable diligence to contact Company or a party so designated by Company by telephone with potential liability claims.
5. Provide a "Short Term Rental Program" for vehicle replacement needs. The Terms and Conditions of said program are periodically published by Enterprise. In the event that Company participants or uses said program, Company assumes the responsibility for and shall pay for all short term rental contracts arranged by Enterprise through any car rental company.
6. Provide at the conclusion of each claim, a completed claims report, repair invoice, non-internal invoices and rental car invoices with the final Enterprise invoice as needed.
7. Send an analysis of the claims experience as requested.
8. Recommend using in network repair facilities for vehicle(s) in need of repair.

COMPANY WILL DURING THE TERM OF THIS AGREEMENT:

1. Handle and be responsible for all liability coverage and liability claims.
2. Cooperate with Enterprise, including providing the vehicle driver when said cooperation is needed in all subrogation and other claim areas.

This Agreement may be terminated by either party upon sixty (60) days notice to the other in writing at their last recorded address

Company: _____

Signature: _____

By: _____

Title: _____

Date Signed: _____, _____

Enterprise Fleet Management, Inc., ("Enterprise")

Signature: _____

By: _____

Title: _____

Date Signed: _____, _____

DESIGNATION OF AUTHORIZED ADJUSTER

_____, hereinafter referred to as Adjuster, is hereby authorized and empowered, in the name of, and on behalf of, the undersigned Company as follows:

1. To determine the amount of loss and damage to the property described in the applicable Accident Report (hereafter "Report") by reason of an incident which occurred on the date(s) stated on said Report. Adjuster is further authorized and empowered to have the amount of loss and damage to the property described in the Report appraised either by Adjuster or by someone designated by an adjuster and to enter into an agreement of appraisal therefor.

2. Adjuster is hereby specifically designated as the representative of the undersigned Company to demand, for and on behalf of the undersigned Company, that any party involved in the incident described in the Report exhibit to Adjuster, or to any person or firm authorized by Adjuster, any and all remains of the property involved in the incident described in the Report.

3. To prepare, submit, execute and give, in the name of the undersigned Company, any and all demands and/or notices required to be made or given by the undersigned Company.

4. To prepare, submit and execute, in the name of the undersigned Company, proofs of loss regarding the amount of loss and damage to the property described in the Report and amendments thereto.

5. To investigate the incident described in the Report.

6. To expend and/or advance such sums of money as are needed and required in order to adjust, investigate and appraise the amount of loss and damage to the property described in the Report.

7. To negotiate, compromise and settle any and all claims for the amount of loss and damage to the property described in the Report, including all claims for loss of use, and in connection therewith, Adjuster shall have the authority and power to execute, sign and endorse, in the name of the undersigned Company, any and all documents, including but not limited to, releases, proofs of loss, drafts and checks, required or necessary to accomplish same.

The Adjuster shall have no power or authority to admit liability on behalf of the undersigned Company for the loss, or any part thereof.

© 2018 Enterprise Fleet Management, Inc. I03852_Vehicle Accident Management Agreement

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

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

Date: June 18, 2026

Subject: Approve Contract for Special Education Services with Orange Grove Center, Inc.

Board Agenda Category:
- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

The Exceptional Education department requests approval of the attached professional services contract with Orange Grove Center, Inc. for the 2026-2027 school year. The contract expenditure of $820,000.00 will be to provide services for up to 17 students at Orange Grove Center, Inc.

This contract will be paid for with Exceptional Education General Purpose funds. These funds are currently budgeted, and no additional funds are requested.

Thank you for your consideration of this contract.

Attachment:
- Contract

Opportunity 2030 Commitment Connection
- ☑ Every Student Learns
- ☑ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served

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HAMILTON COUNTY BOARD OF EDUCATION

EXCEPTIONAL EDUCATION

CONTRACT FOR SPECIAL EDUCATION SERVICES

This agreement made this **_15_** day of **_May___**, 2026 by and between the Hamilton County Department of Education (hereinafter known as **BOARD OF EDUCATION**) with its principal office at 3074 Claude Ramsey Parkway, and Orange Grove Center, Inc., (hereinafter known as **OGC**) with principal office at 615 Derby Street, both of Hamilton County, Tennessee, to be effective for the 2026-2027 school year.

WITNESSETH

WHEREAS, T.C.A. §49-10-107, T.C.A. §49-10-305 and T.C.A. §49-10-701 provide that school districts may enter into agreements with suitable public or private agencies having appropriate programs, capacity, and competence where necessary to provide appropriate special education services to students.

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

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

1. **OGC** agrees to be subject to and operate under the rules and regulations of the Tennessee Department of Education as a Category 1, non-public school.

2. **OGC** shall accept the responsibility for the educational training of students admitted into its program and assigned to it by the Board of Education Exceptional Education Department. **BOARD OF EDUCATION** will pay **OGC** a monthly fixed fee rate of **$68,333.33** for up to 17 students during the 2026-2027 school year in accordance with student's Individual Education Plan (IEP). The 2026-2027 school year expected expenditure for servicing up to 17 students is then expected to be **$820,000.00** to be paid in twelve (12) equal monthly increments during the 2026-2027 school year. Enrollment over the total student participation number will be paid at a per student per month fixed fee rate of **$4,019.61**, herein after referred to as the Overage Student Fee, upon notification to and authorization by **BOARD OF EDUCATION**. It is understood and agreed by and between the parties that the **BOARD OF EDUCATION** is solely responsible for determining whether **OGC** is an appropriate placement for any particular **BOARD OF EDUCATION** student and **OGC** is responsible for thoroughly reviewing all referrals and approving students for admission into **OGC**. The **BOARD OF EDUCATION** students attending **OGC** will attend up to 204 school days. This includes 180 days of traditional school calendar year attendance and up to 24 full days of extended school year (ESY). The IEP team will determine the amount of extended school year (ESY) for each student, based on supporting data. The IEP team should meet regarding the extended school year (ESY) decision early enough in the spring of the school year to ensure that parents can meaningfully exercise their due process rights if they wish to challenge the ESY decision. The eligibility for an extended school year (ESY) must be made before the start of summer. The **BOARD OF EDUCATION** recommends the IEP team review the data to determine extended school year (ESY) needs by the end of the third nine weeks of the school year.

    a. If a **BOARD OF EDUCATION** student attending **OGC** requires homebound educational services and **OGC** cannot provide these services, **BOARD OF EDUCATION** will provide the service. If a **BOARD OF EDUCATION** student is placed in a residential treatment facility by a physician, **BOARD OF EDUCATION** staff will monitor the implementation of the student's IEP. Any homebound services provided by **OGC** must be provided in accordance with the student's approved IEP.

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b. Where the monthly HCDE student participation amount exceeds 17 students, **OGC** may charge the fixed fee rate as described in paragraph #2 for each additional student actively serviced by **OGC** in excess of 17 students each month where the student participation exceeds 17 students.

c. Invoices may be submitted monthly to the HCS Account Payable department and shall indicate service month, student attendance, monthly per student rate and total amount due.

d. Payment will be made on Net 30 terms from receipt of invoice.

HCS Account Payable Department
3074 Claude Ramsey Parkway
Chattanooga, TN 37421
DOE_AP@HCDE.Org

3. **OGC** in collaboration with **BOARD OF EDUCATION** shall be responsible for developing and implementing an individualized education program specifically designed to meet the unique needs of each child enrolled with the provision for all support materials and services necessary for their education. The education program for each child shall include:

a. A statement of the child's present levels of academic achievement and functional 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 to access, participate, and progress,
e. The date when these services will begin and end, 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
h. The persons 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 or guardians and the **BOARD OF EDUCATION** every 9 weeks. Attendance reports shall be submitted every 20 days 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 the **BOARD OF EDUCATION** and **OGC** which results in agreement regarding change or termination of the program.

4. The staff of the **BOARD OF EDUCATION** may inspect the **OGC's** facility and confer with **OGC's** staff to ensure compliance with the program. Inspections are to be at times reasonable to both parties.

5. **OGC** shall not discriminate against any applicant for employment because of race, color, religion, or national origin, and:

a. Shall take affirmative actions to ensure that applicants are employed, and employees are treated during employment without regard to their race, color, national 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 national origin.

c. **BOARD OF EDUCATION** and **OGC** ensures that the rights and privileges available to children attending schools of **BOARD OF EDUCATION** shall be available to the children served by **OGC,** including due process procedures, protection in evaluation procedures, least restrictive environment, and confidentiality of information.

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6. **OGC** shall:

   a. Require all applicants for employment and all current employees to supply a fingerprint sample and submit to criminal history records check to be conducted by the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI) prior to permitting the person to have contact with children at **OGC**;

   b. Not allow an employee to come in direct contact with school children at **OGC** until the criminal history records check has been conducted; and

   c. Not allow an employee to come in direct contact with school children at **OGC** 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.

7. **BOARD OF EDUCATION** will provide a school psychologist to coordinate initial and reevaluation assessments for the **BOARD OF EDUCATION** students attending **OGC**. The assessment team will be comprised of appropriate team members as outlined by the Tennessee Department of Education (TDOE), Division of Special Education and will include representatives from the **BOARD OF EDUCATION** and **OGC**. The assessment team will provide all information, including a written integrated report, to the IEP team.

   As previously stated, the **BOARD OF EDUCATION** is solely responsible for determining if **OGC** is an appropriate placement for any particular **BOARD OF EDUCATION** student and **OGC** is responsible for thoroughly reviewing all referrals and approving students for admission into **OGC**. Students must be identified as having significant multiple needs and/or a diagnosis of Severe Intellectual Disability. **BOARD OF EDUCATION** students entering **OGC** must only meet the registration and health requirements established by **BOARD OF EDUCATION**.

8. **BOARD OF EDUCATION** and **OGC** shall jointly share in the development and monitoring of the IEP for each student. **BOARD OF EDUCATION and OGC** shall provide a representative to attend and participate in the IEP Team meetings. A draft IEP should be available for review at least three days prior to every IEP meeting. **BOARD OF EDUCATION** and **OGC** shall jointly share in the development and monitoring of the individualized education program (IEP) for each student. **BOARD OF EDUCATION** and **OGC** shall provide a representative to attend and participate in the IEP Team meetings. If either party cannot attend an IEP Team meeting, written communication of the meeting's outcomes will be provided to that party within three business days. A draft IEP should be available for review at least three days prior to every IEP meeting.

9. **OGC** shall notify **BOARD OF EDUCATION** immediately and not exceed seven (7) days when it learns that a student is no longer a resident of a Hamilton County School zone area and when a student is no longer attending **OGC**. If a student's attendance reflects excessive absences (beyond two weeks), the IEP Team shall convene to address the need for a change of placement.

10. **BOARD OF EDUCATION**, working with **OGC**, shall develop an IEP designed to meet the unique needs of each student with provisions for all support materials and services necessary for his/her education. OGC will include in the IEP all related services as deemed necessary by the IEP Team members. Provisions for related services are as follows:

    a. Services needed for the student to benefit from the appropriate special education program.

    b. Services needed to obtain a complete diagnostic profile necessary to determine the special education program and appropriate related services.

    c. RELATED SERVICES: **BOARD OF EDUCATION** recognizes that some students will need

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certain “Related Services” as determined by the IEP Team. Under the provision of this contract, **OGC's** services will include, but may not be limited to, the following Related Services:

(1) Physical Therapy
(2) Occupational Therapy
(3) School Health Services and School Nurse Services, including 1:1 support as may be necessary for the student
(4) Speech, Language and Communication Services
(5) Transportation
(6) Behavior Management Services
(7) Vision and Audiology Services
(8) Assistive Technology Services
(9) Implementation of all IEP goals and objectives

11. All assessment information received by **OGC,** not conducted by the **BOARD OF EDUCATION**, shall include a release of information to the **BOARD OF EDUCATION** so that the **BOARD OF EDUCATION** has access to this assessment information. Any assessment reports conducted or received by **OGC** while this contract is in effect shall be forwarded to the **BOARD OF EDUCATION**’S Director of Exceptional Education. **OGC** shall complete all assessments necessary to determine student eligibility to include:

    a. Educational and diagnostic assessments
    b. Vision and hearing results
    c. Physical and/or occupational therapy evaluations
    d. Speech and language evaluations
    e. Augmentative communication evaluations
    f. Oral motor assessments
    g. Assistive technology evaluations
    h. Prevocational/vocational evaluations

12. Service Logs: **BOARD OF EDUCATION** and **OGC** agree that **OGC** shall complete and maintain monthly service log reports detailing daily Related Services provided to each student by a contracted provider and notice of any Related Services not provided because of a Provider’s absence. Monthly service logs shall be completed on the **BOARD OF EDUCATION** provided template and shall be submitted by email to the **BOARD OF EDUCATION’s** Executive Director of Exception Education by the 10th day of the following month.

13. Remote Services: **BOARD OF EDUCATION** and **OGC** agree that Related Services for students whose IEP necessitates this support, may be provided on a remote basis where the student’s IEP Team agrees the student will receive the same benefit to the services provided remotely. Remote Related Services shall be provided by **OGC** or through an **OGC** qualified provider and associated fees shall be the responsibility of **OGC.**

14. Services Provided by **BOARD OF EDUCATION**: **BOARD OF EDUCATION** and **OGC** agree that where **OGC i**s unable to provide required in-person Related Services, that **BOARD OF EDUCATION** will provide in person Related Services for students whose IEP necessitates this support and remote service was not appropriate. Related Services provided by **BOARD OF EDUCATION** shall be charged to **OGC** at a rate of **$100.45** per hour and such charges shall be deducted from the monthly billing of **OGC** to **BOARD OF EDUCATION**. When **OGC** can return to providing in-person Related Services, **OGC** shall coordinate the transition of such services back to **OGC**.

15. **OGC** acknowledges its obligation to provide appropriate Englis Learner (EL) services to any student identified as an English Learner in accordance with federal civil rights laws, including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974.

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OGC shall:

a. Provide ESL/EL instructional services delivered by appropriately qualified personnel.

b. Ensure services are sufficient to provide meaningful access to the educational program.

c. Maintain documentation of services provision, progress monitoring, and language proficiency data.

d. Comply with all applicable state and federal requirements related to English Learners.

If **OGC** is unable or unwilling to provide required ESL/EL services, the **BOARD OF EDUCATION** must provide such services to ensure compliance with federal law, the **BOARD OF EDUCATION** shall bill **OGC** at a rate of **$98.00 per hour** for services provided.

16. This agreement is contingent on the following:

a. **OGC's** program is appropriate in relation to the needs of the students to be enrolled.
b. The **OGC** facility shall make available a comprehensive educational program for up to seventeen (17) full day participation students, as stipulated in contract point #2.
c. 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.
d. **OGC** agrees to verify employment eligibility requirements for all contract employees according to the Department of Homeland Security and U.S. Citizenship and Immigration services.
e. **OGC** certifies that the staff of the facility has received training in the appropriate use of restraint and isolation as required by The Special Education Behavior Supports Act, TCA, Section 49-10- 1301, *et seq.*
f. **OGC** will report to the **BOARD OF EDUCATION** each instance of the use of restraint and isolation to comply with parental notification requirements of The Special Education Behavior Supports Act, TCA, Section 49-10-1301, *et seq.*

17. Termination. This agreement may be terminated by the **BOARD OF EDUCATION** or **OGC** for cause upon written notice given at least twenty (20) business days before the proposed effective date of such termination, if the cause of such termination has not been corrected to the satisfaction of the party terminating the agreement within such period of time. For these purposes, "cause" shall include, but not be limited to, the following:

a. Failure of **OGC** to comply with all applicable rules, regulations, and procedures (state, federal and local) pertinent to the performance of services for the System under this Agreement.
b. Failure of **OGC** to comply with any obligation under this Agreement.
c. Failure of **OGC** to provide proof of coverage under a valid policy of professional liability insurance, with all required endorsements, within thirty (30) days after the effective date of this Agreement.

In the event of such termination, **OGC** shall be entitled to receive compensation in accordance with the terms of this Agreement for services rendered up to the termination date.

18. A representative of the **BOARD OF EDUCATION** will monitor and inspect the **OGC** program and facility. Inspections are to be at a time and frequency reasonable to both parties.

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19. In all matters pertaining to the records of the student maintained by **OGC**, **OGC** 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. **OGC** may make such records available to authorized personnel of the BOARD OF EDUCATION, including special education department staff, teachers, and other professionals for educational planning and monitoring. **OGC** 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 **OGC** to any other party or agency unless the requesting entity complies with FERPA and the applicable regulations at 34 C.F.R. Part 99.

20. **OGC** 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 **BOARD OF EDUCATION** to comply with Federal and State Laws.

21. **OGC** 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, excerpts and transcription.

22. Notwithstanding the above, **OGC** shall not be relieved of any liability to the **BOARD OF EDUCATION** for damages sustained by virtue of any breach of this contract.

23. **OGC** 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.

24. Miscellaneous. This Agreement may be amended only by written amendment executed by the parties. This Agreement will be construed in accordance with the laws of the State of Tennessee. Nothing in this Agreement may be construed as restricting or prohibiting **OGC** from the development of its private professional practice.

25. **OGC** agrees to fully and completely comply with TCA 49-5-413 regarding background checks on persons in positions requiring proximity to school children.

26. **OCG** agrees to verify employment eligibility requirements for all **OGC** employees and **OGC** contract employees to the Department of Homeland Security and U.S. Citizenship and Immigration services.

27. **OGC** 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**.

28. This contract is contingent upon the contractor providing proof of insurance with liability coverage and limits of $1 million per occurrence and $3 million aggregate to the Department of Education's Office of Risk Management.

29. The term of this agreement is from July 1, 2026, to June 30, 2027 for the 204 school days of service.

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EXECUTION OF AGREEMENT, the parties have executed this Agreement as of the date last below written.

VENDOR: ORANGE GROVE CENTER, INC.	**HAMILTON COUNTY BOARD OF EDUCATION:**
Signed by: Tera Parsons 5F2BD1A18BDE421 — 05/15/2026	
Signature **Date**	**Signature** **Date**
Tera Parsons	
Printed Name:	**Printed Name**
CEO	**BOARD CHAIRMAN**
Title	**Title**

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Justin Robertson, Superintendent
Shannon Moody, Chief of Strategy

Date: June 18, 2026

Subject: Approve Amendment to the End School-Age Homelessness Initiative MOU

Board Agenda Category:
- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

On March 13, 2025, the Board approved an interlocal agreement with the City of Chattanooga for the End School-Age Homeless Initiative. This initiative, coordinated through the Chattanooga–Hamilton County Children's Cabinet, aims at providing comprehensive services, including housing and case management, to families experiencing homelessness as defined by McKinney-Vento within Hamilton County Schools.

On July 17, 2025, the Board approved an amendment extending the liquidation date to align with the FY26 HCS Title I timeline.

We are requesting an additional amendment to align with Hamilton County Schools' revised fiscal commitment and to include First Things First as a community partner overseeing Provident Place, which will provide emergency shelter and transitional housing to families navigating homelessness in Chattanooga.

Attachment:
- Memorandum of Understanding

Opportunity 2030 Commitment Connection
- ☑ Every Student Learns
- ☑ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served

Memorandum of Understanding

Between

Chattanooga 2.0, First Things First, Chattanooga Housing Authority, Chattanooga Regional Homeless Coalition, City of Chattanooga, Hamilton County, and Hamilton County Schools

For

the End School-Age Homelessness Initiative

This Memorandum of Understanding (MOU) is entered into by and between Chattanooga 2.0 (hereinafter referred to as "C2.0"), First Things First (hereinafter referred to as "FTF"), the Chattanooga Housing Authority (hereinafter referred to as "CHA"), the Chattanooga Regional Homeless Coalition (hereinafter referred to as "CRHC"), the City of Chattanooga (hereinafter referred to as "City"), Hamilton County (hereinafter referred to as "County"), and Hamilton County Schools (hereinafter referred to as "HCS"), collectively referred to as the "Parties."

I. Purpose The purpose of this MOU is to establish a framework for collaboration and resource allocation among the Parties to support the "End School-Age Homelessness Initiative," an initiative aimed at providing comprehensive services to families experiencing homelessness as defined by McKinney-Vento within Hamilton County Schools. This program is facilitated by the Chattanooga–Hamilton County Children's Cabinet (hereinafter referred to as "Cabinet'), which is chaired by City Mayor Tim Kelly, Hamilton County Mayor Weston Wamp, and HCS Superintendent Justin Robertson and facilitated by Chattanooga 2.0.

II. Background The Cabinet is focused on addressing homelessness and housing instability among children in Chattanooga and Hamilton County. Homelessness is a growing concern in Chattanooga and Hamilton County and for the Parties. As homelessness increases in the area and there is increased awareness of services offered by the HCS Families in Transition (FIT) Program, the total number of students identified as homeless and eligible for services under the McKinney-Vento Homeless Assistance Act is projected to remain high and grow during the 2026-27 school year. Unhoused students experience traumatic and high-stress situations that cause long-term effects on the emotional and behavioral health of the student and their peers. Housing instability disrupts students' opportunities to participate in social and educational activities, increases chronic absenteeism, prevents critical academic and career growth, and expands risks of health issues, further hindering personal economic standing through higher education, workforce placement, and income progression.

III. Scope of Work The City, County, and HCS agree to fund a pilot partnership between HCS, FTF, CRHC, CHA, and the City's Office of Homelessness and Supportive Housing. Called the End School-Age Homelessness Initiative, the pilot partnership seeks to provide housing and case management for every household identified as homeless through HCS. The initial pilot launched in February 2025 with services for families beginning in April 2025. The proposal below includes 12 months of support in order to continue the initiative and includes program evaluation and

assessment of impact metrics and achievement of impact goals, which will be reported to the Parties at monthly meetings of the Cabinet.

IV. Roles and Responsibilities

All Parties will collaborate with each other and other stakeholders, including organizations represented on the Cabinet, to identify and address gaps in services, share data related to the impact metrics and goals of the pilot program, and work to ensure alignment and progress toward the goals of the pilot program. In addition, the Parties will fulfill the following roles and responsibilities specific to their organizations:

A. C2.0 will convene the Parties as a working group and facilitate regular meetings to collect and share data for the purpose of continuous improvement and updates to the Cabinet.

B. CHA will provide housing vouchers (as available or applicable) or other CHA resources for eligible families, as determined by the program, and present regular updates on CHA's expedited process available to HCS students and their families.

C. CRHC will receive funds for the HCS Housing Forward Fund—which will be designated solely for supporting families receiving services through this initiative. CRHC will maintain a dashboard and provide monthly updates to the Cabinet through C2.0 regarding the disbursements from the HCS Housing Forward Fund and their impact on families.

D. FTF will receive funds for personnel costs for at least two full-time employees that will contribute 100% effort to the End School Homelessness Initiative, and funding to support partial effort from relevant support staff at FTF in collaboration with the HCS Homeless Liaison.

D. The City: The Kelly Administration will request the City Council to consider a $150,000 appropriation for this program in the City's FY27 budget and subsequent budget years (appropriation subject to City Council approval). The City will also continue to contribute to the Housing Forward Fund which may be used to serve eligible families under this initiative (appropriations subject to City Council approval).

E. The County: The County Mayor will request the County Commission to consider a $150,000 appropriation for this program in the County's FY27 budget and subsequent budget years (appropriation subject to Commission approval).

F. HCS will contribute financially to the End School-Age Homelessness Initiative. HCS Homeless Liaison will identify families experiencing homelessness and housing insecurity. HCS will create a shared by-name with relevant information for FTF and update weekly. HCS Homeless Liaison and FTF staff will participate in biweekly case conferences for the first 3 months of the fiscal year, then meet monthly to discuss status of families housing progress. As needed, HCS Homeless Liaison will coordinate with school social workers to obtain needed documents to apply for housing assistance.

V. Impact Metrics The Parties will assess the effectiveness of the pilot using the following impact metrics:

- Number of households/students identified
- Number of households enrolled in the Initiative
- Level each household has reached in the project, tracking total number of:
    - Students identified
    - Households enrolled in initiative
    - Vouchers issued
    - Households housed (adults, children, and combined)
    - Households referred to Intensive Case Management
    - Households completed program
    - Households who have achieved housing stability

These impact metrics will support decision-making regarding the success and sustainability of the pilot. They will be reported to C2.0 on a monthly basis and presented to Children's Cabinet during monthly meetings to assess progress of the initiative and support continuous improvement to meet the goals of the initiative.

VI. Impact Goals The Parties agree to the following goals for End School-Age Homelessness Initiative:

- Immediate Impact: The initiative partnership aims to provide permanent housing and case management to 10-20 households per month.
- Long-Term Impact: Students will have stable housing that will aid in reducing learning gaps, behavior infractions, health issues, and chronic absenteeism. Families will receive support with continued services to help them maintain independence.
- Community Benefits: The initiative will foster greater community integration, reduce the burden on emergency services, and contribute to a reduction in crime and healthcare costs associated with homelessness. Students and families will have a sense of belonging within the community.

VII. Financial Contributions The City, the County, and HCS agree to contribute financially to the End School-Age Homelessness Initiative. The budget for this twelve (12) month initiative is $375,000 The specific contributions that the City, the County, and HCS have committed to contributing are listed below:

- City: $150,000 The Kelly Administration will request the City Council to consider a $150,000 appropriation for this program in the City's FY27 budget and subsequent budget years (appropriations subject to City Council approval). The City will also continue to contribute to the Housing Forward Fund which may be used to serve eligible families under this initiative (appropriations subject to City Council approval).
- County: $150,000 (funding passed to Chattanooga 2.0, fiscal agent Chattanooga Chamber Foundation) Funding will be used for contracted work with FTF to perform service outlined

in the MOU starting on July 1, 2026 and ending on June 30, 2027. Any remaining funds not used for staffing will be allocated to the HCS Housing Forward Fund to serve families identified through the End School Homelessness Initiative.

- HCS: $75,000 will be requested for use through Federal allocations, pending final award. (Contracted work with the FTF to perform services outlined in the MOU)
    - HCS will be invoiced on a monthly basis for services provided from July 2026 through June 2027. Invoice will include services provided for specific billing period. When reimbursing salaries, the invoice will note the total salary amount. Must include proof of payroll that breaks out the total invoiced salary amount.
    - Final invoice will be submitted to HCS no later than July 17, 2027.
    - In an effort to support the objectives of this MOU, the Parties may enter into future agreements for goods or services whereby funds are exchanged for the receipt of such goods or services, including but not limited to an Independent Consultant Agreement. These future agreements shall be completed separately from this MOU.

VIII. Data Sharing Agreement When necessary, the Parties shall provide one another with data concerning students and parents/guardians in addition to any other relevant and available data source. The data shall be used only for conducting studies and to assist with the implementation of the initiative. The Parties will share data-related work products via secure, electronic transmission or similarly fortified method.

- This data will include the following personally identifiable information: student names, date of birth, gender, ethnicity, admissions information, parental contact information, and terms of enrollment.

IX. Confidentiality The Parties shall ensure that all employees maintain the confidentiality of student records and data in compliance with HCS policies, Tennessee law, and FERPA. The Parties must establish safeguards to secure all data exchanged under this DSA, including restricted facility access, secure password protocols, and protections against unauthorized interception or access. All disclosures of student data must comply with FERPA and applicable Tennessee law. These confidentiality obligations survive the termination or expiration of this DSA.

X. Term and Termination This MOU will be effective as of the date of signing and will continue for a period of twelve (12) months, unless terminated earlier by mutual agreement of the Parties or by any party providing 30 days written notice to the other parties. If, upon expiration of this MOU or the completion of the pilot program, the Parties mutually agree to continue with the End School-Age Homelessness Initiative on a long-term basis, then the Parties shall enter into a new written agreement that sets forth the terms and conditions for the long-term continuation of the program.

XI. Signatures

Chattanooga 2.0

Signature: _____

Printed Name: _____

Title: _____

Date: _____

First Things First

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Chattanooga Housing Authority

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Chattanooga Regional Homeless Coalition

Signature: _____

Printed Name: _____

Title: _____

Date: _____

City of Chattanooga

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Hamilton County

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Hamilton County Schools

Signature: _____

Printed Name: _____

Title: _____

Date: _____

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Mary Ellen Heuton, Chief Financial Officer

Date: June 18, 2026

Subject: Monthly Financial Report

Board Agenda Category:

- ☑ Consent Agenda
- ☐ Action Item
- ☐ Reports and Information

Attached is the monthly financial report comparing budget to actual through April, 2026. 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.

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☑ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served

HAMILTON COUNTY SCHOOLS
REVENUE/EXPENSES VS BUDGET
PERIOD ENDED
April 2026

		General Purpose			Federal Programs			Self-Funded Programs			School Nutrition			Grand Totals		
REVENUES		**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		276,530,590	276,530,590	231,352,591	-	-	-	-	-	-	-	-	-	276,530,590	276,530,590	231,352,591
LICENSES AND PERMITS		13,000	13,000	10,165	-	-	-	-	-	-	-	-	-	13,000	13,000	10,165
CHARGES FOR CURRENT SERVICES		424,000	424,000	426,168	-	-	-	5,203,293	5,320,784	3,980,597	3,718,711	3,718,711	3,374,258	9,346,004	9,463,495	7,781,023
OTHER LOCAL REVENUES		4,396,679	5,266,576	2,753,911	-	-	-	5,152,154	6,444,302	1,712,941	694,774	694,774	454,730	10,243,607	12,405,652	4,921,581
STATE OF TENNESSEE		294,513,153	303,282,963	272,602,978	-	-	-	-	-	-	-	-	-	294,513,153	303,282,963	272,602,978
OTHER STATE REVENUES		13,632,985	18,650,144	6,193,915	-	-	-	-	-	-	210,000	210,000	-	13,842,985	18,860,144	6,193,915
FEDERAL GOVERNMENT		2,154,770	1,269,525	995,430	36,439,010	54,885,287	26,226,140	-	-	-	25,726,184	25,726,184	21,569,459	64,319,964	81,880,996	48,791,029
OTHER SOURCES		927,480	927,480	135,122	-	-	-	-	-	-	-	-	605	927,480	927,480	135,728
RESERVES/FUND BALANCE *		-	15,184,247	-	-	-	-	21,623,109	54,022,251	16,671,951	-	560,539	-	21,623,109	69,767,037	16,671,951
PY ENCUMBRANCE BUDGET		869,897	11,702,807	-	-	-	-	-	-	-	-	260,577	-	869,897	11,963,383	-
TOTAL REVENUES		**593,462,554**	**633,251,332**	**514,470,280**	**36,439,010**	**54,885,287**	**26,226,140**	**31,978,556**	**65,787,337**	**22,365,488**	**30,349,669**	**31,170,785**	**25,399,052**	**692,229,789**	**785,094,740**	**588,460,960**
EXPENDITURES																
REGULAR INSTRUCTION PROGRAM	71100	245,509,367	265,145,797	196,929,993	5,406,819	9,699,263	5,502,073	4,136,987	4,583,977	2,698,519	-	-	-	255,053,173	279,429,037	205,130,584
SPECIAL EDUCATION INSTR PROG	71200	43,682,602	48,728,268	32,700,811	8,943,157	11,041,476	7,853,701	1,134,693	1,143,084	406,113	-	-	-	53,760,452	60,912,828	40,960,625
VOCATIONAL ED INSTR PROG	71300	20,702,161	21,372,405	14,154,200	680,658	793,548	519,103	75,358	381,613	74,746	-	-	-	21,458,177	22,547,566	14,748,049
STUDENT BODY EDUCATIONAL PROG	71400	4,563,624	4,602,646	245,961	-	-	-	1,000	1,124	1,124	-	-	-	4,564,624	4,603,770	247,085
ATTENDANCE	72110	7,788,126	8,951,446	5,632,554	74,400	162,838	122,353	-	-	-	-	-	-	7,862,526	9,114,284	5,754,907
HEALTH SERVICES	72120	7,027,172	7,421,373	5,187,082	50,000	202,526	80,862	339,036	354,036	122,336	-	-	-	7,416,208	7,977,935	5,390,279
OTHER STUDENT SUPPORT	72130	28,610,569	31,891,793	21,695,442	5,741,369	9,586,069	3,953,809	220,000	251,245	246,662	-	-	-	34,571,938	41,729,107	25,895,913
REG INST SUPPORT	72210	29,734,786	32,788,831	21,998,039	9,283,328	11,311,141	6,444,053	1,213,948	1,448,827	799,248	-	-	-	40,232,062	45,548,799	29,241,339
SPECIAL ED INST SUPPORT	72220	12,609,004	12,284,980	8,660,445	2,242,397	4,429,386	1,404,026	-	-	-	-	-	-	14,851,401	16,714,366	10,064,471
VOCATIONAL ED INST SUPPORT	72230	1,201,742	926,816	684,911	10,000	16,812	9,760	-	1,544	(450)	-	-	-	1,211,742	945,172	694,221
EDUCATION TECHNOLOGY	72250	9,227,277	11,903,808	7,530,243	-	-	-	-	-	-	-	-	-	9,227,277	11,903,808	7,530,243
BOARD OF EDUCATION	72310	6,928,477	6,849,950	6,239,392	-	-	-	100,000	150,000	52,510	-	-	-	7,028,477	6,999,950	6,291,902
OFFICE OF SUPERINTENDENT	72320	2,873,493	3,089,422	2,136,446	-	-	-	113,877	115,777	84,796	-	-	-	2,987,370	3,205,199	2,221,242
OFFICE OF PRINCIPAL	72410	38,488,175	39,598,250	30,729,825	-	8,160	-	18,000	19,000	11,171	-	-	-	38,506,175	39,625,410	30,740,996
FISCAL SERVICES	72510	4,510,135	4,988,340	3,428,890	-	-	-	-	-	-	-	-	-	4,510,135	4,988,340	3,428,890
HUMAN RESOURCES	72520	4,568,932	4,930,731	3,460,264	155,460	377,842	303,748	50,291	54,791	12,881	-	-	-	4,774,683	5,363,364	3,776,894
OPERATION OF PLANT	72610	35,490,091	35,707,866	26,608,497	-	1,181,811	1,176,930	2,000	128,241	117,632	-	-	-	35,492,091	37,017,918	27,903,059
MAINTENANCE OF PLANT	72620	12,312,491	13,168,366	11,406,821	-	-	-	-	144,261	121,491	-	-	-	12,312,491	13,312,627	11,528,312
TRANSPORTATION	72710	29,051,159	29,149,811	25,834,801	241,105	1,117,881	317,839	33,000	57,122	26,950	-	-	-	29,325,264	30,324,814	26,179,590
CENTRAL AND OTHER	72810	2,676,353	3,061,603	733,729	-	-	-	13,000	13,000	428	-	-	-	2,689,353	3,074,603	734,157
FOOD SERVICE	73100	5,850	5,850	5,600	-	-	-	-	-	-	30,349,669	31,170,785	23,723,376	30,355,519	31,176,635	23,728,976
COMMUNITY SERVICES	73300	748,518	788,488	470,442	365,201	375,654	196,108	3,957,973	3,966,723	2,837,887	-	-	-	5,071,692	5,130,865	3,504,438
EARLY CHILDHOOD EDUCATION	73400	2,908,533	3,149,631	2,343,959	2,364,558	2,521,080	1,794,242	564,643	556,472	356,771	-	-	-	5,837,734	6,227,183	4,494,971
REGULAR CAPITAL OUTLAY	76100	1,461,548	1,284,949	482,897	-	-	-	20,001,000	52,411,598	17,005,281	-	-	-	21,462,548	53,696,547	17,488,178
EDUCATION DEBT SERVICE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EDUCATION CAPITAL PROJECTS		-	138,873	-	880,558	2,059,800	83,952	3,750	4,902	-	-	-	-	884,308	2,203,575	83,952
CHARTER SCHOOLS (TRANSFERS)		40,782,369	41,321,041	34,999,724	-	-	-	-	-	-	-	-	-	40,782,369	41,321,041	34,999,724
TRANSFERS-STATE GRANTS		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSFERS TO FUND BALANCE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES		**593,462,554**	**633,251,332**	**464,300,966**	**36,439,010**	**54,885,287**	**29,762,560**	**31,978,556**	**65,787,337**	**24,976,096**	**30,349,669**	**31,170,785**	**23,723,376**	**692,229,789**	**785,094,740**	**542,762,999**

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Pkwy.
Chattanooga, TN 37421

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

From: Dr. Zac Brown, Deputy Superintendent

Date: June 18, 2026

Subject: MOU between HCEA and HCDE

Board Agenda Category:

- ☐ Consent Agenda
- ☑ Action Item
- ☐ Reports and Information

Administration recommends approval of the Memorandum of Understanding (MOU) between the Hamilton County Board of Education and the Hamilton County Education Association effective July 1, 2026.

The proposed MOU is the result of a series of collaborative conferencing sessions held throughout the 2025-2026 school year between PECCA representatives. These sessions focused on reviewing current agreement language, addressing operational and instructional needs, ensuring compliance with changes in state law, and identifying opportunities to enhance support for educators while maintaining effective school operations.

Key provisions of the MOU include:

- **Compensation Enhancements**
  - Adoption of revised salary schedules developed through the district-wide Classification and Compensation Study.
  - Expansion of the teacher salary schedule to 30 pay placements.
  - Salary schedule decompression to create greater differentiation between placements and recognize career growth.
  - Transition to a more transparent compensation structure with pay placement progression.
- **Leave Updates**
  - Alignment with recent Tennessee legislation modifying educator leave allocations.
  - Transition from ten (10) sick leave days and three (3) personal leave days annually to eight (8) sick leave days and five (5) personal leave days annually.
  - Clarification of leave administration language to ensure consistency and compliance.
- **Grievance Procedures**
  - Addition of language allowing grievance levels to be skipped by mutual agreement of the grievant and appropriate supervisor, with documentation maintained on the grievance form.
  - Increased flexibility to resolve concerns more efficiently.
- **Work Day Clarifications**
  - Updated language defining employee work days based on district-adopted bell schedules.

    - Greater consistency across schools regarding expectations and scheduling.
- **School Leadership Team Responsibilities**
    - Clarification that School Leadership Teams shall be responsible, at minimum, for reviewing and providing input regarding:
        - Duty assignments (daily and extracurricular)
        - Scheduling of school events
        - School handbook review
        - Other school-level operational matters as outlined in the agreement
- **Extended Duty Assignments**
    - Clarification of procedures for assigning extended duty responsibilities.
    - Emphasis on equitable distribution of assignments and consideration of workload impacts.
- **Planning Time Protections**
    - Clarification of minimum planning time expectations.
    - Reinforcement of the district's commitment to providing protected individual planning time whenever possible.
- **Contract and Agreement Maintenance**
    - Updates to language throughout the agreement to improve clarity, consistency, and alignment with current district practices and state requirements.
    - Removal of outdated provisions and incorporation of mutually agreed-upon revisions.

The MOU reflects the collaborative efforts of Hamilton County Schools and PECCA to maintain a positive working relationship, support employee success, and ensure effective educational services for students.

We request your approval of this plan for submission to the State Board of Education.

Thank you in advance for your consideration of this request. Please do not hesitate to contact me if you have any questions.

Enclosure (1)

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☐ Every School Equipped
- ☑ Every Employee Valued
- ☐ Every Community Served



MEMORANDUM OF UNDERSTANDING BETWEEN HAMILTON COUNTY DEPARTMENT OF EDUCATION AND PROFESSIONAL EMPLOYEES OF THE HAMILTON COUNTY DEPARTMENT OF EDUCATION

2026-2029

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Article I. Basic Provisions

Section 1 – Preamble

This Memorandum of Understanding (MOU) is entered into in good faith this July 1, 2026, by the Hamilton County Board of Education, hereinafter referred to as the Board, and the representatives of the professional employees of Hamilton County Board of Education pursuant to the terms of TCA 49-5-605. The Board and the professional employees acknowledge and agree to the following:

Section 2 – Recitals

This Memorandum of Understanding (MOU) memorializes the understanding reached by the Board and the professional employees of the Board as to the terms and conditions of the professional employees' service.

Section 3 – Recognition

The professional employees of the Hamilton County Department of Education engaged to participate in an election and selected the Hamilton County Education Association (HCEA) to participate in collaborative conferencing with the Board.

Section 4 – Professional Employee Organization Rights

A. Professional Employee Defined

A professional employee means any person employed by the Board of Education in a position that requires a license issued by the state department of education for service in public schools, but for the purposes of collaborative conferencing shall not include any member of the management team or a retired teacher employed as a teacher.

B. Professional Employees Organization(s) Use of Facilities

The Professional Employees and/or Professional Employee Organizations (PEO) shall, with notification to the school principal, have the right to make use of school building facilities and equipment at reasonable times outside the instructional day. Access during the school day shall be at the discretion of the school's administration. The Professional Employees and/or Organizations shall pay for the reasonable cost of all materials and supplies incidental to such use. When use of facilities requires special custodial services, the Professional Employees and/or Organizations shall pay for such services.

C. Communications

The Professional Employees and/or Organization(s) shall have the right to post notices of Professional Employees and/or Organization activities and matters of Professional Employees and/or Organization(s) concern on employee bulletin boards in an area used exclusively by professional employees. The Professional Employees and/or Organization may use the school system's regular interschool mail delivery system, professional employee mailboxes, and internal email system for communications to professional employees or members of Professional Employee Organization(s). Material which is distributed by a Professional Employees Organization(s) shall clearly indicate that such material is from the Professional Employees Organization.

D. Access to Members

Representatives of the Professional Employees and their respective affiliates and/or Organizations shall be permitted to transact official business solely for reasons set forth in Section 603 on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

E. New Hire Orientation

In coordination with the District, the Professional Employee Organizations shall have access to and be on the agenda for all new hire orientation activities. The District reserves the right to review materials for approval prior to delivery or dissemination. The District will also set the amount of time available for presentations. The decision of the District regarding outside messaging and timing at New Hire Orientation is final.

F. Association Representatives

Principals may consider the responsibility of Professional Employees Organization Representative(s) as a duty when assigning extra duties on an equitable basis to the faculty members.

Possible PEO Representative duties include conferring with members, distributing information for both the PEO and the District, supporting members in conferences, hosting member meetings, and attending monthly meetings of the PEO.

G. Memorandum of Understanding Training

The Board shall ensure the District provides training to school-based administrators and any representatives of a PEO shall be trained by his/her Organization.

H. Rights of Professional Employees

Professional employees have the right to self-organization, to form, join, not join, or be assisted by organizations, to participate in collaborative conferencing with local boards of education through representatives of their own choosing and to engage in other concerted activities for the purpose of other mutual aid and benefit. See TN Code § 49-5-603.

Upon request, a professional employee is entitled to have the assistance of another professional employee or their PEO with respect to any aspect of employment. See Board Policy 5.600.

Section 5 - Individual Contracts

Any individual contract between the Board and its professional employees shall be consistent with the terms and conditions of the MOU. With regard to terms and conditions that are appropriate subject matter of collaborative conferencing pursuant to PECCA, should language in an individual contract conflict with the terms and conditions found in the MOU, the MOU shall control.

Section 6 - Maintenance of Benefits

Unless otherwise provided in this Memorandum of Understanding, no part or provision of the Agreement shall be interpreted or construed to reduce, eliminate, or otherwise diminish any professional employee benefit existing prior to its effective date.

Section 7 - Severability

If any article or part of this Memorandum of Understanding is held to be invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such court, the remainder of the Memorandum of Understanding shall not be affected, and the parties shall immediately re-enter collaborative conferencing for the purpose of reaching a mutually satisfactory replacement for such article or part.

Section 8 - Memorandum of Understanding Waiver

Any deviations from the terms of any part of this MOU shall be agreed to by the collaborative conferencing teams prior to implementation. Either party may request a waiver of the terms of any part of this MOU. If such a request is made, the parties shall meet and attempt to reach mutual agreement concerning the requested waiver.

Section 9 - Distribution

An electronic copy of the Memorandum of Understanding (MOU) shall be distributed to each newly hired professional employee through the applicant tracking system, as part of the "New Hire" packet. A copy of the MOU shall be disseminated on a yearly basis to all current professional employees. A link to the MOU shall be available online within two working days of ratification.

Section 10 - Duration

This Memorandum of Understanding shall be effective as of July 1, 2026, and shall continue in effect until July 1, 2029.

Section 11 - Modification of Agreement

The Board and Professional Employees agree the salary, fringe benefits, insurance and leave sections of this Memorandum of Understanding may be reopened for discussion annually. All benefits are subject to carrier and plan rules.

A labor management team may meet during the second quarter of each school year to review Board policies related to the MOU slated for review during that calendar year. This team will present recommendations to the full collaborative conferencing team during the regularly scheduled collaborative conferencing meetings to assure the MOU remains in compliance with changes in federal or state law.

Article II. Salary

Section 1 – Teacher Salary Schedule

The salary of the majority of professional employees shall be determined by the Certified Teacher Schedule. However, at no loss of salary, certain specialized and non-classroom professional positions may be placed on the General Salary Schedule to ensure market competitiveness. A professional employee whose regular assignment requires more than 201 days shall be compensated at the contracted daily rate provided that this provision does not apply to any paid supplemental duty.

Section 2 – Placement on Salary Schedule

HCDE will transition to new compensation schedules at the beginning of the 2026–2027 school year. Professional employees will be placed on the appropriate pay placement based on verified experience and academic training, as recognized under applicable state requirements and district procedures. Pay placement levels are not direct equivalents to total years of experience; rather, placement reflects a structured alignment of multiple factors outlined in the compensation system.

For current employees, HCDE will apply an established methodology to determine appropriate placement on the new schedules. In transitioning to any revised salary schedule, no professional employee shall experience a reduction in base salary as a result of the placement process.

Section 3 – Professional Development Pay

Professional employees will be paid a minimum of $25.00 per hour for professional development outside the regular school day and/or school calendar pending available funding.

Section 4 – Methods of Payment

A. Pay Periods

Professional employees who work the regular school year shall be paid by direct deposit in bi-weekly (equal) installments. The first direct deposit for teachers shall be issued by the twentieth workday.

The pay dates for the professional employees will be distributed to each school at the beginning of each school year.

B. Extended Contract

Any professional employee whose contract extends beyond 201 days, but less than 12 months, shall be paid at the conclusion of the extended work period, or monthly.

Professional employees participating in paid summer work will be notified of the pay date no later than the first day of work.

Section 5 – Confidentiality

W-2 forms will be available to employees in Employee Self Service to protect the privacy of the employee.

Section 6 – Expenses for Traveling Employees

Employees required to travel between locations during the day will be reimbursed for mileage beyond the initial work location. Employees are not eligible for travel reimbursement when they are assigned to work all day at different schools or work sites on alternate days; they are also not eligible if they receive a travel stipend.

Section 7 – Summer School Teachers

The Board agrees to set competitive salaries of professional employees teaching summer school.

Article III. Grievance Procedure

Section 1 – Definitions

A. Grievance shall mean an allegation by a professional employee(s) that a specific section(s) of this Memorandum of Understanding has been violated, misinterpreted or misapplied and has resulted in a personal loss of the professional employee(s). Employee Grievances of Board Policy are addressed in Board Policy 5.501. Additionally, Evaluation Grievances are addressed in Board Policy 5.504.

B. The term "days" shall mean any day, Monday through Friday, on which schools are open during the normal school year. The first day to be counted shall begin at 8:00 a.m. the day following the day on which the time limits are based. After the last day of the normal school year, a "day" shall be any day Central Office is open.

C. Class grievance shall mean a grievance affecting more than one professional employee.

*Any level may be skipped by mutual agreement of the grievant and the relevant supervisor. Such agreement shall be noted on a grievance form.

Section 2 – Levels

A. Informal Level - Immediately-involved supervisor

The parties hereto acknowledge that it is most desirable for a professional employee and the supervisor immediately involved to resolve problems through free and informal communications. A professional employee must ask for an informal grievance meeting with the immediately-involved supervisor within 10 days from the time the professional employee knew of the incident. Meetings must be scheduled and occur within 10 days of the request. A professional employee who has a grievance shall meet with the immediate supervisor to discuss the grievance in an attempt to resolve the matter informally. When the professional employee requests such a meeting, the professional employee shall inform the immediate supervisor in writing that the meeting constitutes the informal level of the grievance procedure. At the conclusion of this meeting, the employee and the immediately involved supervisor will complete the Informal Level Grievance Form (see appendix), with the employee receiving a copy of the completed form.

B. Formal Levels

Level 1 – Immediately-involved supervisor's supervisor (IISS)

If the matter is not resolved to the satisfaction of the professional employee at the informal level, within five (5) days of the informal discussion the grievance shall be set forth in writing to the immediately-involved supervisor's supervisor on the Grievance Form (see appendix). The IISS shall arrange to meet with the grievant to discuss the grievance within five (5) days of receipt of the grievance.

The IISS shall communicate a decision, with reasons, to the grievant in writing within five (5) days of the grievance meeting.

Level 2 – Director of Schools

The professional employee, no later than five days (5) after receipt of the IISS's decision, may appeal the decision to the Director of Schools or the Director's designee. The appeal to the Director of Schools must be made in writing on the Grievance Form. The Director of Schools or designee shall arrange for a meeting to take place with the grievant to discuss the grievance within ten days of receipt of the grievance.

The Director of Schools shall within seven days of the grievance meeting communicate a decision, with reasons, in writing to the professional employee and the IISS.

Level 3 – School Board

If the dispute is not settled at level 2, the grievance may be advanced directly to the Board of Education. Within ten days after the professional employee receives the written decision from Level 2, the professional employee may request a review by the Board of Education. The Board shall review the case at its next regularly scheduled monthly meeting provided; however, if the request for a review is not received earlier than ten days before the next regularly scheduled monthly meeting, the Board of Education shall review the case at its following regularly scheduled monthly meeting. The Board of Education shall issue a written decision within ten days of its review, with copies to the aggrieved and the Director of Schools.

Section 3 – Advanced Step Filing

The first formal level for class grievances which involve professional employees from two or more locations shall be the Director of Schools' level.

Section 4 – Provisions Governing the Grievance Procedure

A. A grievant may, upon request, be assisted by a Professional Employees' Organization representative or another Professional Employee at all formal levels of the procedure. The individual hearing the grievance may, upon request, have a representative present during the formal levels. A professional employee who requests a representative shall not be required to discuss any grievance in the absence of the representative.
B. Any resolution of a grievance shall be consistent with the terms of this Memorandum of Understanding.
C. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants and, subject to Tennessee Public Records Act, shall not be forwarded to any prospective employer of the grievant or alluded to in any communications between the administration and the prospective employer.
D. No reprisals shall be taken by the Board or Administration against a professional employee for participation in a grievance.
E. If the Board requires that a professional employee be away from an assignment due to the processing of a grievance, the professional employee shall suffer no loss of pay or benefits.
F. It is understood that the grievant shall, during the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof have been fully determined.
G. A grievance may be withdrawn at any level without establishing precedent.
H. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next level. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limits shall result in the grievance being considered void and without establishing precedent.
I. Notices of hearing dates, acknowledgements of the date of receipt of grievances, and decisions rendered must be in writing.
J. For all grievance levels, the use of the district's electronic mail shall be sufficient for transmission of grievances, requests, decisions, and appeals. The time an email was sent shall be the point of reference used for determining timeliness relative to the grievance procedure.
K. A grievance, to be considered under this procedure, must be properly initiated by the professional employee within ten days from the time the professional employee knew of the incident or should have known of the incident which caused the grievance.
L. All formal grievance(s) must be submitted on the Grievance Form.
M. The time limits prescribed in this procedure may be extended by written mutual consent.
N. Withdrawal of a grievance at any level shall not indicate acceptance of the decision at

that level.

Article IV. Insurance

All insurance plans will be in compliance with all state and federal laws. All are subject to plan and carrier rules.

Section 1 – Comprehensive Medical Insurance

The Board agrees to provide comprehensive medical insurance plans from which full-time professional employees may choose. Professional employees will be allowed to choose the plan that meets their individual and family needs. The Board will pay a portion of the cost of the Professional employee's plan. The professional employees will be permitted to purchase dependent coverage through the plan. Please see rate table and plan description documents at www.hcde.org/benefits.

Section 2 - Dental Insurance

The Board agrees to provide plans for dental insurance from which full-time professional employees may choose.

Section 3 – Vision Insurance

The Board agrees to provide plans for vision insurance from which full-time professional employees may choose.

Section 4 – Life Insurance

Each eligible professional employee shall be provided a group term life insurance policy in the amount of $40,000, to include double indemnity in the event of accidental death, dismemberment benefits, and waiver of premium in the event of a professional employee disability. Please see plan document at www.hcde.org/life for detail information.

Section 5 – Liability Insurance

Use of individually owned vehicles is not covered by the Board's Liability Insurance plan. Professional employees should not use their vehicles for school transport of students for HCDE-related activities. The Board specifically forbids any employee to transport students for school purposes without appropriate insurance coverage.

When a professional employee must transport students in a school owned or rented vehicle for use while on a Board-approved event, the professional employee shall be covered by the Board of Education provided Liability Insurance Plan. Employees driving are also subject to Board Policy 5.403 Drug and Alcohol Testing.

Section 6 – On-the-Job Injury

Risk Management Operation Procedures are posted on the Risk Management Section of @hcde.org and available at each school facility. HCDE has elected an OJI program in lieu of Tennessee Worker's Compensation Law. In the event an employee experiences an on-the-job injury (OJI), the employee should notify their supervisor immediately.

Absence due to an injury incurred by an employee while performing duties within the course and scope of the assignment which renders the employee unable to work or in the event the injury is the result of a student's actions (regardless of whether the event would constitute an assault) incurred by a professional employee while performing duties within the course and scope of his/her assignment which renders the professional employee unable to perform normal duties shall not be charged against the professional employee's accumulated sick leave to a maximum of twenty (20) working days per separate incident, provided that the professional employee alleging such injury files or causes to be filed a completed copy of the specified OJI report form with the Risk Management Office within 24 hours but no later than five (5) working days of the incident. If the injury occurs while the professional employee is on a Board approved activity outside of the District, the professional employee shall file or cause to be filed the OJI report within five (5) working days of the return date. The Board reserves the right to require a physician's statement to verify the professional employee's inability to perform normal duties.

Failure to file a First Report of Occupational Injury or Illness report within the five (5) working day period following the incident or diagnosis shall relieve the Board of any responsibility under this section. Forms are available at each building site or on the HCDE website.

The Board agrees to pay all medical expenses directly related to the on-the-job injury as directed by the treating, occupational medicine physician assigned by the school system.

For purposes of this section, treatment of documented pre-existing conditions, injuries resulting from professional employee horseplay or fighting, violation of safety rules and drug and alcohol policy are excluded.

If the injury requires that a professional employee be absent from assigned duties for more than twenty (20) working days, the professional employee has the option to either:

1. use accumulated sick leave days or
2. receive weekly OJI compensation equivalent to those payable under the State of Tennessee Worker's Compensation law.

On-the-Job Injury coverage shall begin upon arrival at the work site and continue until the professional employee leaves the work site while performing duties normally associated with the professional employee's position and/or duties which have been previously assigned or permitted by the professional employee's supervisor.

If a professional employee has been receiving OJI benefits for twelve (12) months, the professional employee may apply for long-term disability benefits. If approved by the carrier, the professional employee shall accept long-term disability benefits and all on-the-job benefits will cease.
The information to file an OJI claim may be found on the HCDE website/employee hub. Please reference the appendix for more information.

Section 7 –Disability Insurances

The Board shall provide to each full-time professional employee short-term and long-term disability insurance programs.

A. Short-term disability

Professional employees are eligible to apply for short-term disability through the carrier should they become temporarily disabled. Employees must exhaust all accrued paid leave and satisfy the carrier waiting period before STD benefits begin. The weekly benefit is 60% of weekly earnings up to a maximum of $500.

B. Long-term disability

Professional employees are eligible to apply for long-term disability through the carrier in the case of a long-term injury or illness. Benefits are 66 2/3% of the professional employee's monthly earnings to a maximum of $4,000. This benefit may pick up after short-term disability ends and have been deemed disabled for 180 days. Benefits may last up to social security retirement age.

For detailed information about the long-term disability plan, please see the plan document on the HCDE Benefits Employee Hub.

Section 8 – Description of Insurance Coverage

Full-time new hire professional employees will receive a description of the insurance coverage within twenty (20) calendar days of the date of employment. The description shall include a statement of conditions and limits of coverage. If a change in coverage is made, all participating professional employees shall receive written notification of the change thirty (30) days before the change takes effect. The Board shall provide all participating professional employees with a yearly update of any changes in the insurance plan during open enrollment.

Section 9 – Enrollment for Insurance/Dental/Vision Coverage

For all eligible professional employees there shall be an open enrollment period of the medical plan, vision plan, life insurance plan, and the dental plan beginning the first workday and ending thirty (30) days thereafter, or thirty (30) days after Board approval of employment, whichever is longer.

Newly hired full-time benefits eligible professional employee health coverage will begin on the first of the month following thirty (30) days of employment. The first premium deduction will be automatically deducted from the professional employee's paycheck as soon as practicable after the eligibility date. Any missed deductions will be invoiced to the employee.

A. Medical, Dental and Vision Plans - If the professional employee does not elect the coverage available to him/her, his/her spouse, and/or his/her dependents when first eligible, he may do so during the annual open enrollment period or within 30 days following a qualifying event as defined in section 125(c) of the IRS Tax Code.

B. Life insurance – Enrollment for optional life insurance after the initial enrollment period may require evidence of insurability.

Section 10 – Health Insurance for Disabled Professional Employees

Retirees who are approved for disability retirement through TCRS but who do not meet the years of service eligibility requirement, may remain on the HCDE health plan until the retiree becomes eligible for other coverages. Employees who retire early due to disability may continue their current coverage; however, to maintain long-term eligibility, they are required to actively apply for Medicare Disability and/or Medicaid coverage as soon as they become eligible and must transition to those programs immediately upon approval. Failure to do so may result in loss of eligibility for continued coverage under the district's plan.

Section 11 – Health Insurance for Retired Professional Employees

Retirees who meet the state requirement age with employee only coverage and who as a certified employee has 20 years of service, pay the current premiums that active employees pay. All other plan tiers are tiered and priced according to actuarial rates reviewed each plan year. Dependents must be on the employee's plan prior to retirement. Dependents may not be added at a later time.

To be eligible for HCDE health insurance, the certified retiree must have:

- Worked for HCDE for at least twenty (20) years, the last five of which must be consecutive.

- For TCRS legacy plans, the retiree must be at least age 55, or have at least 30 years of service with TCRS.
- For TCRS hybrid plans, the retiree must be at least 60 or have at least 30 years of service with TCRS.

Retirees are responsible for paying the full month premium associated with their selected coverage level. Payments must be received in full each month by the established due date. Failure to pay premiums by the due date will result in termination of coverage. Retirees who lose or elect to decline coverage may not re-enroll in the plan under any circumstances.

Section 12 – Continuation

Professional employees on FMLA leave shall continue to have Board contributions made in accordance with applicable law.

Professional employees on FMLA leave that have exhausted paid leave shall make payments to the Benefits Department for any insurance payroll deductions (professional employee contributions) missed while on unpaid FMLA leave within thirty (30) days of the missed payroll deductions (professional employee contribution).

Professional employees on Director of Schools-approved unpaid non-FMLA leave shall have the option to continue COBRA eligible benefits (https://hcde.org/human-resources/benefits/) by electing COBRA continuation coverage. Life insurance may be continued through the HCDE life insurance carrier. Contact the Professional employee Benefits Department for more information.

Section 13 – Family Coverage

Professional employees shall be able to purchase comprehensive family health coverage as discussed in Section 1 and have the monthly premiums deducted from their paychecks. When both spouses are full-time professional employees, only one professional employee shall cover dependent children. The enrolling professional employee must notify the Benefits Department that both spouses are full-time professional employees.

HCDE's Medical Plan includes a provision that benefit eligible employees may only cover a spouse as a dependent if the spouse does not have access to medical coverage through their employer, or if the spouse is only offered a high-deductible health plan in accordance with the IRS family deductible guidelines. Employees will be required to complete a Spousal Coverage Affidavit each year at open enrollment, or at any time during the year when adding a spouse due to a qualifying event.

Section 14 – Wellness Committee

Professional employees from diverse backgrounds, genders, and ages will be included in the District Wellness Committee. At least 3 representatives will be selected by the PECCA team.

Section 15 – Duration of Coverage

Board-provided insurance programs as specified in this Article shall be for the duration of this MOU.

Article V. Fringe Benefits

Section 1 – Extra Curricular Admissions

Professional employees shall be admitted free of charge, with school ID, to all regularly scheduled HCDE extracurricular events held on HCDE property, excluding TSSAA playoff events. At the employee's assigned school during "home" events, the professional employee shall also be allowed one accompanying attendant free of charge not to include TSSAA events.

Section 2 – Flexible Benefits Plan

The Board shall provide a Flexible Benefits Plan to be in compliance with Section 125 of the Internal Revenue Code available to all eligible professional employees. This plan shall provide opportunities to elect supplemental insurance, and opportunities to tax shelter health insurance premiums, unreimbursed medical expenses and qualified dependent childcare expenses. This plan is voluntary for all eligible professional employees.

Section 3 – Attendance Bonus

A. Personal Leave

At the end of each school year, up to four days of unused personal leave shall be credited as sick leave, and if a fifth day is unused it shall be paid out at a rate of $75.

B. Retirement and Sick Leave

If employees notify the Director of Schools about their retirement before February 1st of the year in which they plan to retire, the bonus will be calculated by multiplying the number of accrued, but unused, sick days by $50. Otherwise, the bonus will be calculated by multiplying the number of accrued, but unused, sick days by $20. The Board may in extenuating circumstances waive the February 1st deadline.

It is agreed that this loyalty bonus payment is not compensation for accrued sick leave days. Instead, the number of accrued sick leave days is merely used as a convenient factor to calculate the bonus amount. Nor is the bonus payment intended to be compensation for accumulated sick leave that the employee will be entitled to use for retirement credit.

Section 4 – Classroom Preparation

Before the first instructional day of each school year, full-time certified professional employees whose primary work responsibility is delivering instruction to students (i.e., teachers, counselors, and librarians) may choose to work an optional 7.5 hours in their work location to individually prepare for the opening of a new school year. This time may, at the employee's discretion, be used to prepare the physical classroom environment, plan, complete professional development (including HCS compliance courses), or to prepare instructional materials and resources for use with students.

Professional employees opting to work this time will receive $100.00 upon submitting documentation to the building administrator.

Section 5 - Additional Discounts and Benefits

The Board shall actively investigate other discounts and benefits for professional employees.

Article VI. Working Conditions

Section 1 – Workday for Professional Employees

The normal workday for professional employees will be at least seven and one-half (7.5) hours. Workday shall mean the length of time a professional employee is required by the immediate supervisor to be at an assigned work location(s). Professional employees will report to work 15 minutes prior to the beginning of the student day and remain 15 minutes beyond the end of the student day (as defined at hcde.org/bell-times) which is included in the 7.5 hour day count. Supervisors may adjust lunch break schedules as needed to accommodate efficient operations, but it is separate from the 7.5 hours of work duties.

Section 2 – School Leadership Team

Principals will form a School Leadership Team with the Professional Organization(s) also selecting a representative. Where feasible, the school principal will consult with and inform the school leadership team of changes impacting professional employees.

The School Leadership Team shall be responsible for, at minimum:

- Duty assignment, both daily and extracurricular
- Scheduling of school events
- School handbook

Section 3 – Duty

Professional employees may be assigned equitable required duties beyond the normal workday. Equitable shall not mean all professional employees are on duty simultaneously.

Teachers on duty to facilitate the safe opening and closing of the school (i.e., bus duty) shall not be required to report to work earlier than 20 minutes before the beginning of the workday or at their assigned duty posts earlier than 15 minutes before the beginning of the workday.

For example, a school that starts at 8:00 has a teacher workday of 7:45-3:15. Morning duty shall commence at 7:30, and teachers shall not be required to report to work earlier than 7:25. Afternoon duty shall not extend beyond 3:30.

Professional employees may be required to perform extended duty beyond the scope of the normal workday, including after-school activities and athletic games.

Extended duty shall be subject to the following provisions:

- Extended duty shall not exceed the amount agreed upon each year by the School Leadership Team.
- Extended duty consists of any activity that begins more than 30 minutes after classes are dismissed.
- Extended duty shall not be required on a day that is not a workday.
- Professional employees shall have equal opportunities to sign up for preferred extended duties.

Section 4 – Planning Time

Professional employees are entitled to a minimum weekly allotment of individual, self-directed planning time equivalent to 30 minutes per workday. This time does not need to occur daily but must adhere to the table below and occur in increments of 30 consecutive minutes or more. Employees will have no assigned non-instructional duties or responsibilities during these periods.

Number of workdays in week	Minimum amount of weekly individual, self-directed planning	Minimum Number of days on which individual, self-directed planning must occur
5	150 minutes	2
4	120 minutes	2
3	90 minutes	1
2	60 minutes	1
1	30 minutes	1

No required meetings may be scheduled in such a way as to reduce a professional employee's weekly individual, self-directed planning time below the minimum set forth in the previous paragraph. This includes, but is not limited to, team meetings, IEP meetings, PLC, instructional coaching cycles, and collaborative planning.

Individual, self-directed planning time for professional employees is to be used for activities directly related to the instructional program. Professional employees may elect to use this time to individually or collaboratively study standards, analyze student data and work samples, plan new lessons and units, or prepare materials for instruction.

Professional employees may be equitably granted at least one extended planning block per month. This extended planning block may be at least two hours long during the normal

workday and may be used for building- or District-mandated training or development. Classes may be split to provide this extended planning block.

Teacher planning days on the Board-approved calendar shall be used for individual, self-directed planning.

Section 5 – Duty Free Lunch

A daily duty-free lunch period equal in length to the scheduled student lunch period at the school shall be provided for professional employees.

Professional employees shall not be required to attend conferences during duty-free lunch.

A professional employee may leave the building or grounds during the duty-free lunch period. For safety and security, employees are expected to sign in and out when leaving the building.

Section 6 – Professional Employee Response

Professional employees utilizing duty-free time shall be required to respond to an emergency situation when so directed by the administration. Administration shall minimize disruptions to professional employees' planning time caused by activities during the school day.

Section 7 – Meetings Before or After the Workday

Professional employees shall not be required to attend more than four hours of professional development instructional committees, faculty meetings, etc. per month before or after the regular workday. However, this shall not apply to meetings regarding student academic progress or teacher professional obligations to a student (i.e., IEPs, etc.)

A. Guidelines for all Scheduled Meetings

1. In no case may a mandatory meeting begin before 7:00AM.
2. 48 hours advance notice given in writing.
3. Afternoon meetings shall not be scheduled on Fridays or any day immediately preceding any holiday or other day upon which professional employee attendance is not required at school.

B. Guidelines for Faculty Meetings

By the end of the first week of the school year, the faculty shall know the regular schedule for faculty meetings. This shall not prevent the administration from calling faculty meetings necessitated by an emergency situation.

Meetings held after the end of the student school day shall start between 20 and 25 minutes after all classes are dismissed.

Items of school-wide interest submitted by members of the faculty to the administration at least one day in advance of a meeting shall be placed on the agenda. These items will be discussed after the conclusion of the administrative agenda. This additional time shall not be counted towards the monthly total, and professional employees may only be asked to stay on a voluntary basis.

Section 8 – Inclement Weather

When it is necessary to adjust the student school day due to inclement weather, the professional employee workday will be adjusted accordingly unless otherwise directed by the Director of Schools or a designee.

Section 9 – Itinerant Professional Employees

Itinerant/shared professional employees shall serve extra duties at one school. The school in which the itinerant professional employee is scheduled to serve the greatest amount of time shall be the base school. If an itinerant/shared professional employee serves equal amounts in two or more schools, Human Resources shall determine the base school. Itinerant/shared professional employees shall not be required to return from their assigned school in the same school day to their base school to complete duty assignments.

Section 10 – Notification of Absence

Professional employees are expected to notify an administrator any time they will be absent from school.

As long as the automated substitute system is operational, professional employees shall be required to enter the absence in order to secure a substitute. If notification of the professional employee's absence to the automated substitute system is not made before midnight, the professional employee is required to call the administrator or designee to report their absence.

Professional employees with prescheduled school events must enter the absence a minimum of one week in advance of the event.

Section 11 – Solicitations

Professional employees shall not be required to attend sales presentations or solicitations involuntarily at any time. This does not include presentations approved by the Director of Schools which are related to the professional employee benefit program.

Section 12 – Professional Development

All local professional development, including on-line professional development, will be scheduled to occur on days:

1. identified as staff development days, or
2. after the end of the regular school day in a scheduled meeting subject to the provisions of Section 6 of this Article or
3. during the time when regular school is not in session.

Professional employees will receive electronic notice of workshops from the host.

The professional employee lunch period will be a minimum of one-hour on staff development days if lunch is not provided. The professional employee workday may be extended to maintain the 7.5 workday while allowing for a longer lunch period than usual.

Section 13 – Professional Employee Safety and Legal Protection

A. Safety of Working Areas

It shall be the obligation of the Board to ensure areas and facilities in which professional employees are assigned are clean, safe, and nonhazardous. It shall be the obligation of each professional employee to perform assigned duties in a manner that is clean, safe, and nonhazardous.

Professional employees shall not be required to perform custodial duties but shall follow established protocols to report custodial deficiencies.

All working spaces shall have lockable doors. Each professional employee will be provided with a space in which personal possessions can be secured and locked. Should these conditions at any time not be met, professional employees shall report the deficiency to their administrator.

B. Suspected Unsafe Conditions

A professional employee who suspects that an unsafe situation exists shall immediately inform his/her immediate supervisor. The immediate supervisor shall evaluate the situation and determine any corrective action, if needed. If the situation poses immediate harm to a professional employee or student, the professional employee will first take needed preventative action then notify his/her immediate supervisor, and if necessary, the employee and students will be relocated.

C. Use of Reasonable Force

If within the scope of an assignment the safety of a professional employee or student is threatened by a real and present danger, a professional employee may use reasonable force as necessary to protect himself and/or a third party from attack, to protect another professional employee or property, or to obtain possession of weapons or other dangerous objects. Professional employees shall immediately report incidents of this nature to their immediate supervisor.

D. Physical Assault on a Professional Employee

In the event that a professional employee, while performing assigned duties suffers bodily injury as a direct result of a physical attack or other violent criminal acts upon the professional employee, the Board shall provide the following benefits to the employee:

1. Legal counsel to advise the professional employee of his/her legal rights.
2. The Board shall reimburse a professional employee for the actual value of any personal property damaged or destroyed during such physical attack, in excess of any valid and collectible insurance in effect at the time of the attack.
3. When absence from assigned duties is directly caused by such bodily injury, the employee shall receive full salary and full benefits, including, but not limited to, health insurance for up to one (1) year, until the employee is released by their physician to return to work or is determined by the physician to be permanently and totally disabled from returning to work, whichever occurs first.
4. The Board shall assume medical costs beyond the professional employee's insurance coverage incurred by a professional employee as a result of such bodily injury for up to one (1) year following the physical assault.
5. The providing of the benefits specifically described above shall be the sole obligation of the Board under this section.
6. A leave of absence for personal injury resulting from an assault or other violent criminal act shall not be charged to the employees' sick leave, personal leave, or professional leave.
7. Leave runs concurrently with other leaves of absence including FMLA, Extended Leave, OJI, TN Maternity, and/or other applicable leaves.

E. Conditions for Providing Benefits

The Board's providing of the benefits described in this Section are conditioned upon any or all of the following as applicable:

1. The professional employee promptly files an incident report or official complaint, giving complete details of the physical attack, with the governmental agency having police jurisdiction in the matter.
2. The employee must have been performing duties in a reasonable and prudent manner.
3. The Board shall receive a signed statement from the professional employee, listing all personal property damaged or destroyed and reasonable proof of value, within two weeks of the physical attack.

F. Reimbursement for Personal Property

The Board agrees to reimburse professional employees for the replacement of personal property stolen, damaged or destroyed while the professional employee was discharging duties within the scope of an assignment. The Board shall provide this reimbursement only if the professional employee immediately informs his/her supervisor in writing of the loss and presents a signed statement to the Risk Management Department within ten (10) calendar days of the loss stating the circumstance of the loss and the estimated replacement or repair cost. No professional employee shall receive more than $750 per fiscal year under this section unless otherwise authorized. The reimbursement provided by the Board shall be in addition to any valid and insurance in effect at the time of the loss.

G. Legal Action Against a Professional Employee

The Board maintains insurance sufficient to protect itself and its employees who are acting in good faith and within the course and scope of their employment against any liability that might attach under the Tennessee Governmental Tort Liability Act.

Section 14 – Personnel Files

A. Content Guidelines

The Board shall not establish any separate personnel file that is not available for the professional employee's inspection.

B. Maintenance of Files

A professional employee shall be given a copy of any written letter of reprimand placed in the professional employee's file by a supervisor at the time it is placed in the file. The professional employee also shall be given a copy of any letter of criticism placed in the professional employee's file, which is directed to the immediate supervisor, the Director of Schools, or the Board concerning said professional employee's performance.

A professional employee shall be given the opportunity to rebut any letter of reprimand or criticism placed in the professional employee's file by attaching his/her own statement to the letter of reprimand or criticism within ten (10) working days of its placement in the file. The professional employee may add additional statement(s) later if new information related to the incident is developed.

The Director of Schools will designate those administrative personnel who shall have access to the files of those professional employees under their direct supervision.

Pursuant to TN Open Records, a log (name and date) shall be maintained for others who eview the files. Such log shall be available for examination by the professional employee.

C. Access to Files

A professional employee shall have the right, with prior appointment, to review the contents of his/her personnel file and to reproduce any documents contained therein. However, unless unusual circumstances exist, review of the file shall be granted within two workdays of the request. The professional employee shall have the right to have a representative accompany him during such a review.

The Board shall release to credit agencies only the present employment of a professional employee and his/her length of service in the system. Additional salary and personnel information shall be released upon written authorization from the professional employee, or in accordance with Tennessee Public Records Law.

The Board shall verify to another school district or employer a professional employee's work experience in the system.

Materials may be permanently removed from the professional employee's file only with the prior notification of the professional employee. If the professional employee objects to the removal of said materials, he may place a written statement of his/her objections in his/her file.

All personnel file reviews shall be conducted in the presence of the Chief Talent Officer or a designee.

Section 15 – Student Discipline Procedures

A. Board and Professional Employees Responsibility

The Board recognizes its responsibility to maintain and approve student discipline procedures. The professional employees agree to assist the Board in the development of student discipline procedures.

All schools and the elected representatives at each school shall receive one copy of the system's School Safety Plan.

B. Local School Discipline Procedures

The local school administrator shall have the overall responsibility for student discipline in the building(s), on the school grounds, and for school activities.

It shall be the responsibility of the building administration to develop, publicize, and enforce such building rules and regulations for student discipline as may be required to contribute to the orderly operation of the school. The administration will request assistance for serious disciplinary problems.

C. Classroom Discipline Procedures

All teachers shall be provided training in evidence-based behavior supports aligned with the school's RTI2B plan.

Maintenance of proper student behavior is primarily the responsibility of the professional employee. A professional employee may request assistance from the principal or his/her designee when behavior of a student interferes with classroom instruction. Except in the case of a sudden, unexpected discipline problem, the professional employee shall document disruptive student behavior to assist the principal or his/her designee.

Subject to the terms of any existing IEP and/or BIP plans and the requirements of the Teacher Discipline Act, the professional employee may temporarily remove a student from the class by referring the student to the designated administrator when the seriousness of the offense or the persistence of the misbehavior has an adverse effect on the learning environment. In such cases the professional employee shall brief the administrator or his/her designee of the incident on a Discipline Referral Form. The principal or his/her designee will take appropriate action. It is expected that the professional employee be informed of the disposition before the student is returned to class.

The professional employee may request that a conference be held prior to the student's readmission to class. This conference may include the principal or his/her designee, parent(s) or legal guardian(s), the student, and the student's teacher(s). In the event that a conference cannot be held within one school day, the administrator may return the student to class pending the outcome of a conference. If a mutually agreeable solution cannot be reached, the administration will make the final disposition of the matter.

If the misbehavior consists of a verbal assault and/or threat against a professional employee, the professional employee shall report the incident as soon as possible to the professional employee's immediate supervisor, or his/her designee, who shall subject to the terms of any existing IEP and/or BIP plans, remove the student from class, investigate the incident, and take appropriate disciplinary action against the student. The professional employee shall provide the supervisor, or his/her designee, with a written statement of the incident as soon as possible. The supervisor will advise the professional employee of the disciplinary actions taken.

If a professional employee is physically assaulted by a student or visitor, the principal or his/her designee shall call the police and take other appropriate action. The professional employee may file a police report of the incident and to follow-up by filing charges with the appropriate court against the student or visitor.

The Code of Acceptable Behavior shall be followed, as shall the Teacher Discipline Act.

D. Self Defense

Reasonable physical force may be used in self-defense. Self-defense is permissible when a professional employee finds it necessary to defend himself/herself or a third person or when the professional employee reasonably believes that such action is necessary for the safety of himself/herself or the third person. Self-defense means the use of only such force as is necessary to protect oneself.

In each instance in which a professional employee uses self-defense, the professional employee shall inform the administration at the earliest practicable and reasonable time of such action and shall make a complete and objective written report not later than the end of the next workday.

Section 16 – Professional Employee Relations

A. Equitable Treatment

The Board shall promote fair and equitable treatment for all professional employees.

B. Non-discriminatory Practice

There shall be no discrimination based on race, creed, color, religion, national origin, age, gender, gender identity, marital status, or disability.

There shall be no discrimination against any professional employee because of his/her membership, or participation in a professional education organization, collaborative conferencing, or institution of any grievance(s), complaint(s), or proceedings under this Memorandum of Understanding, School Board policy, or law with respect to any terms or conditions of professional employment.

C. Professional Employee Disciplinary Procedures

The purpose of this section is to provide a procedure for positive remediation of professional employee behavior that interferes with the orderly, efficient, and safe operation of the school.

Prior to issuing discipline, the administration shall privately notify the professional employee of any alleged deficiencies, potential penalties for non-compliance, and indicate a reasonable period to make corrections.

Employees will be given at least 24 hours' notice of a disciplinary meeting, except in emergencies, including alleged child abuse or workplace violence. Said notice will include the nature of the meeting and include the word, discipline, in the subject line.

If a supervisor should determine that a professional employee is to receive a warning, an oral reprimand, or a written reprimand, the following procedures shall be followed.

1. Warning

The supervisor and professional employee shall meet privately and discuss the problem. The supervisor shall specify a time period in which the problem is to be corrected. The in-person meeting will be followed up by an email or memo summarizing the discussion and clearly mentioning that failure to comply will result in formal discipline.

2. Oral Reprimand

The supervisor shall:

A. meet with the professional employee
B. permit the professional employee to explain his/her point of view
C. discuss the problem
D. state the corrective action to be taken, if any.

The two individuals shall jointly sign an Employee Relations form indicating that such a meeting occurred and the date of the meeting. The form shall not be placed in the professional employee's personnel file.

A supervisor shall have the discretion, depending on the severity of the problem, to omit steps 1 and/or 2.

3. Written Reprimand

The supervisor shall meet with professional employee and provide a written copy of:

A. the violation
B. the corrective action to be taken
C. the consequence of further violations.

The supervisor and professional employee shall sign and date the Employee Relations Form. Within ten working days of the meeting, the professional employee shall have the right to submit a written answer to the reprimand and his/her answer shall be attached to all copies of the reprimand. This reprimand may be placed in the professional

employee's personnel file.

The administration may determine, in its sole discretion, that a professional employee's actions warrant a more serious response, including suspension or termination. In such event, this Section C shall not apply.

D. Complaints

Any complaint regarding a professional employee made to any member of the administration by a parent, student, or other person, which may be used in any manner when evaluating a professional employee's performance, if possible, shall be reduced to writing. If the complainant is unwilling or unable to put the complaint in writing, then an administrator shall receive the complaint and reduce it to writing.

Professional employees will be notified within a reasonable time of the receipt of a complaint that a complaint has been made. Certain exigent circumstances, such as the involvement of law enforcement, DCS, the Comptroller's Office, etc. may necessarily require the administration to maintain confidentiality of any such complaint.

The procedures governing any given complaint will depend entirely on the nature of the complaint. For instance, complaints lodged pursuant to the Board's Title IX policy will be governed by that policy. Similarly, complaints lodged pursuant to the Board's bullying and harassment policy will be governed by that policy.

Regardless, as soon as practical, the administration will advise the professional employee of the nature of the complaint and the general allegations. The administration will interview the employee in accordance with any particular policy and will hear any explanation the employee may offer. The employee may also prepare a written response to any written allegations or investigative reports that may be included in his or her personnel file.

E. Suspension Without Pay

Suspension without pay will be no longer than 20 working days unless there is a pending legal investigation being conducted by any law enforcement agency, Department of Children's Services, the State Comptroller, or School Board counsel.

No professional employee shall be suspended without pay without prior notice that includes the just cause for the suspension.



Section 17- Return to Work

Human Resources may request a physician's note to support an employee's return to work experiencing a medical event after being absent for a medical reason. HCDE has an ongoing obligation to ensure that employees are fit to be present at work to ensure both the safety of the employee and the safety of the students.

Section 18 – Substitute Coverage

Each school shall create a substitute plan that conforms to the guidelines set forth in the Substitute Framework found in the appendix.

Article VII. Leave

Section 1 – Sick

At the beginning of each school year, a professional ten-month employee shall be credited with the rate of .8 of a day sick leave allowance for each month of contractual employment. Unused sick leave days shall be accumulated from year to year with no maximum limit. Sick leave shall mean leave of absence because of ill ness of a professional employee from natural causes, accident or quarantine or illness or death of a member of the immediate family of a professional employee, including the professional employee's wife or husband, parents or legal guardians, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

A certificate from the employee's or family member's physician may be required to support a claim of sick leave.

A. Transfer of Sick Leave

Upon a professional employee's request, the Human Resource Office shall inform all newly elected professional employees of the amount of transferred sick leave. The amount of transferred sick leave shall be included with accumulated sick leave on the professional employee's paycheck stub as soon as administratively possible. Sick leave transfer into the District is dependent upon the documentation submitted from the previous entity.

B. Notification of Accumulation

Each professional employee shall be given a written accounting of accumulated sick leave days on each regular paycheck stub.

Section 2 – Personal

Each professional employee shall be granted a total of five (5) days of paid leave per school year employed, non-accumulative, for personal leave.

Personal leave may be used for personal reasons and can be taken at the discretion of the professional employee. However, use of personal leave is contingent on the professional employee securing a substitute job number. A professional employee shall not be required to give reasons for the use of any personal leave.

A professional employee planning to take personal leave shall request approval from his/her immediate supervisor at least one (1) working day in advance of the absence, except when conditions beyond the control of the professional employee do not permit such advance request. If one (1) working day advance request is not possible, the professional employee shall request approval as soon as possible. Personal leave shall be taken and charged in at least one half (1/2) day increments.

The approval of the Director of Schools, a designee, or the Board shall be required under the following conditions:

A. If more than 10% of the professional employees in any given school request personal leave on the same day, the calculation of any major fraction shall be considered as one; and in schools of five professional employees or less, one may take personal leave at the professional employees' discretion.
B. If personal leave is requested during any prior established student examination period.
C. If personal leave is requested on the day immediately preceding or following a holiday or vacation period.
D. If personal leave is requested for days scheduled for professional development or in service training, according to a school calendar adopted by the local board of education prior to the commencement of the school year.
E. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the local board of education prior to the commencement of the school year.

Section 3 – Professional

Paid professional leave may be granted, upon request, by the immediate supervisor.

Professional leave shall be used for activities which will benefit the educational program of the school district. A professional employee planning to take professional leave shall request written approval from his/her immediate supervisor at least five (5) working days in advance of an absence.

Professional leave shall be taken and charged in at least one-half (1/2) day increments.

Section 4 – Religious

A professional employee whose religious affiliation requires the observance of a regularly scheduled religious service during a professional employee's scheduled workday shall be granted paid leave for a maximum of two (2) days annually non-accumulative for such services. However, this leave shall not be interpreted to include wedding ceremonies.

The professional employee's immediate supervisor shall grant religious leave upon request, provided that the leave is requested at least one (1) working week in advance of the anticipated absence.

Religious leave shall be taken and charged in at least one-half (1/2) day increments.

Section 5 – Jury and Legal

A professional employee called for jury duty or subpoenaed as a witness in court or required by the Board to appear in a court related proceeding during the workday shall suffer no loss in pay or leave days. Any fees or remuneration the professional employee received during such leave shall be turned over to the Hamilton County Department of Education.

Please note that federal courts do not require an employer to pay any daily salary to a professional employee on jury duty. Further, local courts only require that a professional employee be compensated for the actual time they served on the jury and travel time. HCDE opts to pay the full daily salary for all professional employees reporting for jury duty regardless of time served, so the full compensatory check – including mileage and parking fees – should be turned in to the payroll department upon receipt.

Section 6 ~~7~~ – Emergency

An immediate supervisor shall grant a professional employee paid emergency leave during the workday for a maximum of three (3) hours. Such leave shall be for a sudden, unexpected occurrence demanding immediate attention. Leave beyond three (3) hours shall be taken as personal leave, sick leave, or leave without pay.

Section 7 ~~8~~ – Bereavement

A professional employee shall be granted five (5) consecutive work days leave without loss of pay or benefits, and not chargeable to any other type of leave on the death of a parent or court appointed legal guardian, spouse, child of the professional employee, natural and/or adopted siblings, current parents-in-law, grandchildren, and grandparents if the leave is taken within seven (7) calendar days of the funeral or cremation.

In cases of relationships other than those listed in paragraph 1, approval by the Director of Schools may be granted as a special circumstance to attend memorial services where dependent children are involved, not to exceed three (3) consecutive work days.

In the event of the death of a professional employee or student in the Hamilton County School System, and with the agreement of the Director of Schools, the principal or immediate supervisor may grant to an appropriate number of professional employees sufficient time to attend the services.

Section 8 ~~9~~ – Unpaid Parental

A professional employee shall be granted an unpaid leave of absence for a maximum of twelve (12) calendar months for the purpose of childbearing, adoption, and for the childcare aspects associated with a newborn infant. In accordance with state law, an employee who goes on maternity or paternity leave shall be allowed to use all or a portion of the professional employee's accumulated sick or annual leave for maternity or paternity leave purposes. In order to be eligible to use sick leave, the employee must submit a written request accompanied by a statement from the physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, an employee may also be allowed to use leave for adoption of a child (dependent upon the age of the child) for up to twelve weeks. If both adoptive parents are employed by the district, however, only one (1) parent is entitled to use such leave.

A professional employee may be granted an unpaid leave of absence for a maximum of twelve months for child rearing purposes or when legally adopting a child. However, child rearing leave shall be granted only for a professional employee's natural or legally adopted child who is under the age of eighteen (18) or disabled and who is unmarried and living in the professional employee's household.

When a maternity leave and childcare leave run concurrently and exceed twelve (12) calendar months overall, the professional employee will not be automatically entitled to return to the position the professional employee vacated. Instead, the professional employee may apply for any positions in which he/she is interested and eligible, or his/her name will be entered on an unassigned list for placement in an available comparable position.

Section 9 ~~10~~ – Military

A professional employee serving in any reserve component of the Armed Forces of the United States including members of the Tennessee Army and Air National Guard, shall be granted leave of absence for all periods of military service during which they are engaged in the performance of duty or training in the service of the state of Tennessee or the United States.
.

While performing such duty or training, the professional employee shall not suffer loss of time, regular leave or vacation, or any other rights or benefits to which the employee is entitled for the duration of the performance of the duty or training. The professional employee shall be paid his/her regular salary up to a maximum of twenty (20) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty as set forth in Board policy.

The employee shall supply a copy of the orders for duty, including the dates of departure and return it to the Director of Schools prior to, or simultaneous with requesting leave.

The professional employee shall be permitted to return to the position vacated.

Section 10~~11~~ – Public Office

A professional employee elected to a public office shall be granted an unpaid leave of absence for the period of time that is required by the elected office.

Section 11~~12~~ – Educational Improvements

Professional employees may be granted an unpaid leave of absence for a maximum of twelve (12) calendar months for the purpose of engaging in a program of studies related to his/her

professional responsibilities at an accredited institution of higher education. Official transcripts must be submitted to Human Resources when returning from educational leave.

Section 12~~13~~ – Recuperation of Health

A professional employee shall be granted a paid (when using accrued sick leave) or an unpaid leave of absence from a date certain to a date certain for a maximum of 12 calendar months for health recuperation purposes. The Director of Schools reserves the right to request a physician's statement certifying that said leave is needed.

Section 13 ~~14~~ – Professional Employees President

The Director of Schools shall grant Professional Employee Organization President, upon request, unpaid leave of absence of 12 months upon taking office for the purpose of serving as Professional Employees President. A professional employee who has served more than 12 months as Professional Employees President shall return to the same or comparable position held immediately prior to serving as Professional Employees President.

The District shall continue to process payroll, insurance, other benefits and deductions, and retirement for the President with funds contributed by the PEO.

Section14~~15~~ – Overseas Teaching Leave of Absence

The Board may grant a professional employee 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 academic year and may be renewed for one additional year.
B. Return after leave for one academic year shall be to the professional employee's former position.
C. Return after leave for more than one academic year shall be to a comparable position for which the professional employee is certified.
D. Overseas teaching leave is limited to two academic years per occurrence.

Section 15 ~~16 –~~ Other Sufficient Reasons

The Board may grant a professional employee an unpaid leave of absence for a maximum of 12 calendar months for reasons other than those cited in sections nine through fifteen. The leave may not be taken for commercial endeavors or for personal convenience.

Section 16~~17~~ – Requesting Extended Leave

A professional employee desiring to utilize an extended unpaid leave under this Article shall file a written request on the specified form with Human Resources at least 30 calendar days in advance of the anticipated starting date of the leave. The Director of Schools may waive or reduce the 30 day notice.

If a professional employee is absent (whether in paid or unpaid status) for 3 or more days when involving a potential FMLA eligible absence, the professional employee will be requested to

complete leave forms and return to Human Resources. Employees requestingnon-FMLA, non-maternity, non-paternity or non-medical leaves of absence, should request leave in advance.

Section 17~~18~~ – Requesting Extensions of Leave

A professional employee already on Director of Schools-approved parental leave, educational improvement leave, recuperation of health leave or other sufficient reason leave may request extensions of the original leave for a maximum of twelve (12) months with a 30-day notice. The Director of Schools may waive or reduce the 30-day notice.

Section 18~~19~~ – Conditions of Leave

The following conditions shall apply to a professional employee on Director of Schools-approved extended unpaid leave of absence:

A. Experience for salary rating purposes shall not accrue, except for military leave. A maximum of five (5) years experience shall be granted for military leave.
B. Sick leave days shall not accrue, but all accumulated sick leave days shall be reinstated upon return to service.
C. The Board's contribution toward all fringe benefits will be terminated (except as provided for in Section 19 of this Article); however, the professional employee may continue COBRA eligible benefits by electing COBRA continuation coverage. Life insurance may be continued through the HCDE life insurance carrier. Contact the Employee Benefits Department for more information.
D. The professional employee shall suffer no loss in the number of years of teaching experience previously established in Hamilton County.
E. Professional employee seniority shall be adjusted when in non-pay status. In addition, a professional employee's Tennessee Consolidated Retirement System (TCRS) contributions and career ladder payments are adjusted when a professional employee is in non-pay status.
F. If a professional employee requests to shorten his/her extended leave of absence, he/she shall be allowed to return to a vacant position for which he/she is certified, if available, until the end of the original leave date.
G. If a professional employee (tenured or non-tenured) who is on a leave of absence is nonresponsive regarding their plans to work after two attempts by certified return receipt mail, they will be considered as having abandoned their job. Procedures for termination shall proceed according to T.C.A. 49-5-512

Section 19~~20~~ – Family and Medical Leave Act (FMLA)

Professional employees eligible under the Family and Medical Leave Act of 1993 (FMLA) may be entitled for up to twelve (12) weeks of paid and/or unpaid leave annually, between July 1 and June 30, for the birth or placement of a child for adoption or foster care; to care for an immediate family member with a serious health condition; or to take medical leave when the professional employee is unable to work because of a serious health condition.

Family and Medical Leave shall run concurrently with Tennessee Maternity Leave, OJI, HCDE sick leave, state paid parental leave, personal leave, and/or paid vacation time. After using all accrued paid leave, then an employee's Family and Medical Leave shall be without pay. Existing professional employee health insurance benefits shall be continued during FMLA leave as if the professional employee had continued to work provided that the professional employee continues to pay the required professional employee contribution. A professional employee requesting FMLA leave shall be provided written guidance concerning professional employee rights and obligations under FMLA. Eligibility for FMLA is contingent upon the professional employee having worked at least 1250 hours during the previous school year.

Professional employees will be annually informed of their rights under FMLA.

Section 20~~21~~ – Paid Parental Leave

Paid Parental Leave is a benefit provided by the state of Tennessee to certified employees that meet eligibility criteria. HCDE facilitates this leave in accordance with HCDE Board Policy 5.3023 and in compliance with state and federal regulations.

The following criteria are required to meeting state of TN eligibility requirements: employed with same LEA for twelve (12) consecutive months prior to the leave, employed in a position requiring licensure for twelve (12) consecutive months prior to the leave, hold an educator or emergency credential for twelve (12) consecutive months prior to leave, submit birth, stillbirth or adoption certificate upon application, and paid parental leave not already been used within the previous twelve month period. Paid parental leave must be taken consecutively for 30 workdays or 225 hours unless there are extraordinary circumstances which must be approved by the Superintendent.

Professional employees shall give notice of the need for leave at least thirty (30) days in advance of the qualifying event. If the employee is unable to provide at least thirty days' notice, the professional employee shall give the notice as soon as reasonably possible.

Leave used by an employee pursuant to this policy will not be charged to sick, annual, or other leave the employee may have accumulated. Leave used pursuant to this policy will count toward and run concurrently with the employee's use of Family and Medical Leave Act (FMLA) leave and state maternity leave provided pursuant to TCA § 4-21-208.

Appendix A. Hamilton County Certified Salary Scale - 201 Days

HAMILTON COUNTY SCHOOLS

2026-2027 CERTIFIED SALARY SCHEDULE

201 Days					
Placement	Bachelors	Placement	Advanced Degree (Masters, Master+45, Ed.S.)	Placement	Ed.D./PhD
0	$50,003.78	0	$55,325.25	0	$59,742.23
1	$50,757.53	1	$56,139.30	1	$60,661.80
2	$51,511.28	2	$56,968.43	2	$61,566.30
3	$53,244.90	3	$58,928.18	3	$63,601.43
4	$53,998.65	4	$59,757.30	4	$64,505.93
5	$54,752.40	5	$60,586.43	5	$65,410.43
6	$55,506.15	6	$61,400.48	6	$66,314.93
7	$56,259.90	7	$62,229.60	7	$67,234.50
8	$57,978.45	8	$64,189.35	8	$69,269.63
9	$58,732.20	9	$65,018.48	9	$70,174.13
10	$59,485.95	10	$65,832.53	10	$71,078.63
11	$60,239.70	11	$66,661.65	11	$71,983.13
12	$60,993.45	12	$67,490.78	12	$72,887.63
13	$61,747.20	13	$68,319.90	13	$73,807.20
14	$62,500.95	14	$69,133.95	14	$74,711.70
15	$64,234.58	15	$71,093.70	15	$76,746.83
16	$64,988.33	16	$71,922.83	16	$77,651.33
17	$65,742.08	17	$72,751.95	17	$78,555.83
18	$66,495.83	18	$73,581.08	18	$79,460.33
19	$67,249.58	19	$74,395.13	19	$80,379.90
20	$68,983.20	20	$76,354.88	20	$82,415.03
21	$69,736.95	21	$77,184.00	21	$83,319.53
22	$70,490.70	22	$78,013.13	22	$84,224.03
23	$71,244.45	23	$78,827.18	23	$85,128.53
24	$71,998.20	24	$79,656.30	24	$86,033.03
25	$73,731.83	25	$81,616.05	25	$88,068.15
26	$74,485.58	26	$82,445.18	26	$88,972.65
27	$75,239.33	27	$83,274.30	27	$89,892.23
28	$75,993.08	28	$84,088.35	28	$90,796.73
29	$76,746.83	29	$84,917.48	29	$91,701.23
30	$77,500.58	30	$85,746.60	30	$92,605.73

Appendix B. Grievance for Informal Levels

Informal Level Grievance Form 1

Appendix C ~~B~~. Grievance for Formal Levels

formal grievance form

Appendix D ~~C~~. Student Discipline Law Tracker

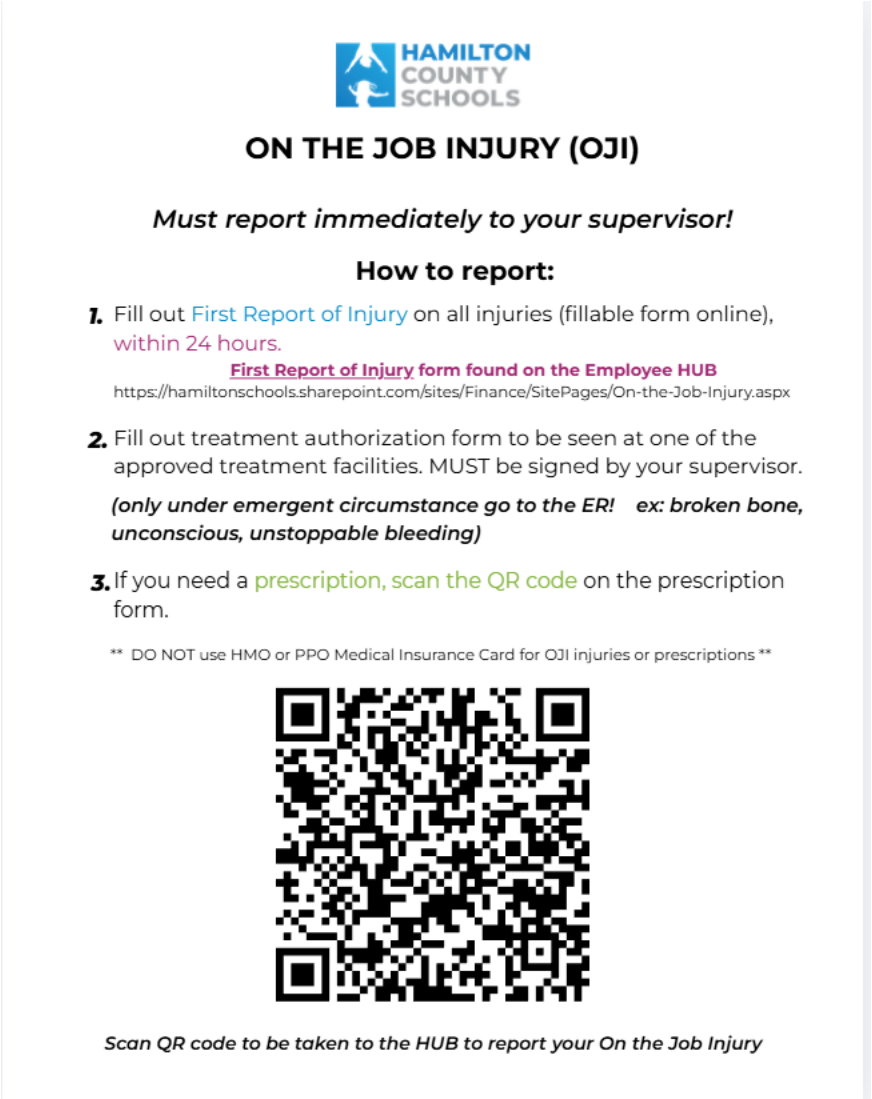
https://drive.google.com/file/d/1OXmLnwJ1rt7sIHE5TrMwpgWELBWWA_Lm/view?usp=share_link

Appendix E ~~D.~~ Teacher Code of Ethics

Tennessee Teacher Code of Ethics:

Tennessee Teacher Code of Ethics_2024.pdf

Appendix F ~~E~~. On the Job Injury Reference



HAMILTON COUNTY SCHOOLS

ON THE JOB INJURY (OJI)

Must report immediately to your supervisor!

How to report:

1. Fill out First Report of Injury on all injuries (fillable form online), within 24 hours.
   First Report of Injury form found on the Employee HUB
   https://hamiltonschools.sharepoint.com/sites/Finance/SitePages/On-the-Job-Injury.aspx
2. Fill out treatment authorization form to be seen at one of the approved treatment facilities. MUST be signed by your supervisor.
   (only under emergent circumstance go to the ER! ex: broken bone, unconscious, unstoppable bleeding)
3. If you need a prescription, scan the QR code on the prescription form.

** DO NOT use HMO or PPO Medical Insurance Card for OJI injuries or prescriptions **

Scan QR code to be taken to the HUB to report your On the Job Injury

Appendix G ~~F.~~ Substitute Guidelines

Substitute Guidelines. Approved

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Pkwy.
Chattanooga, TN 37421

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

From: Dr. Zac Brown, Deputy Superintendent

Date: June 18, 2026

Subject: District Differentiated Pay Plan 2026-2027

Board Agenda Category:

- ☐ Consent Agenda
- ☑ Action Item
- ☐ Reports and Information

Please find the attached Differentiated Pay Plan for 2026-2027. The premise is similar to the prior utilization of former state and federal grant funds to recruit, staff, and retain hard-to-staff positions in high-need schools.

Provisions that remain from prior years include the following:

- National Board for Professional Teaching Standards certification for Certified Teacher stipends
- Department Chairs/Team Leaders/Grade Level Chairs stipends
- Stipends for Professional Development
- Salary supplements for secondary math and science
- Salary supplements for all eligible certified teachers in Promise Schools and Hope Schools with addition of Exceptional Education Special Programs

Please also note that due to the change in state law regarding sick leave allocation that the eligibility requirements and sick leave usage for the year will change to 8 days.

We request your approval of this plan for submission to the State Board of Education.

Thank you in advance for your consideration of this request. Please do not hesitate to contact me if you have any questions.

Enclosure (2)

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☐ Every School Equipped
- ☑ Every Employee Valued
- ☐ Every Community Served

HAMILTON COUNTY SCHOOLS

Differentiated Pay Plan 2026-2027

Differentiated Element	Description	Compensation Type and Size	Reach
Summary Description	Describe how the district will differentiate for this element. Include the criteria for receiving the award. (NOTE: All activities and compensation are subject to the availability of funding.)	Will the compensation be given as a stipend or a total compensation increase? How much will qualifying teachers receive?	How many employees are eligible for the award? How many estimated employees will receive the award?
Additional Instructional Roles or Responsibilities	The district will compensate all certificated instructors serving as Grade Level Chairpersons (Elementary), Team Leaders (Middle School), and Department Chairpersons (High School).	The compensation will be at a rate of $15 per month, per instructor within the Chairperson's or Team Leader's responsibility - for a total of $150 annually per teacher in their department. This supplement will be paid twice annually, at the end of each semester.	All certificated employees are eligible. School principals are responsible for the selection of Team Leaders and Chairpersons. Received by approximately 615 teachers.
	The district agrees to pay a stipend to teachers for attendance at selected PD activities outside the normal school day and/or calendar.	Compensation – at a minimum of $20 hourly – will be paid as a stipend upon verification of attendance.	All certificated employees are eligible. Received by approx. 750 employees.
	Content lead teachers will be assigned in elementary, middle and high content areas including literacy, math, science, social studies, and related arts. These teachers work an extended calendar which includes thirty to fifty-nine additional days.	Content lead teachers will be paid for each of the additional thirty to fifty-nine days worked based on their salary scale.	All certified employees are eligible. Available positions are posted district wide. Received by approx. 40 employees.
	Lead Teachers - selected by the Exceptional Education Department - assist district-wide in instructional modification and procedural compliance. These teachers work an extended calendar of up to forty additional days.	Same as above.	Same as above. Received by approx. 12 employees.
	Instructional Team Leads (ITLs) – Selected teachers provide instructional coaching and team facilitation to support teacher growth, instructional alignment,	ITL roles include differentiated levels aligned to coaching load, release time, and leadership responsibilities:	Participation/Completion of AIC LEAD or prior service of instructional coach in HCDE; at least five years as teacher of record and continued performance metrics in keeping with requirements

	and reflective practice. ITLs may support teachers within the same grade level, content area, department, or special population assignment and are responsible for facilitating coaching cycles, modeling instruction, supporting collaborative planning, and aligning coaching work to Project COACH expectations.	• ITL-1: Coach 1–2 teachers while maintaining a full teaching load • ITL-2: Coach 2–3 teachers with an adjusted teaching load • ITL-3: Lead instructional coherence across teams while coaching at least 3 teachers • ITL-4: Provide team-level instructional leadership, coaching quality assurance, and support for other ITLs • ITL–Special Populations: Provide instructional coaching focused on inclusive practices, specially designed instruction, and support for students with disabilities and other special populations Instructional Team Leads will receive annual stipends aligned to the approved stipend framework and corresponding release time responsibilities: • ITL-1: $2,500 annually • ITL-2: $5,000 annually • ITL-3: $10,000 annually • ITL-4: $15,000 annually • ITL–Special Populations: $2,500–$10,000 annually based on coaching load and release time and aligned to ITLs 1-4 Stipends will be paid through quarterly supplemental payments. Participation/Completion of AIC LEAD or prior service as an instructional coach in HCDE; at least five years as teacher of record and continued performance metrics aligned to Project COACH and district instructional leadership expectations are required for eligibility. Opportunity will include approximately 35 roles.	of Opportunity Culture. Opportunity will include approximately 35 roles.
	Mentoring – In an effort to increase new teacher retention and effectiveness, the district will compensate certified employees for mentoring and providing supports for first, second-, and third-year teachers in their content and/or building.	Mentors will be compensated annually at a minimum of $300 per mentee for facilitating school-based orientation, facilitating school-based New Teacher Network, and/or providing supports to new teachers.	Effective certificated employees with more than three years of HCS experience are eligible. Employees are nominated and selected by the administration, lead mentors, and induction team. Received by approx. 415 employees.

	Mentoring – In an effort to increase teacher retention and effectiveness, the district will compensate certified employees for mentoring and providing supports for GYO candidates participating in early-phase Apprenticeship programs.	Mentors will be compensated per semester at a minimum of $400 for the first apprentice and $300 for each additional apprentice for providing support to GYO candidates.	Effective certificated employees with more than three years of HCS experience are eligible. Employees are nominated and selected by administrations, lead mentors, induction team, and Talent Partnerships team. Received by approx. 50 employees.

Other	In an effort to encourage teachers to complete the rigorous evaluation process through the National Board for Professional Teaching Standards to become a National Board-Certified Teacher, HCDE will pay an annual stipend of $4,000 to National Board Certified Teachers.	Compensation will be given as a stipend in two separate $2,000 installments, paid at the end of each semester.	All teachers in content areas recognized by the National Board for Professional Teaching Standards are eligible. Received by approximately 46 employees.
	In an effort to increase teacher attendance and thereby improve student achievement, the district agrees to pay up to $50 per unused accrued sick leave day at the time of an employee's retirement.	This compensation is paid out in the form of a stipend, after an eligible employee's retirement. The teacher will receive $20 to $50 per unused day, depending upon date of retirement notification.	All employees eligible at retirement age / service time are eligible. Received by approx. 100 employees.
	Teachers leading extra-curricular activities will be paid a supplement for their additional time spent working with students. These areas include coaching, performing arts, robotics, etc.	Compensation is calculated as a percentage of the employee's salary and is dependent on which extra- curricular activity is being led. Payment is made in ten equal monthly installments, from September through June, annually.	All certificated employees are eligible. Received by approx. 435 employees.
	Athletic Directors leading middle school and high school extra-curricular activities will be paid a supplement for their additional time spent working with coaches and students.	Compensation is a flat amount dependent on the level of school. Payment is made in two equal installments in the months of December and May. Middle School - $2,800 High School - $3,000 Middle/High Combo School - $3,300	All certificated teachers serving as the designated AD in their building are eligible. Please note that administrators are not eligible. Received by approx. 20 teachers.
Signing Bonus	Candidates new to Priority Schools will be eligible for a signing bonus.	A signing bonus of $4,000 will be paid by December 2025. A contract with all requirements and payment dates will be signed by the teacher and HCDE.	Certificated employees new to HCS priority schools with a signed bonus contract. Received by approx. 50 teachers.
Hard-to-Staff Schools and Subject Areas Recruitment * Per the state of Tennessee, the Super Subgroup consists of all students identified with one or more of the historically underserved student groups, e.g., Black, Hispanic, and Native American, English learners, economically disadvantaged students, or students with disabilities.	District High School Math and Science teachers, teachers in Promise & Hope Schools, and teachers who remain in Legacy Schools in years 1-3 or experienced teachers new to HCS will be awarded a salary supplement ranging from $1,000 to $8,000 based on difficulty of staffing and eligibility guidelines posted on www.hcde.org. Schools and subjects selected were based on difficulty staffing and	The following will receive a salary supplement divided into quarterly stipends: **District** • 9-12 Math/Science: $2,000 • Exceptional Education Specialties: $6,000 **Promise** • 6-12 Math/Science: $8,000 • Core Subjects ((ELA, Social Studies, Exceptional Education,	Faculty in the following schools will be eligible: **District** • Certificated employees in eligible positions at schools not listed as Promise or Hope. **Promise** • Barger Academy • Calvin Donaldson Elementary • Clifton Hills Elementary • East Lake Elementary • East Side Elementary

	Super Subgroup* or on priority status. Promise Schools >97.5% and Hope Schools between 91% and 97.5%. Legacy Schools are schools that were selected in 22/23 school year but did not meet the requirements for 23/24 or 24/25 school year.	ESL, Academic Coaches, Counselors, Deans, and Elementary Non- Related Arts): $4,000 • Other Certified Staff (Related Arts): $2,000 **Hope** • 6-12 Math/Science: $4,000 • Core Subjects ((ELA, Social Studies, Exceptional Education, ESL, Academic Coaches, Counselors, Deans, and Elementary Non- Related Arts): $2,000 • Other Certified Staff (Related Arts): $1,000	• Hardy Elementary • Orchard Knob Elementary • Woodmore Elementary • Dalewood Middle • East Lake Academy • Orchard Knob Middle • Brainerd High School • The Howard School • Tyner Middle/High **Hope** • Bess T. Shepherd Elementary • Tommie T. Brown International Academy • Howard Connect Academy • Dawn **Legacy** – Teacher must have been at the school and eligible in 22/23 school year and continue to meet other guidelines in 23/24 school year. • Dupont Elementary • East Ridge Elementary • Harrison Elementary • Spring Creek Elementary • East Ridge Middle • Brown Middle • East Ridge High

Hard-to-Staff Schools and Subject Areas Retention * Per the state of Tennessee, the Super Subgroup consists of all students identified with one or more of the historically underserved student groups, e.g., Black, Hispanic, and Native American, English learners, economically disadvantaged students, or students with disabilities.	District High School Math and Science teachers, teachers in Promise & Hope Schools, and teachers who remain in Legacy Schools in year 4 or later will be awarded a salary supplement ranging from $1,500 to $12,000 based on difficulty of staffing and eligibility guidelines posted on www.hcde.org. Schools and subjects selected were based on difficulty staffing and Super Subgroup* or on priority status. Promise Schools >97.5% and Hope Schools between 91% and 97.5%. Legacy Schools are schools that were selected in 22/23 school year but did not meet the requirements for 23/24, 24/25, or 25/26 school year.	The following will receive a salary supplement divided into quarterly stipends: **District** • 9-12 Math/Science: $3,000 • Exceptional Education Specialties: $8,000 **Promise** • 6-12 Math/Science: $12,000 • Core Subjects ((ELA, Social Studies, Exceptional Education, ESL, Academic Coaches, Counselors, Deans, and Elementary Non- Related Arts): $6,000 • Other Certified Staff (Related Arts): $3,000 **Hope** • 6-12 Math/Science: $6,000 • Core Subjects ((ELA, Social Studies, Exceptional Education, ESL, Academic Coaches, Counselors, Deans, and Elementary Non- Related Arts): $3,000 • Other Certified Staff (Related Arts): $1,500	Faculty in the following schools will be eligible: **District** • Certificated employees in eligible positions at schools not listed as Promise or Hope. **Promise** • Barger Academy • Calvin Donaldson Elementary • Clifton Hills Elementary • East Lake Elementary • East Side Elementary • Hardy Elementary • Orchard Knob Elementary • Woodmore Elementary • Dalewood Middle • East Lake Academy • Orchard Knob Middle • Brainerd High School • The Howard School • Tyner Middle/High School **Hope** • Bess T. Shepherd Elementary • Tommie T. Brown International Academy • Howard Connect Academy • Dawn **Legacy** – Teacher must have been at the school and eligible in 22/23 school year and continue to meet the guidelines each school year. • Dupont Elementary • East Ridge Elementary • Harrison Elementary • Spring Creek Elementary • East Ridge Middle • Brown Middle • East Ridge High

Hamilton County Schools
Hard to Staff Schools and Subject Areas Differentiated Compensation

General Eligibility Requirements

To be eligible to participate in the program, employees must meet all the following general eligibility requirements:

1. The employees who are eligible to be a part of the Differentiated Pay program are listed in the section labeled "Program Participation Groupings." Please note that central office staff, educational assistants and other classified staff, part-time interventionists, interim employees, retirees returning to work under the TCRS 120-day Temporary Employment provisions, and staff in positions *not* listed below are ineligible.

2. Employees demonstrate regular attendance and must not exceed annual state individual leave allotted days during the school year (~~10~~ 8 days of sick leave). The following types of leave will be held harmless (not count toward the ~~10~~ 8 days absent) but must match the Board's current policies and term definitions: *military leave, FMLA - Family Medical Leave Act and authorized non-FMLA leave in accordance with board policy (must be authorized through Human Resources), assault leave, bereavement, jury duty, personal leave, and off-campus duty (such as professional development opportunities or activities approved by the District).* Chronically absent employees (more than ~~10~~ 8 days of sick leave) will not be eligible for differentiated compensation. School administrators will provide a monthly absenteeism report to their eligible employees. Absenteeism will be evaluated prior to each stipend payout at the district level. Employees with extenuating circumstances may request an appeal and review of their days.

3. Employees must be endorsed for the position, teaching the specified course 50% or more of the time, and classified as the teacher of record for the specified course in the HR system and/or PowerSchool in which they function to be eligible for that reward category. *For example: A teacher teaching ninth-grade math must be certified to teach ninth-grade math and classified as a high school math teacher of record in Employee Self-Service job information to be eligible as a core foundation 6–12 math/science teacher.* Additionally, Exceptional Education teachers assisting with core instruction will receive the differential for exceptional education.

4. Employees must be in "good standing." "Good standing" means that all licensures and certifications are up-to-date and there are no pending investigations or disciplinary actions. An evaluation of employees' standing will be conducted prior to each stipend payout.

5. Retention: Experienced teachers in year four (4) or later. Current employees must be supervised and evaluated through the approved district evaluation model by the assistant principal, principal, or supervisor where they serve students. Employees' state overall level of effectiveness (LOE), which includes both qualitative (summative evaluation) and quantitative components (Achievement Measures and Growth Measures), must be a level 3, 4, or 5 to earn differentiated compensation. The 2024-2025 LOE scores will be used for the first quarterly payout, and the 2025-2026 LOE scores will be used for the remaining quarterly payouts. If a current employee does not have a 2024-2025 or 2025-2026 state LOE, the most recent LOE will be used for eligibility.

6. Recruitment: New teachers in years one (1) through three (3) and experienced teachers new to HCS are exempt from the state overall level of effectiveness (LOE) requirement to align with the HCS induction program.

7. Legacy Schools: Employees who received differentiated compensation under the 2022-2023 differentiated pay plan at the end of the school year may be eligible to receive differentiated compensation as outlined in the 2026-2027 differentiated pay plan. The employee must be in an incentive-eligible position, remain at the same legacy school for the 2022-2023, 2023-2024, 2024-2025, 2025-2026, and 2026-2027 school years, and meet all other 2026-2027 differentiated pay plan eligibility guidelines. If an employee becomes ineligible for not meeting outlined guidelines, including but not limited to a LOE score less than 3 and/or using more than designated sick leave, the employee will no longer be eligible to regain the supplement at a legacy school.

8. To receive a quarterly payout, the teacher must be employed in an incentive-eligible position and in pay status at the scheduled time of payout. Teachers who leave the district and/or the incentive-eligible position before the time of the payout will be deemed ineligible for a payout.

9. The Differentiated Pay award for itinerant employees who work 50% or more at an eligible school will receive a pro-rated amount based on the percentage of time in which they function at each campus.

Program Participation Groupings

Eligible Schools
In order to be eligible for Differentiated Compensation, employees must be an eligible certified employee assigned to one of the following schools and/or be in a district-wide eligible position.

Promise Schools:
A. Elementary Schools – Barger Academy, Calvin Donaldson Elementary, Clifton Hills Elementary, East Lake Elementary, East Side Elementary, Hardy Elementary, Orchard Knob Elementary, Woodmore Elementary
B. Middle Schools – Dalewood Middle, East Lake Academy, Orchard Knob Middle
C. High Schools – Brainerd High School, The Howard School, Tyner Middle/High School

Hope Schools:
A. Elementary Schools – Bess T. Shepherd, Tommie T. Brown International Academy
B. Programs - Dawn

Legacy Schools:
A. Elementary Schools – Dupont Elementary, East Ridge Elementary, Harrison Elementary, Spring Creek Elementary
B. Middle Schools – East Ridge Middle, Brown Middle
C. High Schools – East Ridge High

Position Eligibility Requirements and Categorization
Employees must teach an eligible category for fifty percent or more of their teaching assignment. The following are definitions for position categories and eligibility requirements that will be used to categorize employees for differentiated pay purposes:

Teaching Positions:

- **Core Foundation Teachers**
  To be considered in this category, a teacher must be one of the following core foundation teachers, teach and/or directly support instruction, and be the teacher of record for the class/course. Pre-Kindergarten through 5th-grade teachers and grades 6–12 core courses. These positions include English, Social Studies, Exceptional Education, Dean of Students, School-Based Instructional Coaches, Counselors, Social Workers, ENL, World Language, Personal Finance, RTI Teachers, and CTE Positions at the High School level.

- **Hard-to-Staff – Math and Science Teachers for Promise and Hope Schools**
  To be considered in this category, employees must be certified to teach 6 – 12 Math and/or Science, actively teaching 6 – 12 Math or Science courses, and classified as the teacher of record for 6 – 12 Math or Science courses.

- **Hard-to-Staff – Math and Science Teachers for all District Schools**
  To be considered in this category, employees must be certified to teach 9 – 12 Math and/or Science, actively teaching Math or Science courses, and classified as the teacher of record for 9 – 12 Math or Science.

- **Hard-to-Staff – Exceptional Education Specialties for all District Schools**
  To be considered in this category, employees must be certified as a speech language pathologist, school psychologist, teacher for the deaf and hard of hearing, or interpreter for deaf and hard of hearing, actively providing services, school-based, and classified as such in the HR system of record. Eligible employees in this category are not eligible for a supplement in a different position/program compensation grouping.

- **Hard-to-Staff – Exceptional Education Teachers Special Programs for all District Schools**

Hamilton County Schools
Hard to Staff Schools and Subject Areas Differentiated Compensation

To be considered in this category, employees must be certified as an Exceptional Education Teacher in one of the following special programs: Intensive Direct Services (IDS), Developmental Communication Class (DCC), CALMM, Mult-Exceptionalities (ME), Ex Ed Pre-K (DLP), Collaborative Learning Pre-K, and Ex Ed Behavior. Eligible employees in this category are not eligible for a supplement in a different position/program compensation grouping.

- **Related Arts Positions**
  To be considered related arts teachers, employees teach elective or ancillary courses for fifty percent or more of their teaching assignment, classified as a teacher of record for a specified course, and do not meet the definition of core foundation teachers (above). Courses defined as related arts include but are not limited to Music, PE, Computer, Media Specialist, Visual Arts, VW eLab, Bible History, STEM [non-CTE], JROTC, CTE positions at the Middle School level, etc.

- **Part-time Positions and Interim Positions**
  Part-time positions, including part-time interventionists, are not eligible for differentiated pay. Furthermore, interim teachers and itinerant teachers not teaching in an eligible school 50% or more of the time are not eligible for differentiated compensation.

Program Compensation Groupings

Incentive-eligible teachers are awarded a set supplement amount based on categorization, recruitment, and retention. Compensation will be reflected in a quarterly stipend. *Current legacy school designations are paid at the Hope School compensation grouping.*

	All Schools		**Hope Schools**		**Promise Schools**	
	Recruitment	***Retention***	***Recruitment***	***Retention***	***Recruitment***	***Retention***
Related Arts *PE, Music, etc.*	**-**	**-**	***$1,000***	***$1,500***	***$2,000***	***$3,000***
Core Foundation *ELA, Social Studies, ExEd, ESL, Pre-K – 5, etc.*	**-**	**-**	***$2,000***	***$3,000***	***$4,000***	***$6,000***
Hardest to Staff *6-8 Math & Science*	**-**	**-**	***$4,000***	***$6,000***	***$8,000***	***$12,000***
Hardest to Staff *9-12 Math & Science*	***$2,000***	***$3,000***	***$4,000***	***$6,000***	***$8,000***	***$12,000***

Hamilton County Schools
Hard to Staff Schools and Subject Areas Differentiated Compensation

Hardest to Staff *Exceptional Education Specialties*	***$6,000***	***$8,000***	**-**	**-**	**-**	**-**
Hardest to Staff *Exceptional Education Teachers Special Programs*	***$4,000***	***$6,000***	**-**	**-**	**-**	**-**

****Please note that the continuation of all differentiated pay plans is subject to funding. All plans shall be reviewed and approved by the Hamilton County School Board annually. ****

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Pkwy.
Chattanooga, TN 37421

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

From: Dr. Zac Brown, Deputy Superintendent

Date: June 18, 2026

Subject: Request for new job class description

Board Agenda Category:

- ☐ Consent Agenda
- ☑ Action Item
- ☐ Reports and Information

In alignment with policy 5.103 and 5.101, the following new job class description is presented to you for review.

Job Class Description:

Job Title	Purpose	Job Details
School Psychologist Intern	The purpose of this job is to provide short-term work experience that allows the intern to observe and participate in a professional work environment.	Min $31.00 / hour New Job Class

Enclosure: Job Description (1)

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☐ Every School Equipped
- ☑ Every Employee Valued
- ☐ Every Community Served

HAMILTON COUNTY SCHOOLS

Job Description

Job Title:	**School Psychologist Intern**		
Reports to:	**Supervisor**		
Job Class:	**DH26**	FLSA Status:	**Non-exempt**
Pay Grade:	**$31/hour**	Position Certified:	**No**

Hamilton County Schools has the right to revise this job description at any time and it does not in any way represent a contract of employment.

Purpose of Job

The purpose of this job is to provide short-term work experience that allows the intern to observe and participate in a professional work environment.

Primary Job Duties and Responsibilities

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties herein described.

- Completes assignments that provide a working view of the organization or department.
- Performs a variety of assignments to gain work experience in the intern's field of study.
- 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.
- Acts in a professional, respectful, and welcoming manner at all times.
- Creates a customer-focused climate and provides quality services and support to schools, community, businesses, Superintendent of Schools, Board of Education, and other stakeholders.
- Works collaboratively with all stakeholders.
- Follows established procedures to ensure assigned areas are safe.
- Maintains confidentiality.
- Attends work and arrives to work on time.
- Performs other related duties as assigned.

Education, Experience, and Qualifications

Three years of college in the intern's field of study is preferred.

Knowledge, Skills, and Abilities

- Demonstrates excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members.
- Understanding of various instructional strategies to address different learning styles and needs.

- Knowledge of formative and summative assessment methods to evaluate student progress.
- Capability to identify issues and implement appropriate solutions to enhance student outcomes.

Physical Requirements

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.

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist	☐	☐	☐	☒
10 lbs or less	☐	☐	☐	☒	Turn (pivot)	☐	☐	☐	☒
11-20 lbs	☐	☐	☐	☒	Climb	☐	☒	☐	☐
21-50 lbs	☐	☐	☒	☐	Crawl	☐	☒	☐	☐
51-100 lbs	☐	☒	☐	☐	Reach Above	☐	☐	☐	☒
100+ lbs	☒	☐	☐	☐	Reach Outward	☐	☐	☐	☒
Push/Pull:					Fine Motor Tasks	☐	☐	☐	☒
10 lbs or less	☐	☐	☐	☒	Stand	☐	☐	☐	☒
11-20 lbs	☐	☐	☐	☒	Walk	☐	☐	☒	☐
21-50 lbs	☐	☐	☒	☐	Sit	☐	☐	☒	☐
51-100 lbs	☐	☒	☐	☐	Bend	☐	☐	☒	☐
100+ lbs	☒	☐	☐	☐	Squat	☐	☒	☐	☐
					Kneel	☐	☒	☐	☐
Drive	☒	☐	☐	☐					
Automatic	☐	☐	☐	☐	Type/Keyboard	☐	☐	☐	☒
Standard	☐	☐	☐	☐	Other:	☐	☐	☐	☐
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 Schools is an Equal Opportunity employer and actively seeks to recruit and retain a diverse workforce that reflects the diversity of our student population and community. HCS does not discriminate on the basis of race, creed, color, sexual orientation, gender identity, religion, age, national origin, genetic information, individuals with disabilities, or veteran status with regard only for qualifications for the positions involved.

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Robert Sharpe, EdD, Chief Operations Officer
Justin Witt, Executive Director Maintenance

Date: June 18, 2026

Subject: LMES-Turf Field MOU

Board Agenda Category:

- ☐ Consent Agenda
- ☑ Action Item
- ☐ Reports and Information

This Memorandum of Understanding establishes a PTA-led cooperative partnership between HCS, LMES PTA, and TLM for the joint use and funding of a synthetic turf athletic field located on the campus of Lookout Mountain Elementary School. The goal of this partnership is to provide a safe, high-quality athletic surface that serves both the school's students and the broader Lookout Mountain community through its Recreation Board. Expected outcomes include improved athletic facilities for students, expanded recreational access for community members, and a sustainable shared-use model that maximizes the value of the investment for all stakeholders in the community.

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☑ Every School Equipped
- ☐ Every Employee Valued
- ☐ Every Community Served

Docusign Envelope ID: 8D1798B8-104E-8107-821A-088D69BF4A19

MEMORANDUM OF UNDERSTANDING BETWEEN

TOWN OF LOOKOUT MOUNTAIN, TN & LOOKOUT MOUNTAIN ELEMENTARY SCHOOL PTA & HAMILTON COUNTY SCHOOLS

This Memorandum of Understanding, herein referred to as "MOU," is entered into by and between Hamilton County Schools (herein HCS), Lookout Mountain Elementary School PTA (herein LMES PTA), and The Town of Lookout Mountain, TN (herein TLM) who elect to accept its terms pursuant to all sections herein, collectively referred to herein as the “parties”.

PREAMBLE

TLM is a local municipal government that serves the citizens of Lookout Mountain and Lookout Mountain Elementary School through its various departments, including the Recreation Board. TLM, in conjunction with the LMES PTA, is committed to supporting student academic excellence and wellness through its financial support and investment in facilities and resources for students and families. This project was conceived and driven by LMES and the LMES PTA, whose fundraising efforts have been instrumental in this project.

THEREFORE, HCS, LMES PTA, and TLM agree to the following terms of this MOU:

I. SCOPE OF WORK

A. Field Construction

1. This Memorandum of Understanding establishes a PTA-led cooperative partnership between HCS, LMES PTA, and TLM for the joint use and funding of a synthetic turf athletic field located on the campus of Lookout Mountain Elementary School. The goal of this partnership is to provide a safe, high-quality athletic surface that serves both the school's students and the broader Lookout Mountain community through its Recreation Board. Expected outcomes include improved athletic facilities for students, expanded recreational access for community members, and a sustainable shared-use model that maximizes the value of the investment for all stakeholders in the community.

B. Field Use and Jurisdiction

1. **During School Hours:** HCS shall retain primary jurisdiction over the turf field and parking lot during all school hours and school-sanctioned events, including practices, physical education, and interscholastic activities.

2. **Outside of School Hours:** Subject to reasonable rules and regulations established by HCS, TLM shall be entitled to use the field outside of school hours for the purpose of sports leagues operated by its Recreation Board. Such use shall be coordinated in advance through a mutually agreed-upon scheduling process to ensure no conflict with HCS programming.

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II. JOINT OBLIGATIONS OF THE PARTIES

A. HCS and TLM agree to the following shared obligations:

1. **Objectives:** Both parties are committed to maintaining the turf field as a safe, well-maintained, and accessible facility for school and TLM sanctioned use.

2. **Field Monitoring:** Both parties will meet no less than annually to review field usage, maintenance needs, and the status of this agreement.

3. **Sustainability & Ongoing Funding:** Both parties will cooperate in identifying and pursuing additional funding sources, grants, or partnerships to support the long-term maintenance and replacement costs of the turf field.

    a) The school PTA has a byline in place to raise money for the field which will require turf replacement at 40% of cost in 15 years.

4. **Safety:**

    a) The parties will jointly prepare additional safety and supervision standards to be followed at all TLM sanctioned events

III. OBLIGATIONS OF HCS

A. Maintenance & Operations: HCS shall be responsible for the day-to-day maintenance and upkeep of the turf field in accordance with the manufacturer's recommendations and standard athletic field management practices.

B. Parking: LMES shall allow TLM to use school parking outside of school hours for the purpose of sports leagues operated by its Recreation Board.

C. School Campus Safety: Per board policy, HCS provides a list of rules and regulations governing conduct of the public on the school campus. Such rules will be listed in the appendix.

IV. OBLIGATIONS OF TLM

A. Financial Contribution: LMES PTA agrees to provide full funding for the design, construction, and installation of the turf field located on the Lookout Mountain Elementary School property. The total contribution amount shall be documented in an exhibit attached to this Agreement prior to execution.

B. Construction & Compliance Requirements

1. All contractors and subcontractors must be properly licensed and insured in accordance with applicable state and local requirements.

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2. All personnel must comply with district background check requirements, including submission of affidavits or adherence to established clearance procedures prior to performing work on their site

3. Bonding requirements (performance and payment of bonds) should be evaluated and required where appropriate to protect the district's interest.

4. The district, as property owner, must review and approve any contracts, agreements, or project documents that could encumber the property or create liability.

5. Contractor certificates of insurance must name HCS as both additional insured and certificate holder.
6. All project scope, plans, and specifications be reviewed and approved in advance by the Chief of Operations and/or Executive Director of Maintenance, with final inspection and acceptance required upon completion.

7. Indemnification included in all sub-level contracts: The third party shall indemnify, defend, and hold harmless the district, its Board members, officers, employees, and agents from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the construction activities, to the fullest extent permitted by law.

8. Warranties: All applicable manufacturer and contractor warranties (including turf system, base, drainage, and workmanship) shall be provided and fully assigned to the district upon project completion. Warranty terms, coverage details, and claim procedures must be clearly documented.

9. As-Built Documentation: Upon completion, the third party shall provide complete and accurate as-built drawings, specifications, and any relevant project documentation, including product data and maintenance guidelines, in both digital and hard copy formats acceptable to the district.

C. Post Construction Impacts:

1. The HCS insurer must be notified of the improvement to the school campus resulting from the installation of the turf field.

    a) HCS will be responsible for the increase of the school property and insurance premiums. Current estimates indicate increases in the range of $2,200-$3,500 per field.

V. OBLIGATIONS OF TLM

Docusign Envelope ID: 8D1798B8-104E-8107-821A-088D69BF4A19

A. TLM Access: TLM shall be granted use of the turf field outside of school hours, on weekends, and during school holidays and breaks. Field usage is limited to events directly sanctioned or sponsored by TLM.

1. Activities conducted by TLM within the scope, schedule, and conditions outlined in the MOU will not require the submission of a Use of Facilities form.

2. No subleasing, rental, or third-party use is permitted without an HCS approved Use of Facilities Form.

3. Should third-party access be approved, TLM may allow the party to use the facility at $2,000 through their access. TLM shall receive revenue related to this use of the field.

4. TLM understands that, from time to time, HCS may establish reasonable rules and regulations governing access to and use of the field. Such rules and regulations will be intended to safeguard the school environment and to protect the field and campus from unreasonable wear and tear.

B. Scheduling: TLM shall keep a schedule and/or calendar of events to be held on the field and share it with the building principal.

C. Staffing & Supervision: TLM shall be responsible for providing supervision and staffing for all TLM use of the field outside of school hours.

D. Liability: TLM shall maintain appropriate insurance coverage for all community use of the field and shall hold HCS harmless for any incidents occurring during TLM-scheduled activities.

1. A Certificate of Insurance naming Hamilton County Schools as the certificate holder and additional insured must be provided.

VI. INDEMNIFICATION

A. With the exception of the maintenance and operation requirements of HCS in III above, MES PTA & TLM agrees to protect, defend, and hold harmless HCS, including its agents, officers, and employees, against any and all claims arising out of or related to this agreement or the vendor's performance hereunder without regard to any allegations of fault against HCS or its agents, officers, or employees.

VII. POINTS OF CONTACT

A. Hamilton County Schools

1. Justin Witt

2. Executive Director of Maintenance

3. (423) 498-7255

4. WITT_JUSTIN@HCDE.ORG

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B. Lookout Mountain Elementary School

1. Emily Haney
2. Principal
3. (423) 821-6116
4. HANEY_EMILY@HCDE.ORG

C. Lookout Mountain Elementary School PTA

1. Elizabeth Griffin
2. Incoming PTA President
3. (423) 488-3790
4. Elizcampbell@gmail.com

D. Town of Lookout Mountain

1. John Tugman
2. Commissioner of Parks & Playgrounds
3. 423-486-4446
4. jtugman@risepartners.net

VIII. GENERAL PROVISIONS

A. Term & Termination

1. This MOU is intended to reflect a long-term partnership built on mutual trust, good faith, and a shared commitment to the students and community of Lookout Mountain. This MOU shall remain in effect for a minimum period of fifteen (15) years from the effective date (the "Minimum Term"). Termination during the Minimum Term requires the mutual written consent of both parties. Neither party may unilaterally terminate this MOU during the Minimum Term except as provided in Section IX.B below.

2. Following the expiration of the Minimum Term, either party may elect to renew, renegotiate, or terminate this MOU by providing ninety (90) days prior written notice to the other party.

B. Material Breach & Termination for Cause

1. Notwithstanding Section IX.B, either party may terminate this MOU prior to the expiration of the Minimum Term only upon the sustained occurrence of one of the following specific

Docusign Envelope ID: 8D1798B8-104E-8107-821A-088D69BF4A19

events:

a) **By HCS:** TLM's failure to maintain required liability insurance for more than thirty (30) days; or TLM's repeated violation of HCS board policy following written notice.

b) **By TLM:** HCS's complete denial of TLM's field access rights without advance cause of notice; or HCS's failure to maintain required property insurance for more than thirty (30) days.

c) The parties acknowledge that the mutual consent requirement in Section VII.B is a foundational commitment of this MOU and agree that termination for cause shall be pursued only as a last resort.

C. Reimbursement Upon Early Termination

1. HCS shall owe reimbursement to the LMES PTA only if HCS commits an uncured material breach that results in early termination of this MOU prior to the expiration of the fifteen (15) year Minimum Term. HCS shall reimburse the LMES PTA for the depreciated value of the turf field as follows:

   a) Reimbursement Amount = (Total Construction Cost ÷ 15) × Remaining Years

   b) The anticipated total cost of the project is set at a total of $545,000

2. **Total Construction Cost** shall mean the combined contributions of the LMES PTA and TLM toward the design, construction, and installation of the turf field, as documented in the appendix and incorporated herein by reference.

3. Remaining Useful Life shall mean fifteen (15) minus the number of full calendar years elapsed since the effective date.

4. Reimbursement shall be paid to the LMES PTA within one hundred eighty (180) days of the termination effective date.

5. No reimbursement shall be owed in the event of termination due to TLM's uncured material breach, or upon mutual termination following the Minimum Term.

D. Right of First Refusal

1. In the event HCS determines to sell or transfer the LMES property on which the turf field is located, HCS shall provide TLM with no less than ninety (90) days written notice prior to listing or entering into any sale agreement. TLM shall have thirty (30) days from receipt of notice to elect in writing to purchase the property at fair market value as determined by a mutually agreed-upon independent appraiser. If TLM does not exercise this right within thirty (30) days, HCS may proceed with the sale to a third party. This right shall not apply

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to transfers between governmental entities or transfers required by law or court order.

E. Rights and Interests: This MOU is not intended to create any rights or interests for any person or entity other than HCS, LMES PTA, and TLM

F. Authority: Each of the persons signing this MOU on behalf of both parties represent that they have the authority to sign on behalf and to bind such parties.

G. Assignment: No party may assign or transfer any of its rights, duties, or obligations under this MOU, in whole or in part, without the prior written consent of all other parties. Any permitted assignee shall be bound by and comply with all terms and conditions of this MOU.

H. Implementation: If during the term of this agreement either party has concern about the implementation of this MOU, or any other aspect of the relationship between the parties is no longer fulfilling the purpose of this MOU or the share vision of the parties, then the parties will meet and confer in good faith to discuss how to resolve the issues.

I. Future Agreements: In an effort to support the objectives of this MOU, HCS, LMES PTA and TLM may enter into future agreements for goods or services whereby funds are exchanged for the receipt of such goods or services, including but not limited to an Independent Consultant Agreement. 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 TLM without issuance of a valid HCS Purchase Order.

1. It is expected that the LMES PTA will fund the installation of a bathroom and/or concession stand to accompany the field. A separate agreement will be put in place at that time.

J. Governance: This MOU shall be governed and construed in accordance with the laws of the State of Tennessee.

SIGNATURES ON THE FOLLOWING PAGE:

Docusign Envelope ID: 8D1798B8-104E-8107-821A-088D69BF4A19

The following signatories agree to execute the above MOU:

Joe Smith, School Board Chair
Hamilton County Schools

Date

DocuSigned by:
John Tugman
2C124BAAF6E64C8...

06/03/2026

John Tugman, Commissioner of Parks and Playgrounds
Town of Lookout Mountain, TN

Date

Signed by:
Jenny Tucker
AA713B85E8DC4E3...

06/04/2026

Jenny Tucker, President
Lookout Mountain Elementary School PTA

Date

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APPENDIX

A. Turf Maintenance

- Turf Care Manual

B. HCS Board Policy: Community Use of School Facilities

- Board Policy 3.206

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Robert Sharpe, EdD, Chief Operations Officer
Justin Witt, Executive Director Maintenance

Date: June 18, 2026

Subject: LMES-Turf Field MOU

Board Agenda Category:

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5. Contractor certificates of insurance must name HCS as both additional insured and certificate holder.
6. All project scope, plans, and specifications be reviewed and approved in advance by the Chief of Operations and/or Executive Director of Maintenance, with final inspection and acceptance required upon completion.

7. Indemnification included in all sub-level contracts: The third party shall indemnify, defend, and hold harmless the district, its Board members, officers, employees, and agents from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the construction activities, to the fullest extent permitted by law.

8. Warranties: All applicable manufacturer and contractor warranties (including turf system, base, drainage, and workmanship) shall be provided and fully assigned to the district upon project completion. Warranty terms, coverage details, and claim procedures must be clearly documented.

9. As-Built Documentation: Upon completion, the third party shall provide complete and accurate as-built drawings, specifications, and any relevant project documentation, including product data and maintenance guidelines, in both digital and hard copy formats acceptable to the district.

C. Post Construction Impacts:

1. The HCS insurer must be notified of the improvement to the school campus resulting from the installation of the turf field.

    a) HCS will be responsible for the increase of the school property and insurance premiums. Current estimates indicate increases in the range of $2,200-$3,500 per field.

V. OBLIGATIONS OF TLM

Docusign Envelope ID: 8D1798B8-104E-8107-821A-088D69BF4A19

A. TLM Access: TLM shall be granted use of the turf field outside of school hours, on weekends, and during school holidays and breaks. Field usage is limited to events directly sanctioned or sponsored by TLM.

1. Activities conducted by TLM within the scope, schedule, and conditions outlined in the MOU will not require the submission of a Use of Facilities form.

2. No subleasing, rental, or third-party use is permitted without an HCS approved Use of Facilities Form.

3. Should third-party access be approved, TLM may allow the party to use the facility at $2,000 through their access. TLM shall receive revenue related to this use of the field.

4. TLM understands that, from time to time, HCS may establish reasonable rules and regulations governing access to and use of the field. Such rules and regulations will be intended to safeguard the school environment and to protect the field and campus from unreasonable wear and tear.

B. Scheduling: TLM shall keep a schedule and/or calendar of events to be held on the field and share it with the building principal.

C. Staffing & Supervision: TLM shall be responsible for providing supervision and staffing for all TLM use of the field outside of school hours.

D. Liability: TLM shall maintain appropriate insurance coverage for all community use of the field and shall hold HCS harmless for any incidents occurring during TLM-scheduled activities.

1. A Certificate of Insurance naming Hamilton County Schools as the certificate holder and additional insured must be provided.

VI. INDEMNIFICATION

A. With the exception of the maintenance and operation requirements of HCS in III above, MES PTA & TLM agrees to protect, defend, and hold harmless HCS, including its agents, officers, and employees, against any and all claims arising out of or related to this agreement or the vendor's performance hereunder without regard to any allegations of fault against HCS or its agents, officers, or employees.

VII. POINTS OF CONTACT

A. Hamilton County Schools

1. Justin Witt

2. Executive Director of Maintenance

3. (423) 498-7255

4. WITT_JUSTIN@HCDE.ORG

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B. Lookout Mountain Elementary School

1. Emily Haney
2. Principal
3. (423) 821-6116
4. HANEY_EMILY@HCDE.ORG

C. Lookout Mountain Elementary School PTA

1. Elizabeth Griffin
2. Incoming PTA President
3. (423) 488-3790
4. Elizcampbell@gmail.com

D. Town of Lookout Mountain

1. John Tugman
2. Commissioner of Parks & Playgrounds
3. 423-486-4446
4. jtugman@risepartners.net

VIII. GENERAL PROVISIONS

A. Term & Termination

1. This MOU is intended to reflect a long-term partnership built on mutual trust, good faith, and a shared commitment to the students and community of Lookout Mountain. This MOU shall remain in effect for a minimum period of fifteen (15) years from the effective date (the "Minimum Term"). Termination during the Minimum Term requires the mutual written consent of both parties. Neither party may unilaterally terminate this MOU during the Minimum Term except as provided in Section IX.B below.

2. Following the expiration of the Minimum Term, either party may elect to renew, renegotiate, or terminate this MOU by providing ninety (90) days prior written notice to the other party.

B. Material Breach & Termination for Cause

1. Notwithstanding Section IX.B, either party may terminate this MOU prior to the expiration of the Minimum Term only upon the sustained occurrence of one of the following specific

Docusign Envelope ID: 8D1798B8-104E-8107-821A-088D69BF4A19

events:

a) **By HCS:** TLM's failure to maintain required liability insurance for more than thirty (30) days; or TLM's repeated violation of HCS board policy following written notice.

b) **By TLM:** HCS's complete denial of TLM's field access rights without advance cause of notice; or HCS's failure to maintain required property insurance for more than thirty (30) days.

c) The parties acknowledge that the mutual consent requirement in Section VII.B is a foundational commitment of this MOU and agree that termination for cause shall be pursued only as a last resort.

C. Reimbursement Upon Early Termination

1. HCS shall owe reimbursement to the LMES PTA only if HCS commits an uncured material breach that results in early termination of this MOU prior to the expiration of the fifteen (15) year Minimum Term. HCS shall reimburse the LMES PTA for the depreciated value of the turf field as follows:

   a) Reimbursement Amount = (Total Construction Cost ÷ 15) × Remaining Years

   b) The anticipated total cost of the project is set at a total of $545,000

2. **Total Construction Cost** shall mean the combined contributions of the LMES PTA and TLM toward the design, construction, and installation of the turf field, as documented in the appendix and incorporated herein by reference.

3. Remaining Useful Life shall mean fifteen (15) minus the number of full calendar years elapsed since the effective date.

4. Reimbursement shall be paid to the LMES PTA within one hundred eighty (180) days of the termination effective date.

5. No reimbursement shall be owed in the event of termination due to TLM's uncured material breach, or upon mutual termination following the Minimum Term.

D. Right of First Refusal

1. In the event HCS determines to sell or transfer the LMES property on which the turf field is located, HCS shall provide TLM with no less than ninety (90) days written notice prior to listing or entering into any sale agreement. TLM shall have thirty (30) days from receipt of notice to elect in writing to purchase the property at fair market value as determined by a mutually agreed-upon independent appraiser. If TLM does not exercise this right within thirty (30) days, HCS may proceed with the sale to a third party. This right shall not apply

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to transfers between governmental entities or transfers required by law or court order.

E. Rights and Interests: This MOU is not intended to create any rights or interests for any person or entity other than HCS, LMES PTA, and TLM

F. Authority: Each of the persons signing this MOU on behalf of both parties represent that they have the authority to sign on behalf and to bind such parties.

G. Assignment: No party may assign or transfer any of its rights, duties, or obligations under this MOU, in whole or in part, without the prior written consent of all other parties. Any permitted assignee shall be bound by and comply with all terms and conditions of this MOU.

H. Implementation: If during the term of this agreement either party has concern about the implementation of this MOU, or any other aspect of the relationship between the parties is no longer fulfilling the purpose of this MOU or the share vision of the parties, then the parties will meet and confer in good faith to discuss how to resolve the issues.

I. Future Agreements: In an effort to support the objectives of this MOU, HCS, LMES PTA and TLM may enter into future agreements for goods or services whereby funds are exchanged for the receipt of such goods or services, including but not limited to an Independent Consultant Agreement. 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 TLM without issuance of a valid HCS Purchase Order.

1. It is expected that the LMES PTA will fund the installation of a bathroom and/or concession stand to accompany the field. A separate agreement will be put in place at that time.

J. Governance: This MOU shall be governed and construed in accordance with the laws of the State of Tennessee.

SIGNATURES ON THE FOLLOWING PAGE:

Docusign Envelope ID: 8D1798B8-104E-8107-821A-088D69BF4A19

The following signatories agree to execute the above MOU:

Joe Smith, School Board Chair
Hamilton County Schools

Date

DocuSigned by:
John Tugman
2C124BAAF6E64C8...

06/03/2026

John Tugman, Commissioner of Parks and Playgrounds
Town of Lookout Mountain, TN

Date

Signed by:
Jenny Tucker
AA713B85E8DC4E3...

06/04/2026

Jenny Tucker, President
Lookout Mountain Elementary School PTA

Date

Docusign Envelope ID: 8D1798B8-104E-8107-821A-088D69BF4A19

APPENDIX

A. Turf Maintenance

- Turf Care Manual

B. HCS Board Policy: Community Use of School Facilities

- Board Policy 3.206

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Dr. Blake Freeman, Chief Academic Officer

Date: June 18, 2026

Subject: Testing Programs – Board Policy 4.700

Board Agenda Category:

- ☐ Consent Agenda
- ☐ Action Item
- ☑ Reports and Information

Memo

Board policy 4.700- Testing Programs requires the administration to present a summary of all district-level assessments, including purpose, grade level, frequency, and instructional use, which shall be submitted to the Board of Education annually by July 1 for formal approval. Additionally, any assessment beyond those required by the State of Tennessee and an approved single annual benchmark must be formally approved by the Board before implementation.

We submit the attached plan for your approval.

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☐ Every Student Belongs
- ☐ Every School Equipped
- ☐ Every Employee Valued
- ☐ Every Community Served

HAMILTON COUNTY SCHOOLS

2026-2027 Assessment Plan

Overview:

Board policy 4.700- Testing Programs requires the administration to present a summary of all district-level assessments, including purpose, grade level, frequency, and instructional use, which shall be submitted to the Board of Education annually by July 1 for formal approval. Additionally, any assessment beyond those required by the State of Tennessee and an approved single annual benchmark must be formally approved by the Board before implementation

During the 2026 Legislative Session, Tennessee adopted legislation written in consultation with the Hamilton County Board of Education that would allow up to 10 select districts to participate in a testing reduction pilot that would allow for the reduction of assessments across screeners and benchmarks to a total of no more than 3 assessments in Math and ELA for students who score above the 40th percentile. It is HCS' intent to apply to be a part of the pilot for the 2027-2028 school year.

Recommendation:

Given this information, **HCS recommends 2 benchmark assessments in state-assessed TCAP/EOC subjects.** No optional snapshot assessments will be offered to schools.

Grade Band	ELA	Math	Science	Soc. Studies
K-2 *no benchmark K-2	Aug - Screener Dec - Screener April - Screener	Aug - Screener Dec - Screener April - Screener		
3-5 *if in pilot, reduced screeners for students 40th %ile or above in FY28	Aug - Screener Nov - Benchmark 1 Jan - Screener Feb - Benchmark 2 April - Screener	Aug - Screener Nov - Benchmark 1 Jan - Screener Feb - Benchmark 2 April - Screener	Nov - Benchmark 1 Feb - Benchmark 2 *5th grade only	
6-8 *FY27 6th grade requires screening 3xs per year *same pilot info for 6th FY28.	Aug - Screener* Nov - Benchmark 1 Feb - Benchmark 2	Aug - Screener* Nov - Benchmark 1 Feb - Benchmark 2	Nov - Benchmark 1 Feb - Benchmark 2	Nov - Benchmark 1 Feb - Benchmark 2
9-12 Only taken if enrolled in one of the 7 tested courses	Nov - Benchmark 1 Feb - Benchmark 2 Eng 1 Eng 2	Nov - Benchmark 1 Feb - Benchmark 2 Alg 1 Geom Alg 2	Nov - Benchmark 1 Feb - Benchmark 2 Biology	Nov - Benchmark 1 Feb - Benchmark 2 US History

*Red = Universal Screener required by the Tennessee Department of Education

*Blue = Universal Screener required by the TDOE, but may be waived in FY28 for students scoring above the 40th percentile if HCS is accepted into the state pilot program.

HAMILTON COUNTY SCHOOLS

2026-2027 Full Assessment Overview

Tennessee State Required Assessments	
Test Name	**Frequency**
TCAP Achievement 3-8 & EOC Required for all students, grades 3-EOC. One test with multiple subparts per course/subject in ELA, Math, Science, and Social Studies.	3rd-11th: 1x per year
US Civics Assessment 11th and 12th graders. A passing score of 70% or better is required for graduation and students will have multiple chances to pass.	Until Passing
Universal Screeners Math and ELA. Skills-based and nationally normed.	K-5: 3xs per year 6-8: 1x per year
Progress Monitoring RTI Tier 3: Required for students falling below the 10th percentile nationally	Ongoing - every 1-2 weeks
ACT 11th and 12th graders. Required 1x, offered without cost 2x - Must take the ACT to graduate	2xs between 11th & 12th grade
Dual Enrollment Only students enrolled in DE courses	One per course
Statewide Dual Credit Only students enrolled in SDC courses	One per course
LDC Exams Only students enrolled in LDC courses	One per course
DLM-Kite/TCAP alt (SPED) Required for students in special education programs that do not take the ACH or EOC assessments (Grades 3-8, 10 & 11)	2x per year for ELA and Math 1x per year for Science & SS
ELPA21 (ELL) Required for students receiving or waived ELL services. Assesses English Language Proficiency. (Grades K-12) Possible pilot for ENL screener	1x per year
NAEP National Assessment of Educational Progress.	1x per year 7-9 select schools only; DOE determines
PISA Program for International Student Assessment. Very limited 1-2 schools/grades per year.	1x per year

Additional Assessments	
Test Name	**Frequency**
Benchmark Tests Given in all ACH & EOC grades and subjects. Allows schools access to monitor and adjust.	2x per year
PSAT Optional. 11th graders, but 9th and 10th graders may take it for practice.	1x per year
IB Exams IB students only for IB credit	One per course
AP Exams Only students enrolled in AP courses looking for AP credit	One per course
Kindergarten Screener Readiness screener for all incoming K students	K: 1x per year
Course Exams	Ongoing
Classroom Tests	Ongoing

Assessment by grade band:

Elementary and Middle (K-8):

Required
- ACH Gr 3-8
- Universal Screener
- Progress Monitoring
- DLM-Kite/TCAP alt
- ELPA21

Additional
- Benchmark
- Classroom Tests
- Kindergarten Screener

High School (9-12):

Required
- EOC
- US Civics Assessment
- ACT
- Dual Enrollment
- Statewide Dual Credit
- Local Dual Credit
- DLM-Kite/TCAP alt
- ELPA21

Additional
- Benchmark
- Course Exams
- PSAT
- IB Exams
- AP Exams

*Blue = assessments that apply for all students.

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Mary Ellen Heuton, Chief Financial Officer

Date: June 18, 2026

Subject: Approval of School Accounts Payable

Board Agenda Category:

- ☐ Consent Agenda
- ☒ Action Item
- ☐ Reports and Information

The State requires every school to clear up 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 for prior to the 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, 2026, for carryover into the 2026-2027 fiscal year.

Attachment

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☒ Every Student Belongs
- ☒ Every School Equipped
- ☐ Every Employee Valued
- ☐ Every Community Served

Recommendation: It is recommended that the Board of Education approve contractual obligations at June 30, 2026, for carry-over into 2026-2027 Fiscal Year as follows:

School Name	Amount
Allen Elementary School	$ -
Alpine Crest Elementary School	$ -
Apison Elementary School	$ -
Barger Academy of Fine Arts	$ 1,050.00
Battle Academy for Teaching and Learning	$ 1,075.00
Big Ridge Elementary School	$ 772.50
Brainerd High School	$ 2,834.07
Brown Academy for Classical Studies	$ -
Brown Middle School	$ -
Central High School	$ 8,555.40
Chattanooga High Center for Creative Arts	$ 7,000.00
Clifton Hills Elementary School	$ -
Construction Career Center	$ -
CSAS - Chattanooga School for Arts and Science	$ 15,257.57
CSLA - Chattanooga School for Liberal Arts	$ 17,546.54
Daisy Elementary School	$ 772.50
Dalewood Middle School	$ 2,700.00
Dawn School	$ -
Donaldson Elementary School	$ 50.00
Dupont Elementary School	$ -
East Brainerd Elementary	$ 1,900.00
East Hamilton Middle School	$ 18,638.81
East Hamilton School	$ 30,000.00
East Lake Academy of Fine Arts	$ -
East Lake Elementary School	$ -
East Ridge Elementary School	$ -
East Ridge High School	$ -
East Ridge Middle School	$ -
East Side Elementary School	$ -
Hamilton County Virtual School	$ -
Hardy Elementary School	$ 4,863.69
Harrison Bay Future Ready Center	$ -
Harrison Elementary School	$ 550.75
Hixson Elementary School	$ 11,367.23
Hixson High School	$ 8,782.20
Hixson Middle School	$ -
Howard High School	$ -
Hunter Middle School	$ 11,653.50
Loftis Middle School	$ 7,038.95
Lookout Mountain Elementary School	$ 6,400.00

Recommendation: It is recommended that the Board of Education approve contractual obligations at June 30, 2026, for carry-over into 2026-2027 Fiscal Year as follows:

School Name	Amount
Lookout Valley Elementary School	$ -
Lookout Valley High-Middle School	$ 17,913.74
McConnell Elementary School	$ -
Middle Valley Elementary School	$ -
Nolan Elementary School	$ 6,923.00
Normal Park Museum Magnet	$ -
North Hamilton County Elementary School	$ -
North River Future Ready Center	$ 2,289.20
Ooltewah Elementary School	$ 55,544.90
Ooltewah High School	$ 18,928.35
Ooltewah Middle School	$ 7,825.00
Orchard Knob Elementary School	$ -
Orchard Knob Middle School	$ 700.00
Red Bank Elementary School	$ 4,571.89
Red Bank High School	$ 4,050.00
Red Bank Middle School	$ 5,452.71
Rivermont Elementary School	$ 4,392.87
Sale Creek Mid/High School	$ 4,272.62
Shepherd Elementary School	$ -
Signal Mtn Middle/High School	$ 19,575.27
Smith Elementary School	$ -
Snow Hill Elementary School	$ -
Soddy Daisy High School	$ 4,557.54
Soddy Daisy Middle School	$ 10,193.60
Soddy Elementary School	$ -
Spring Creek Elementary School	$ 2,000.00
Stem School	$ -
Thrasher Elementary School	$ -
Tyner Academy	$ 560.00
University High School at UTC	$ -
Washington Alternative	$ -
Westview Elementary School	$ 1,600.00
Wolftever Elementary School	$ -
Woodmore Elementary School	$ -
	$ 330,159.40

The State requires that each school clear all contractual obligations by June 30 of each year. If this cannot be done, written authorization for any carry-over must be obtained from the Board of Education. The following items are being submitted for approval.

School Name	Vendor Name	Item	Name of Account		Amount
Allen Elem	None			$	-
Alpine Crest Elem	None			$	-
Apison Elem	None			$	-
Barger Academy	Demco	Books	Library	$	900.00
	TN Trophy and Awards	Plaques	BOE Student Incentives	$	150.00
				$	1,050.00
Battle Academy	Aleyna Heupel	Fab institute	Staff Developement	$	75.00
	MML Design	T-shirts	Community Foundation Grant	$	1,000.00
				$	1,075.00
Big Ridge Elem	Coole School	Student Planners for FY26-27	Instruction-Gen	$	772.50
				$	772.50
Brainerd High	Beeler	Monthly lease on copiers	Admin Contracted Services	$	1,214.07
	Bera	Monthly lease on copiers	Admin Contracted Services	$	1,620.00
				$	2,834.07
Brown Academy	None			$	-
Brown Middle	None			$	-
Central High	Half Price Banners	8x12 run through banner	Cheerleading	$	295.00
	Scopos LLC	Software license renewal	JROTC	$	425.00
	Half Price Banners	Shipping for banner	Cheerleading	$	35.40
	Balfour Co	State championship ring	Wrestling	$	350.00
	Balfour Co	Chamipnship rings wresling coaches	General Athletics	$	700.00
	First Student	Buses for SPED FT	Special Education	$	700.00
	Austin Banther	Bus for Football	Football	$	700.00
	Tree Ring Corp	Yearbooks-Library, dedicatory, YB, admin	School Yearbooks	$	350.00
	Varsity	Skirts, pomholders, backpacks, accessory pks	Cheerleading	$	5,000.00
				$	8,555.40
Chattanooga Center for Creative Arts	Summit Piano	Yamaha P22 Piano	Cell Tower Technology	$	7,000.00
				$	7,000.00
Clifton Hills Elem	None			$	-
Construction Career Center	None			$	-
CSAS	Giant Steps	Summer repair and maintenance for Band Instruments	Bank Instructional	$	888.32
	Locker Pro	Locker Maintenance/Repair, parts	Oper/Maint. Equipment Repair	$	2,155.25

School Name	Vendor Name	Item	Name of Account	Amount
	Comfort Inn- Falls Church	Deposit/Remaining balance	8th Grade F/T	$ 10,000.00
	Final Forms	Student athletic and activity forms	General Athletics	$ 1,191.00
	GMS Hotels LLC	2 Queen Bed Suites	Soccer Girls HS	$ 1,023.00
				$ 15,257.57
CSLA	Schoolmate Division	Elementary/Middle Student Planners	Instruction-Gen	$ 3,000.00
	Arbiter Sports LLc	26-27 Arbiter Renewal	Athletics General	$ 645.54
	Giant Steps	Instrument Repair/Cleanings	Instructional Band	$ 1,000.00
	Sound Solutions	Speaker Bracket/Repositioning Speaker	BOE Facilities and Grounds	$ 995.00
	TN Film Solutions	Window Tinting	BOE Facilities and Grounds	$ 4,280.00
	Final Forms	Athletic and Activity Forms Registration Services	Athletics General MS	$ 1,020.00
	University of TN	UTK Volleyball Camp	Volleyball	$ 3,570.00
	Bliss Products and Services	GAGA Pit	BOE Facilities and Grounds	$ 1,188.00
	Embassy Suites Knoxville Downtown	Volleyball Camp hotel rooms	Volleyball	$ 1,848.00
				$ 17,546.54
Daisy Elem	Coole School	Student Planners for FY26-27	Instruction-Gen	$ 772.50
				$ 772.50
Dalewood Middle	BSN	Staff shirts	Community Foundation/Faculty Activities	$ 2,700.00
				$ 2,700.00
Dawn School	None			$ -
Donaldson Elem	Purity Drinking Water	June payment	Office Administration	$ 50.00
				$ 50.00
Dupont Elem	None			$ -
East Brainerd Elem	Coole School	Elementary Planners	Instruction-Gen	$ 1,900.00
				$ 1,900.00
East Hamilton Middle	Baker's Sporting Goods	Football helmet reconditioning	Football MS	$ 3,567.45
	Smartpass Inc	Electronic hall pass subscription	Instruction-Gen	$ 2,985.00
	Varsity Spirit Fashions	Cheer uniforms	Cheerleading MS	$ 5,851.36
	Sports Spectrum	Girls BB Jerseys, Basketballs, various supplies	Basketball Girls MS	$ 6,235.00
				$ 18,638.81
East Hamilton School	Varsity Spirit Fashions	Camp, Practice Apparel	Cheerleading HS	$ 11,000.00
	Horizon Solutions and Engneer	Sound system including install	Theatrical Arts	$ 19,000.00
				$ 30,000.00
East Lake Academy	None			$ -
East Lake Elem	None			$ -
East Ridge Elem	None			$ -
East Ridge High	None			$ -
East Ridge Middle	None			$ -
East Side Elem	None			$ -

School Name	Vendor Name	Item	Name of Account	Amount
Hamilton County Virtual School	None			$ -
Hardy Elem	Food City	Water, flavoring, candy	BOE Faculty Incentives	$ 100.00
	Food City	Flower-teacher of the year	BOE Faculty Incentives	$ 75.00
	Food City	Gift basket- teacher of the year	BOE Faculty Activities	$ 75.00
	Food City	Cupcakes	Faculty Hospitality	$ 70.00
	Blake Williams Transportation	Bus to Hunter Museum	Donation- Rockpoint Church	$ 600.00
	Kona Ine of Chattanooga	Kona Ice TCAP	Donation- Rockpoint Church	$ 1,250.00
	Amazon	Storage box, wood pencils, clipboard	Instr- Mayweather	$ 96.95
	Amazon	Cake, soda, plates, napkins	Faculty Activities	$ 59.44
	Publix	Cake, fruit, sandwiches, drinks	Faculty Hospitality	$ 174.82
	Amazon	Tape, sharpies, paper, gardening gloves	Instr- Huddleston	$ 95.68
	Food City	Coffee, cups, flavoring	Donation- Rockpoint Church	$ 96.79
	Amazon	Rolling computer desk cart w/keyboard	Instr- Ellison	$ 89.99
	Amazon	Plates, napkins, decorations	Faculty Activities	$ 13.99
	Perma Bound Books	Books	Library	$ 700.00
	Ensign Florist	Flower- Retirement	Faculty Hospitality	$ 75.00
	Amazon	Drawer organizer, magnetic sign holder	Instr- Laczko	$ 98.71
	Amazon	Stickers, fild organizer, magnetic blocks	Instr- Bass	$ 92.32
	Amazon	Screen beam for mobile presentation	Instr- Equipment	$ 600.00
	Katie Hamby	Hotdogs, buns, ketchup, mustard	Student Incentives	$ 500.00
				$ 4,863.69
Harrison Bay Future Ready Ctr	None			$ -
Harrison Elem	River City Shred	Shredding services	Admin- Contracted Services	$ 100.00
	Purity Drinking Water	Machine Rental Fee	Instr- Contracted Services	$ 450.75
			Instr- COntracted Services	$ 550.75
Hixson Elem	STEM School Chattanooga	STEM Jubilee	BOE- Field Trip	$ 570.00
	Plainview	Labor replacing relay part	Oper.Maint Supply	$ 150.00
	Scholastic Bookfair	Bookfair	Library Bookfair	$ 9,000.00
	Amazon	Paper, pens, binders	BOE- Office Admin	$ 9.91
	Ursula Greene	Afterschool Event- plates, napkins, water	BOE- Extra Curricular	$ 57.32
	First Student	Bus to Aquarium	FT- Fifth Grade	$ 600.00
	Ursula Greene	Yearend celebration- Lookout/Golf, lunch	Faculty Activities	$ 980.00
				$ 11,367.23
Hixson High	The Athletic Shop	Black midteam jersey AL-15	Football	$ 1,800.00
	BSN Spots LLC	Womens Nike digital jersey and shorts	Baseball Girls	$ 1,171.80
	BSN Sports LLC	Womens Nike mesh jersey and fly xover shorts	Basketball Girls	$ 2,959.20
	BSN Sports LLC	Womens digital long jersey	Volleyball	$ 2,851.20
				$ 8,782.20
Hixson Middle	None			$ -
Howard School	None			$ -
Hunter Middle	Eric Barth	Gas for mower during summer	Football MS	$ 100.00
	Brothers Bagel- Brainerd	Bagels and coffee for teacher appr. week	Chamber of Commerce Donation	$ 27.30
	Brothers Bagel- Brainerd	Bagels and coffee for teacher appr. week	BOE- Fac. Incentives	$ 222.70
	Certified Lawn Care	Field treatment	Football MS	$ 500.00
	Certified Lawn Care	Field treatment	Football MS	$ 400.00
	Courtyard by Marriott	Hotel Reserv. for Heather Blanchard's PD on 7/6/26	BOE- Staff Development	$ 200.00
	Heather Blanchard	Mileage and meal reimb for 7/6/26 PD	BOE- Staff Development	$ 300.00
	Knowbuddy Resorces DBA Smart Apple Media	Books for library	Library	$ 300.00
	ODP Business	Electric pencil sharpeners	Instruction Equipment	$ 100.00
	Sports Spectrum	Student athletic banquet shirts	General Athletics	$ 2,203.50
	Sports Spectrum	Staff t-shirts	BOE Faculty Incentives	$ 750.00
	Sports Spectrum	Hats, apparel	General Athletics	$ 450.00
	Sports Spectrum	Practice clothes	Cheerleading MS	$ 2,800.00
	Sports Spectrum	Staff lanyards	BOE Faculty Incentives	$ 200.00
	Varsity Spirit Fashions	Campwear, shirts, shorts, skirts, backpacks	Dance MS	$ 3,100.00

School Name	Vendor Name	Item	Name of Account		Amount
				$	11,653.50
Loftis Middle	Locker Pro	Locker maintenance	BOE Facilities and Grounds	$	2,500.00
	Athletic Turf Management	Fertilization of football field	Football	$	900.00
	Gamebreaker	Soccer Uniforms	Soccer	$	3,638.95
				$	7,038.95
Lookout Mountain Elem	Cheerleading Company	Cheer Uniforms and Accessories	Pep Squad	$	6,400.00
				$	6,400.00
Lookout Valley Elem	None			$	-
Lookout Valley High-Middle School	The Athletic Shop	Cheerleader Jerseys	Cheerleading MS	$	511.84
	Amazon	Parchment specialty paper	BOE Student Incentives	$	44.02
	The Athletic Shop	Summer camp t-shirts	Volleyball	$	800.00
	Universal Cheerleaders Association	Summer cheer camp	Cheerleading MS	$	4,684.00
	Universal Cheerleaders Association	Summer cheer camp	Cheerleading HS	$	5,520.00
	Champion Teamwear	Shell tops and skirts	Cheerleading HS	$	855.83
	The Athletic Shop	Cheerleader Jerseys	Cheerleading HS	$	587.22
	Champion Teamwear	Bows, shorts, tshirts, skirts, joggers, shoes, backpacks, jackets.	Cheerleading HS	$	2,610.83
	Champion Teamwear	Bows, tshirts, skirts, shoes, shorts	Cheerleading MS	$	2,300.00
				$	17,913.74
McConnell Elem	None			$	-
Middle Valley Elem	None			$	-
Nolan Elem	Uline	Stanchion post w/retractable straps	Facility and Grounds	$	500.00
	PCS	2 Promethean boards	Mountain Education Fund	$	4,473.00
	Kayla Pesce	National School Leader Conf July 12-15	BOE Staff Development	$	1,950.00
				$	6,923.00
Normal Park Museum Magnet	None			$	-
North Hamilton County Elem	None			$	-
North River Future Ready Center	Jostens	Yearbooks	School Yearbooks	$	2,289.20
				$	2,289.20
Ooltewah Elem	Play and Park Structures	Tables and Umbrellas for 3-5 Playground	Oper/Maint Equipments	$	40,944.90
	Wallace Tile Inc	Music room soundproofing	Oper/Main Supp and Materials	$	14,600.00
				$	55,544.90

School Name	Vendor Name	Item	Name of Account		Amount
Ooltewah High	The Athletic Shop	Equipment, t-shirts and uniforms	Volleyball	$	4,592.00
	The Athletic Shop	Camp t-shirts	Volleyball	$	800.00
	Custom Awards	Awards for kids camp	Volleyball	$	200.00
	Custom Awards	Awards	Volleyball	$	761.00
	Certified Lawn Care	Field treatment in June	Softball	$	175.00
	The College Board	AP free respnse booklets	Guidance	$	300.00
	Express Athletics	State qualifier shirts	Track	$	670.00
	Glendale Parade Store	Medals, stoles	JROTC	$	1,500.00
	Michael Haywood Jr	DJ HOCO 9/26/26	Student Council	$	500.00
	Pitney Bowes Global Finance	Postage meter 5 year lease begins 5/5/26	Instruct- Contracted Services	$	5,704.20
	Printree	10' Tension fabric display and 6' table throw	Gen Athletics, Baseball, BB Boys, BB Girls, JROTC, Flag Football, Football, Golf, Lacrosse, S	$	1,250.00
	Sports Spectrum	T-shirts, shorts, mat tap	Wrestling	$	1,100.00
	Varsity Spirit Fashions	Uniform	Dance	$	261.65
	97 Sports Promotions	Helmet Decals	Football	$	614.50
	Express Athletics	Coaches gear	BB Girls	$	500.00
				$	18,928.35
Ooltewah Middle	Athletic Turf Management	Atheltitc field maintenance Mar-Sep26	Soccer Girls MS	$	750.00
	Atheltic Turf Management	Athletic field maintenance Mar-Sept26	Football MS	$	1,500.00
	Athletic Turf Management	Atheletic field maintenance Mar-Sept26	Athletics Gen MS	$	3,000.00
	Arbiter Sports	1 Year contract for 2026-2027	Athletics Gen MS	$	325.00
	Locker Pro	Locker combinations, maintenance and repars for FY27	Oper/Main Supp and Materials	$	2,250.00
				$	7,825.00
Orchard Knob Elem	None			$	-
Orchard Knob Middle	Locker Pro	Locker Maintenance	Oper/Maint Contracted Serv	$	700.00
				$	700.00
Red Bank Elem	Amazon	Books	Library	$	17.77
	Meagan Autry	Sweet potatoes, beans, whip cream, onions, garlic	Unum Grant	$	300.00
	Chattanooga Zoo	Admission	FT- Second Grade	$	250.00
	Amazon	Flower seed, popcorn, herbseeds, tomato seeds	Gardening Grant	$	24.99
	Stem School Chattanooga	Stem Jubilee	FT Fourth Grade	$	720.00
	Amazon	Books, go robot mouse	Library	$	13.06
	Food City	Cake, plates	BOE Faculty Incentives	$	37.78
	Amazon	Smoke sticks, bouncy balls	PE	$	498.86
	Amazon	Books, labels	Library Bookfair	$	85.57
	Class Creator LLc	Data collection student placements in class	Admin Supplies/Materials	$	800.00
	Food City	Milk, oat milk, sugar	Battelle Stem Grant	$	350.00
	Amazon	Milk, eggs, flur, cream cheese, tea	Battelle Stem Grant	$	500.00
	Food City	Milk, oak milk, sugar	Battelle Stem Grant	$	350.00
	Amazon	Backless bench, dry erase board, pens	VW E-Lab	$	543.96
	Purity Drinking Water	Hot/cold water	BOE Office Admin	$	79.90
				$	4,571.89
Red Bank High	BSN Sports LLC	Nike Jersey, shorts basketball uniforms	Basketball Boys HS	$	2,500.00
	Sports Spectrum	Work out shirts/pants	Football	$	1,000.00
	Print Shop	Parking passes	Parking	$	250.00
	Riddell All American	Helmet Decals	Football	$	300.00
				$	4,050.00
Red Bank Middle	Sports Spectrum	Football helments/pads	Football MS	$	1,769.00
	Lakeshore Learning	Stools/Tables for staff	Ex Curricular/Faculty Incentives/Office Admin	$	3,683.71
				$	5,452.71
Rivermont Elem	Amazon	Paper, straw, tape	Library Bookfair	$	16.61
	Lifetouch	Yearbooks	School Yearbooks	$	2,850.00
	Amazon	Books, bags, laminate, timer	Battelle Stem Grant	$	106.26
	Food City	Popcorn, nuts, pretzels	BOE Faculty Incentives	$	200.00
	YPP, LLC	Track t-shirts	F/R T-Shirts	$	420.00
	Amazon	Wood, screws, pond pump	Battelle Stem Grant	$	600.00
	Amazon	USB drive, envelopes	Elementary Music	$	100.00
	Kahla Souslin	7 reams copy paper, cardstock	BOE Admin	$	100.00

School Name	Vendor Name	Item	Name of Account		Amount
				$	4,392.87
Sale Creek Mid/High	Smartpass Inc	Digital Pass System	Instructional General	$	3,022.62
	The Supply Room	Color guard flag holder belt	JROTC Special	$	300.00
	Locker Pro	Locker Maintenance	Oper/Main Contracted Serv	$	950.00
				$	4,272.62
Shepherd Elem	None			$	-
Signal Mtn Middle/High School	Cravens School Transport	Bus transport 6/9, 6/18, 7/16	Football HS	$	1,550.00
	Varsity Spirit Fashions	Uniforms, poms, backpacks, jerseys, embroidering	Cheerleasing MS	$	12,189.05
	Giant Steps Music Corporation	Eastman EBB234 3/4 size tuba front action	Instr- MS Band	$	3,995.00
	Vex Robotics	Field element kits and shipping	Mountain Education Fund	$	991.22
	Steve Weiss Music	Pearl conga stands, ulta light basket stands	Inst- Bank/Music and Instru MS	$	250.00
	Katharine Lubinski	Snacks, breakfast and lunch items	TSA Club	$	600.00
				$	19,575.27
Smith Elementary	None			$	-
Snow Hill Elem	None			$	-
Soddy Daisy High	BSN	SBE Apparel	School Based Enterprise	$	4,557.54
				$	4,557.54
Soddy Daisy Middle	The Athletic Shop	Jerseys	Football	$	215.00
	Blue Triton Brands Inc	Wter tank rental and water delivery	Inst Contacted Services	$	501.00
	TSAA	Fine for unsportsmanlike conduct and ejection- being appealed	Baseball	$	300.00
	Varsity	Cheer Uniforms	Cheerleading	$	1,133.00
	Walsworth	School Yearbooks 25-26	School Yearbooks	$	5,157.10
	Chattanooga Parks and Recreation	Field use for softball tournament	Softball	$	300.00
	Chattanooga Parks and Recreation	Field use for softball tournament- additional amt	Softball	$	200.00
	Locker Pro	Inspect, repair, and roll locker combinations	BOE Facilities and Grounds	$	2,082.50
	Pit Stop Portables	Portable toilet rental for baseball	Athletics General Middle School	$	205.00
	SSOA	Assigning Fee	Soccer Boys	$	100.00
				$	10,193.60
Soddy Elem	None			$	-
Spring Creek Elem	Printree	Design time, window screens and install	BOE Facilities and Grounds	$	2,000.00
				$	2,000.00
Stem School	None			$	-
Thrasher Elem	None			$	-
Tyner Academy	BSN	Blem Football	Football	$	560.00
				$	560.00
University High School at UTC	None			$	-
Washington Alternative	None			$	-
Westview Elem	Follet Content Solutions	Library Books	Library Bookfair	$	1,600.00
				$	1,600.00
Wolftever Elem	None			$	-
Woodmore Elem	None			$	-
				$	**330,159.40**

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Shannon Moody, Chief Strategy Officer
Karen Cox, Soddy Daisy Middle School Principal

Date: June 18, 2026

Subject: Soddy Daisy Middle School Mascot Change

Board Agenda Category:

- ☐ Consent Agenda
- ☑ Action Item
- ☐ Reports and Information

Soddy Daisy Middle School requests the Board to change their mascot to align with Soddy Daisy High School's mascot with small adaption. See attached documents to outline the proposal.

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☑ Every Student Belongs
- ☐ Every School Equipped
- ☐ Every Employee Valued
- ☑ Every Community Served

SDMS Mascot: Trojan mascot to align with high school but adding shadow to maintain "twins" history.



Purpose: The purpose of changing the SDMS mascot from Twins to Trojans is primarily to sustain the community school feeder pattern as one mascot for all secondary, grades 6-12

Schools to align: Soddy Daisy Middle School and Soddy Daisy High School

Per Board Policy:

1. Link to petition of more than 50 names from students, staff, parents and community members KARYN COX_202605261310
2. Committee is made up of 13 people comprising multiple roles: Board member Steve Slater; Commissioner Geno Shipley; Parent & Chairperson Kim Sammons; Students Kolton Hensley from SDMS & Ryan Jenkins from SDHS; Community members Steve Henry & Billy Petty; Parents 8th grade-Angie Skiba, 7th grade-Mandi Burris, 6th grade-David Shankles, who is also an alumni; Staff members Tisha Weigart-Bookkeeper; Deanne Mulder-Assistant Principal; Mason Smelcer-Teacher & Coach; Karyn Cox-Principal
3. Statement from Kim Sammons, Chairperson of the committee, will be coming to you from her in the next couple of days.
4. Reasons for changing mascot:
    a. We want to create a community schools effect to sustain and build enrollment - if you are raised in SD, you look forward to going to SD schools - it's a given because our SD schools are great schools with unlimited opportunities for students in academics, athletics, leadership, the arts, STEM, and more
    b. The change will allow purchased items to be worn as students move on to high school - T-shirts, sweatshirts, caps, etc. with the Trojan mascot or SD logo will be the same and will create unity between our secondary schools
    c. Our elementary Daisy Spartans and Soddy Titans are lower ranks to the Trojans, so the alignment occurs from the very beginning within our schools. Soddy has already begun building the community schools effect with T-shirts that say "Tiny Titans" on the front and "Future Trojans" on the back! This is how we will build our partnerships, grow our enrollment, and increase our school pride.

d. The Twins mascot goes back many years to the time when our community was actually two small towns. Our goal is to create unity. Soddy Daisy is now one town with residents from all over the world. Rather than holding on to the idea of two separate but linked groups, we want to build on the merging of all people to be one town with schools who have come together to support each other. One small way of doing that is to adopt the same mascot for all students in grades 6-12—a Trojan!

5. **My story/vision:** I lived in a town where the schools were all built on one road that made a large circle in the center of town. There was a primary K-2, an elementary 3-5, a middle 6-8, and a high school 9-12. When babies were born, they were given a onesie that said "Future Golden Tiger." Two and three-year-old little girls wore "Golden Tiger" cheer uniforms and went to cheer camps held by the middle and high school girls. The football stadium held 8,000 and the whole town only had a population of 12,000. It was simply understood that great things happened at the great schools where the great families of that town came together for their kids. That's what I want for Soddy Daisy, Tennessee.
6. **Preserving the history:** In order to preserve the history of the Twins mascot at the middle school, we are adding a shadow to the Trojan to remind us of the past, and we are planning an exhibit of all past mascots with the years they were used to be displayed along the wall outside the current gym.

This mascot change is only the first step, but it's a step in the right direction. Every other middle school in Hamilton County that feeds only one high school has the same mascot as that high school. Soddy Daisy Middle School should be no different.

Thank you for your consideration.

Karyn Cox

Principal

Soddy Daisy Middle School

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Shannon Moody, Chief Strategy Officer

Date: June 18, 2026

Subject: Proposed Policy Revision, 1st and Final

Board Agenda Category:

- ☐ Consent Agenda
- ☑ Action Item
- ☐ Reports and Information

The Administration, in consultation and under the advisement of the Board's attorneys, has reviewed and recommended the following policies for a first and final reading.

POLICY #	POLICY TITLE
5.302	Sick Leave
5.303	Personal and Professional Leave

Opportunity 2030 Commitment Connection

- ☐ Every Student Learns
- ☐ Every Student Belongs
- ☐ Every School Equipped
- ☑ Every Employee Valued
- ☐ Every Community Served

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 2nd Quarter	**Sick Leave**	**5.302**	**06/16/16**
		Rescinded:	Revised: **06/18/26**

CERTIFIED PERSONNEL

The time allowed for sick leave for certified personnel during each school year shall be 8 days for 10-month employees, 9 days for 11-month employees, and 10 days for 12-month employees ~~day for each month employed during the school year~~ and each employee's unused sick leave shall accumulate for an unlimited number of days from year to year.[1]

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

A certificate from the employee's physician may be required to support a claim of sick leave.[1]

Permanent, cumulative sick leave records for each active professional employee shall be kept in the timekeeping system of record.

A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school system, provided notarized verification is provided.[1]

Upon written request of the teacher accompanied by a statement from a physician verifying pregnancy, any teacher who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick and annual leave for maternity or paternity leave purposes for a period not to exceed the teacher's accumulated sick leave and annual leave balance, or twelve (12) weeks, whichever is less. To be eligible to use sick leave as maternity or paternity leave, the teacher must submit a written request that includes a statement from a physician indicating the expected date of confinement, no later than the end of the fifth month of pregnancy. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are teachers, employed by the district, only one (1) parent is entitled to use such leave.

At the termination of employment of any teacher, all unused sick leave accumulated shall be

administered as follows:

1. In recognition of faithful attendance over the course of a teacher's career, for teachers who have at least five (5) years of service with HCDE, the Board will pay a bonus for unused sick leave days accrued by an employee at the time of his or her retirement. The bonus payout amount will be provided for employees who submit their notice of retirement on or before February 1 AND complete the remainder of their contract/work year.
2. If the employee resigns, his/her leave shall be held in escrow in the event the employee is rehired.
3. If the employee is hired by another Tennessee Public School System and/or Tennessee entity that accepts sick leave, the teacher may transfer his/her accumulated sick leave provided that the Director of Schools of the system or other appropriate Tennessee official requests the leave to be transferred by HCDE. Please note that the transfer of leave for employees to another district is contingent upon the acceptance of the incoming entity.
4. For any teacher absent for more days than leave has been earned at termination of employment, an amount sufficient to cover excess days used shall be deducted from the teacher's final paycheck.

CLASSIFIED PERSONNEL

The time allowed (days earned) for sick leave for classified personnel shall be accrued up to 8 days for 10-month employees, 9 days for 11-month employees, and 10 days for 12-month employees ~~for each month employed during the school year~~ and shall be cumulative for all earned days not used.

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

The immediate supervisor may require a physician's certificate stating the reason for absence.

Upon written request of the employee accompanied by a statement from a physician verifying pregnancy, any employee who goes on maternity or paternity leave shall be allowed to use all or a portion of the employee's accumulated sick and annual leave for maternity or paternity leave purposes for a period not to exceed the employee's accumulated sick leave and annual leave balance, or twelve (12) weeks, whichever is less. To be eligible to use sick leave as maternity or paternity leave, the employee must submit a written request that includes a statement from a physician indicating the expected date of confinement, no later than the end of the fifth month of pregnancy. Upon verification by a written statement from an adoption agency or other entity handling an adoption, an employee may also be allowed to use up to thirty (30) days of accumulated sick leave for adoption of a child. If both adoptive parents are employed by the district only one (1) parent is entitled to use such leave.

At the termination of the employment of any employee, all unused sick leave accumulated shall be administered as follows:

1. In recognition of faithful attendance over the course of an employee's career, the Board will pay a loyalty bonus of unused sick leave day(s) accrued by an employee at the time of his or her retirement; provided, however, that the bonus will be more as designated by the Board if the employee submits their notice on or before February 1 AND completes the remainder of their contract/work year;
2. If the employee resigns, his/her leave shall be held in escrow in the event the employee is rehired at a later date.
3. For any employee absent for more days than leave has been earned at termination of employment, an amount sufficient to cover the excess days used shall be deducted from the employee's final paycheck.

RETIREES RETURNING TO WORK

The time allowed for sick leave for retirees returning under the Tennessee Consolidated Retirement System (TCRS) status of Limited Re-employment of Retired Teachers and Return to Work 70% of Retirement Benefit shall be one (1) day for each month employed during the school year. Sick leave shall not roll to the follow school year. Sick leave days under TCRS 120 day Temporary Employment are not eligible for sick leave.

Retirees returning under the TCRS 120 day Temporary Employment are not eligible for sick leave.

Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or illness or death of a member of the immediate family of an employee, including the employee's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, and sibling-in-law.[2]

A certificate from the employee's physician may be required to support the claim of sick leave.

Permanent, cumulative sick leave records for each active employee shall be kept in the timekeeping system of record.

Legal References

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

Cross References

Family and Medical Leave 5.305|
Physical Assault Leave 5.307

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 2nd Quarter	**Personal and Professional Leave**	**5.303**	**12/16/04**
		Rescinded:	Revised: **06/18/26**

CERTIFIED EMPLOYEES

Personal and professional leave shall be granted in accordance with the 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)~~ five (5) days per year. Personal leave that is not used and reported to Payroll prior to the first payroll in June will convert as follows: At the end of each school year, up to ~~two~~ four days of unused personal leave shall be credited as sick leave, and if a ~~third~~ fifth day is unused it shall be paid out at a rate of $75.

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 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.

In addition, certified employees shall be granted leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits. The employee shall notify the principal at least five (5) days prior to leave being taken.[2]

CLASSIFIED EMPLOYEES

All full-time and part-time classified employees who earn benefits shall earn ~~three (3)~~ five (5) personal leave days per year. For part-time classified employees earning ~~benefits~~ leave, personal leave shall be prorated. Any personal leave remaining unused at the end of a year shall be credited to sick leave.

If, at the termination of employment, 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 an emergency, each employee shall give his/her immediate supervisor at least one (1) days' notice in writing of intent to take leave;
2. Leave is subject to the approval of the immediate supervisor and should not be taken without approval;
3. Immediate supervisors reserve the right to deny leave if requested during a "peak work period" or if more requests are received than an office/department could allow without a decrease in services;
4. Except in case of an emergency approved by the immediate supervisor, personal leave shall not be taken on the day immediately preceding or following a holiday or vacation period.\

RETIREES RETURING TO WORK

Retirees returning under the Tennessee Consolidated Retirement System (TCRS) status of Limited Reemployment of Retired Teachers and Return to Work 70% of Retirement Benefit shall earn three (3) personal leave days per year. For retirees working less than one (1) year, personal leave shall be prorated. Personal leave shall not roll to the following school year or be paid out at the end of the assignment.

Retirees returning under the TCRS 120-day Temporary Employment are not eligible for personal leave.

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 notice of the principal/supervisor 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) teacher or less, one (1) teacher may take personal leave at 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.
   - 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

Legal References

1. TCA 49-5-711; TRR/MS 0520-1-2-.04(3)
2. TCA 49-5-205

Cross References

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Shannon Moody, Chief Strategy Officer

Date: June 18, 2026

Subject: Proposed Policy Revision, 2nd and Final

Board Agenda Category:

- ☐ Consent Agenda
- ☑ Action Item
- ☐ Reports and Information

The Administration, in consultation and under the advisement of the Board's attorneys, has reviewed and recommended the following policies for a second and final reading.

POLICY #	POLICY TITLE
3.202	Emergency Preparedness Plan
3.213	Lead Testing in Drinking Water
3.500	Food Service Management
3.503	Food Service Employee Health Policy
3.600	Insurance Management
3.601	Student Insurance Program
4.408	Student Technology Access & Usage
5.1063	Vehicle Usage
6.200	Attendance
6.205	Student Assignments
6.302	Procedural Due Process
6.3021	Student Disciplinary Procedures
6.3023	Disciplinary Procedures for Students Receiving Special Education
6.3041	Title IX & Sexual Harassment
6.401	Student Health Services
6.403	Student Communicable Diseases
6.4031	HIV, HIV-Related Illness, and AIDS
6.404	Student Surveys, Analyses, and Evaluations
6.409	Child Abuse and Neglect
6.503	Homeless Students
6.600	Student Records
6.601	Student Records Annual Notification of Rights

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☑ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	~~**Emergency Preparedness Plan**~~ **Emergency Operations Plan**	**3.202**	**11/15/18**
		Rescinded:	Revised: **06/18/26**

The Director of Schools shall be responsible for developing, maintaining and acquiring Board approval of the District Emergency ~~Preparedness~~ Operations Plan[1], which shall include procedures for an intruder, weapon on campus, nuclear plan emergency, bomb threat, civil disturbance, earthquake, fire, tornado, or other severe weather, and medical emergencies such as pandemic flu outbreak.

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

- Fire Drills requiring full evacuation shall be held no more than one (1) time every thirty (30) School days, excepting that two (2) fire drills shall occur during the first thirty (30) full days of the school year. Additionally, four (4) fire safety educational announcements will be conducted throughout the school year[2].
- Intruder Drill: One (1) armed intruder drill shall be conducted annually in coordination with local law enforcement[3].
- Incident Command Drill: Each school shall annually conduct one (1) incident command drill without students present to prepare school staff and law enforcement on what to expect in the event of an emergency situation in school[3].
- Emergency Bus Safety Drill: Each school must annually conduct an emergency bus drill without students present and must prepare school staff on what is expected in the event of an emergency situation of a school bus[3].
- CPR/AED: One (1) drill annually for all school personnel[4].
- Each school shall conduct three (3) additional safety drills not requiring full evacuation of all persons from the building during each school year. At least one of these should be a tornado drill[2].
- Results of all drills must be maintained for a minimum of five years.

~~Schools within the City limits of Chattanooga must conduct two (2) fire drills per month. The dates and times of these drills shall be recorded in district Emergency Management software.~~

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

Safety/Compliance shall regularly check the quantity, locations, and conditions of fire extinguishers, and shall give all school personnel instructions in the proper use of them in their building.

MEDICAL EMERGENCIES/PANDEMIC FLU

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The Director of Schools shall develop procedures for health emergencies ~~using as reference the state's 2009 Pandemic Influenza Response Plan~~[5].

Legal References

1. TCA 49-6-804
2. TCA 68-102-137(b), (f)
3. TCA 49-6-807
4. TCA 49-2-122; TCA 49-6-1208; TCA 68-140-403
5. Tennessee Department of Health Pandemic Influenza Response Plan

Cross References

Emergency Closings 1.8011
Community Use of School Facilities 3.206

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Lead Testing in Drinking Water**	**3.213**	**11/21/19**
		Rescinded:	Revised: **06/18/26**

Hamilton County Board of Education has developed and implemented a program to reduce the potential sources of lead contamination in drinking water in schools by incorporating, at a minimum, testing every 24 months of lead levels in drinking water sources at all HCDE school facilities built prior to January 1, 1998. School facilities built after January 1, 1998 are to be tested periodically, not to exceed forty-eight months between testing cycles. Samples will be taken from all water fountains, food preparation sinks, & any noted water dispensing fixtures deemed necessary for testing during a building survey. Samples will consist of the first two hundred fifty milliliters (250 mL) drawn of water that has been standing in plumbing overnight to identify lead levels.

If the result of a drinking water lead level test exceeds fifteen parts per billion (15 ppb) but is less than twenty parts per billion (20 ppb), HCDE will conduct lead level tests on an annual basis until retesting confirms that the level is less than fifteen parts per billion (15 ppb). If the result of a lead level test conducted is equal to or exceeds twenty parts per billion (20 ppb), HCDE will:

A. Immediately remove the drinking water source from service. The drinking water source will remain unavailable for use until subsequent retesting confirms the lead level of drinking water from the source does not exceed twenty parts per billion (20 ppb).
B. Notify:
    1) The commissioner of environment and conservation, the commissioner of health, the local department of health, the local governing body, and the department of education within twenty-four (24) hours of the test result; and
    2) The parents and guardians of students enrolled at the school, in accordance with this policy within five (5) business days of the test result; and
C. Retest the lead level of the drinking water source within ninety (90) days of any corrective action.[1]

Legal References

1. ~~TN Code Annotated 49, Chapter 2, Part 1~~
   TCA 49-2-133

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Food Service Management**	**3.500**	**12/13/18**
		Rescinded:	Revised: **06/18/26**

School food service will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal requirements necessary for participation.[1]

The system's food service director will oversee the program. The Cafeteria ~~manager~~ Supervisor, in cooperation with the school principal, is responsible for administering the Child Nutrition program in individual schools. All products and services necessary for the operation of the food service department shall be procured under the direction of the Cafeteria ~~manager~~ Supervisor.

School food service receipts will be used only to pay regular food service operating costs. When food service facilities are used by outside agencies, an adequate fee approved by the Board will be charged and the ~~manager~~ supervisor will ensure that no USDA commodities or supplies provided for the regular program are used.

The principal shall correlate the food service program with areas of instruction.

Students will be permitted to bring their lunches from home and to purchase beverages and incidental items at school.

FREE OR REDUCED PRICE MEALS

The criteria and procedures for determining a student's need and steps in securing for students no-cost or reduced-cost lunches as established at the state/federal level will be outlined and made known by the principal.

Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price. Their names will not be made known to any person except such staff member(s) as needed to make the special arrangements for them.

COMPETITIVE FOODS/VENDING MACHINES

Applicable State Law and State regulations will apply to any sale of food and beverages during school hours (competitive foods). Revenue from the sale of food purchased from the school food service account will be deposited to the food service account.[2]

The sale of all competitive foods and beverages to students during the school hours, including vending machines, shall be limited to those approved by the Secretary of Agriculture and controlled by the principal.

Vending machines accessible to students in the schools will be controlled so that they will not offer competition to the school lunch program or encourage poor eating habits.

Vending machines may be operated by the school without restriction in the employee lounge for employee use only.

SANITATION

The Food Service Director and ~~managers~~ supervisors shall be responsible for implementing regulations from the Department of Health and seeing that school cafeterias meet acceptable standards of cleanliness at all times.

MEAL CHARGES

It is the intent of the Board that the School Nutrition Program provides the opportunity for each student to have a nutritious meal every day. However, if circumstances require it, students may charge their meal in accordance with the following:

1. Elementary and middle school students will be allowed to charge.
2. High school students may charge meals such that the charge balance does not exceed $40.
3. Only one meal may be charged per meal service per school day.
4. Adult charges are not allowed with the exception of principal approved, special event and/or Teacher Appreciation Day.
5. A la Carte items may not be charged.
6. A la Carte purchases cannot be made if there is a negative charge balance.
7. Procedures to be used system-wide to collect overdue charges shall be designed, distributed, and monitored by the School Nutrition Department.

Procedures for implementing local board policies are on file in the district food services procedures manual.

Legal References

1. TCA 49-6-2302; TCA 49-6-2303; *Child Nutrition & Food Distribution*
2. 7 CFR 210.11

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701
Wellness 6.402

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Food Services Employee Health Policy**	**3.503**	**11/19/15**
		Rescinded:	Revised: **06/18/26**

PURPOSE

The purpose of the Food Service Employee Illness Reporting Policy is to ensure that all food service employees notify the "Person In Charge" (PIC) such as their Cafeteria ~~Manager~~ Supervisor (or the Area Supervisor if the ~~manager~~ Cafeteria Supervisor is not available) when they experience any of the conditions listed so that appropriate steps are taken to preclude transmission of Foodborne illness or communicable diseases.

POLICY

The Hamilton County Department of Education School Nutrition department is committed to ensuring the health, safety, and well-being of our employees and customers and complying with all health department regulations, State of Tennessee and federal regulations[1]. All food service employees shall report if they are experiencing any of the following symptoms to their Cafeteria ~~Manager~~ Supervisor or Area Supervisor:

- Diarrhea
- Vomiting
- Jaundice (yellow skin or eyes)
- Sore throat with fever of 100.0 degrees Fahrenheit or greater
- Lesions (such as boils and infected wounds, regardless of size) containing pus on the fingers, hands or wrists.

For the below conditions, the Cafeteria ~~Manager Supervisor~~ and/or Area Supervisor will work with the Human Resources (HR) department. The HR department will partner with the Hamilton County Health Department to determine next steps prior to the employee returning to work.

Food service employees should first notify their Cafeteria ~~Manager Supervisor~~ or Area Supervisor whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person casual contact such as:

- Salmonella Typhi (typhoid-like fever)
- Nontyphoidal Salmonella
- Shigellosis
- Escherichia coli (E. Coli)
- Hepatitis A Virus
- Norovirus

In addition to the above conditions, food service employees shall notify their Cafeteria ~~Manager~~ Supervisor or Area Supervisor if they have been exposed to the following high-risk conditions:

- Exposure to or suspicion of causing any confirmed outbreak involving the above illnesses.
- A member of their household is diagnosed with any of the above illnesses.
- A member of their household is attending or working in a setting that is experiencing a confirmed outbreak of the above illnesses.

FOOD EMPLOYEE RESPONSIBILITY

All food service employees shall follow the reporting requirements specified above involving symptoms, diagnosis and high-risk conditions specified. All food service employees subject to the required work restrictions or exclusions that are imposed upon them as specified in Tennessee law, the local Hamilton County Health Department, regulatory authority or PIC, shall comply with those requirements as well as follow good hygienic practices at all times.

PIC RESPONSIBILITY

The PIC shall take appropriate action as specified in Tennessee Department of Agriculture State Retail Food Safety Act to exclude, restrict and /or monitor food service employees who have reported any of the aforementioned conditions. The HR department shall ensure these actions are followed and only release the ill food service employee once evidence, as specified in the food code and after the Employee is cleared by the Hamilton County Health Department, is presented demonstrating the person is free of the disease-causing agent or the condition has otherwise resolved.

The PIC shall cooperate with the regulatory authority during all aspects of an outbreak investigation and adhere to all recommendations provided to stop the outbreak from continuing. The PIC will ensure that all food service employees who are employed acknowledge awareness of this policy. The PIC will continue to promote and reinforce awareness of this policy to all food service employees on a regular basis to ensure it is being followed.

Legal References

1. TCA 68-14-704 (8)(A)(iii):
   2009 FDA Food Code, Part 2-2 (US Department of Health and Human Services)

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Insurance Management**	**3.600**	**12/16/04**
		Rescinded:	Revised: **06/18/26**

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

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

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

GROUP HEALTH

The Board shall offer group health insurance for ~~all~~ full-time employees.[1]

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

LIFE

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

RETIREES

~~Payment for group health insurance coverage shall be available for any retiring employee in accordance with current HCDE health plans and rates shall be based on years of service.~~

Group health insurance coverage shall be available to eligible retiring employees in accordance with current HCDE and TCRS retiree eligibility criteria and HCDE health plans. Eligibility for retiree coverage shall be determined based on Board-approved criteria in effect at the time of retirement, including applicable service requirements.

All retiree coverage remains subject to the terms, conditions, and availability of the applicable health plan documents and rates approved by the Board.

Legal References

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

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Student Insurance Program**	**3.601**	**11/15/18**
		Rescinded:	Revised: **06/18/26**

Hamilton County Board of Education provides limited insurance coverage for students who may be injured during regular school day activities and for students who may be injured during interscholastic athletics.[1]

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

All student and athletic injuries must be electronically filed on the Athletic and Student Accidents form located on the HCDE employee hub under the Risk Management section. All submissions will be automatically sent to Risk Management at studentinjuries@hcde.org.

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

Legal References

1. TCA 29-11-902

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Student Technology Access & Usage**	**4.408**	**06/18/26**
		Rescinded:	Revised:

Technology usage in the classroom should be intentional, developmentally appropriate, and aligned to strong instruction. Digital tools can expand access, support differentiation, provide timely feedback, and prepare students for future academic and career demands. However, technology should not replace the foundational learning experiences students need most, including direct instruction, reading, writing, mathematical thinking, hands-on learning, student discourse, collaboration, creativity, and meaningful relationships with teachers and peers.

Device usage should be intentional, purposeful, and aligned to Tennessee State Standards and outcomes. No student should be disadvantaged academically due to a lack of access to a device; digital assignments must always consider access. Access to technology and limitations on usage should be differentiated across grade bands to align to classroom needs and developmental stages.

ELEMENTARY (GRADES K-5)

Device Access:

1. There shall be no individual 1:1 assignment of devices.
2. In grades K-2, devices may be available in limited quantities for teacher-directed usage to support instruction when appropriate. In grades 3-5, classroom sets of devices will be available for teacher-directed usage to support instruction when appropriate.

Usage Limitations:

1. In grades K-2, devices should be used rarely. In grades 3-5, devices should be used minimally.
2. Devices shall only be used to clearly enhance or support a specific learning outcome that cannot be achieved effectively without a device and should prioritize opportunities to: facilitate creativity and production, promote collaboration with peers, and to provide differentiation and immediate feedback on individual work.
3. Technology may be used in a teacher-managed center or small group rotation.
4. Device usage should always be active and engaging and should not be used for passive consumption.
5. At-home device assignments are not permitted in K-2. In grades 3-5, at-home device-based assignments shall not exceed a cumulative 2 hours per week. School-based instructional leadership teams will develop a framework for at-home assignments requiring a device, including non-digital alternative assignments.

MIDDLE (GRADES 6-8)

Device Access:

1. There shall be no individual 1:1 assignment of devices.
2. Classroom sets of devices will be available for teacher-directed usage to support instruction when appropriate.

Usage Limitations:

1. Devices should be used strategically for high-impact learning that cannot be easily replicated on paper (e.g. virtual labs, simulations, and research assignments) and should not prohibit students from regularly engaging in non-digital learning experiences.
2. Devices should be used minimally on passive assignments (e.g. independent screen work and digital worksheets).
3. School-based instructional leadership teams will develop a framework for at-home assignments requiring a device, including non-digital alternative assignments and a school-wide cumulative time limit per week for at-home device-based assignments.

HIGH (GRADES 9-12)

Device Access:

1. All students will be issued a 1:1 device that can be taken home.

Usage Limitations:

1. Students should experience a balance of device-based and non-device-based work, driven by individual teachers and each school's instructional leadership team.

CROSS GRADE BAND GUIDELINES

Home Access & Usage in Grades K-8:

1. If a parent in grades K-8 requests a device for home use before their student has access to a 1:1 device in 9-12, parents/guardians may check out a device through a centralized school process developed by each school. Classroom teachers shall not be responsible for school-wide inventory of devices.
2. Ability to check out a device is dependent upon device availability.
3. Families who check out a device will be required to purchase insurance for devices. Cost of insurance will be tiered based on eligibility for free-or-reduced price lunch.
4. Families will be responsible for any borrowed devices that are lost, damaged, or stolen.

Non-Instructional Time:

1. Use of student devices is prohibited during non-instructional periods, including transitions, recess, lunch in grades K-8, and other unstructured time periods.

Student Accountability, Parental Partnership & Digital Safety:

1. The district shall implement a usage agreement that should be signed by families who check out a device in grades K-8 and by students in grades 9-12. Student usage agreements should be accessible to families in PowerSchool.
2. Schools shall set clear expectations for care and use of devices and the district shall include devices to the vandalism and damage-to-property section of the Code of Acceptable Behavior.

3. The district shall set strong digital safety protocols aligned to industry best practices, including content filtering and site blocking, defined quiet hours for device use, and monitoring systems for usage.
4. Families shall have access to tools that provide visibility into device usage, including browser history and screen time.

This policy does not prohibit the use of digital devices for:

1. Targeted instructional support, intervention, or remediation;
2. Accommodations or services for students with IEPs or 504s;
3. Administration of universal screeners, dyslexia screeners, benchmark assessments, or other assessments required by state or federal law;
4. Homebound instruction; or
5. Remote instructional or hybrid learning days.

Hamilton County Schools has several programs that provide students with non-traditional environments during the school-day, in alignment with this priority, this policy does not limit the amount of technology usage for the following schools, programs, or courses: HCS Virtual School, STEM School, Collegiate High at Chattanooga State, University High; dual enrollment courses; or Career & Technical Education courses.

Legal References

1. Tennessee Public Chapter 808 (2026)

Cross References

HCS Board Policy 4.214 “Use of Artificial Intelligence Programs”

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 2th Quarter	**Vehicle Usage**	**5.1063**	**03/21/24**
		Rescinded:	Revised: **06/18/26**

It is necessary for the Hamilton County Department of Education (HCDE) to operate a fleet of vehicles to support the maintenance, security, food service, and various other operations of the school system. The Director of Schools will establish and maintain administrative ~~appropriate~~ procedures to ensure all HCDE owned or leased vehicles are properly maintained and safely operated in compliance with all applicable local, state, and federal statutes and regulations.

All employees assigned or authorized to operate district-owned or leased vehicles shall comply with the HCDE Fleet and Fuel Card Manual, as adopted and amended by the administration. The Fleet and Fuel Card Manual shall establish operational procedures, including, but not limited to, vehicle assignments, fuel card usage, maintenance requirements, accident reporting, driver responsibilities, vehicle inspections, and disciplinary consequences for misuse.

These procedures do not apply to individuals responsible for transporting HCDE students or employees who only drive their own vehicles.

ASSIGNMENT AND USE OF VEHICLES

The Director of Schools or designee may assign vehicles to an employee for the purpose of conducting school district business during normal working hours or, in limited cases, as a drive home vehicle when determined necessary for operational efficiency, emergency response, or other legitimate business purposes consistent with administrative procedures ~~consistent with the criteria as provided herein~~.

District-owned or leased vehicles shall be used primarily for ~~exclusively to conduct~~ official school district business as authorized by the appropriate department or agency head. ~~The use of district-owned or leased vehicles for personal purposes, such as attending personal affairs, social engagements, or unapproved commuting is prohibited.~~ Employees must follow all district vehicle mileage reporting, and fule usage procedures established in the HCDE Fleet and Fuel Card Manual ~~the district vehicle check-in and out procedures~~.

Limited personal use of district-owned vehicles may be permitted. De minimis personal use shall be infrequent, minor, and incidental to the employee's official duties, including but not limited to brief stops during travel associated with authorized district business or incidental commuting associated with an approved drive-home assignment.

District-owned or leased vehicles may be assigned to employees based on their essential ~~job duties and responsibilities~~ functions of their position, operational necessity, emergency response requirements, or

other responsibilities determined by the administration.

GENERAL RESPONSIBILITIES OF OPERATORS AND OCCUPANTS

All district-owned or leased vehicles ~~will~~ shall be operated in a safe manner ~~consistent~~ and in compliance with all applicable traffic laws, regulations, and ordinances of the jurisdiction in which they are operated.

Employees operating district vehicles are responsible for compliance with all provisions of the HCDE Fleet and Fuel Card Manual. Failure to comply with ~~the district motor vehicle procedures may subject the employee to~~ this policy may result in disciplinary action up to and including suspension or termination of employment.

Legal References

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Attendance**	**6.200**	**08/02/18**
		Rescinded:	Revised: **06/18/26**

STATEMENT

The Hamilton County Board of Education believes in the establishment of a tradition of regular school attendance for each student. This establishes the first step toward a successful academic career culminating in a high school diploma and this is an essential concept to learn for the job market.

Attendance is a key factor in student achievement and, therefore, students are expected to be present each day that school is in session.

RECORDING

The Hamilton County Department of Education has a state approved system for maintaining attendance records for each student enrolled in the district.

It shall be the duty of the principal or teacher of all public and non-public schools to report promptly to the director of schools or his/her designated representative, the names of all children who have withdrawn from school or who have been absent three (3) days.[1] (This means a total of (3) three days during the school year and not necessarily (3) three consecutive days.)

The Attendance Supervisor shall oversee the entire attendance program, which shall include: [2]

1. All accounting and reporting procedures and their dissemination;
2. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
3. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.[3]
4. Report all children who have been absent for five days without an adequate excuse and have failed to show improved attendance with support through the *Tiered Attendance Interventions* to the Juvenile Judge.
5. Ensuring that all school-age children attend school.

The principal or designee shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Written excuses are submitted and documented for absences and tardiness;
3. System-wide procedures for accounting and reporting are followed;
4. Notification in writing is provided to the director of schools and the parents of the student of an action taken by the school.

Conditions for which a student's absence may be excused are:

1. **Personal Illness:** Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.
2. **Death in Immediate Family:** Students may be excused for three (3) days in the event of a death in their immediate families including mother, father, stepparent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.
3. **Family Illness:** Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.
4. **Religious Holiday:** Students shall be excused on special or recognized religious holidays regularly observed by that particular faith or for other religious purposes for up to twenty (20) days, or parts thereof, during any given school year. Prior approval is required should these religious holidays occur while school is in session. Should a student be absent for twenty (20) or more days or parts thereof during a school year for any religious purpose, the administrators at the student's school will set a meeting to discuss the status of the student's education with the student's parents. [4]
5. **Personal:** Students who are absent for a good cause such as a doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc. may be excused upon proof of appointment. Prior approval by the parent or guardian and the principal or his designee is required.
6. **Approved School-Sponsored Activities:** Students shall be marked present when participating in a school-sponsored activity away from the school building.

All other reasons for absence, including out-of-school suspensions and failing to report a reason, will be deemed an unexcused absence. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.[3]

EXPLANATION OF ABSENCES

By law students must attend school daily. HCDE will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school.

HABITUAL TRUANCY

District personnel will intervene to address habitual truancy using a Tiered Attendance Intervention support structure for students and their families, as detailed below.

Progressive Truancy Plan[5]

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools, Attendance Supervisor or his/her designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absences or request an attendance hearing. Then, the Director of Schools shall implement the progressive truancy plan described below prior to referral to juvenile court. [6]

Tier One

Tier One of the Progressive Truancy Plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to:

1. Parents and students will be notified of attendance expectations and the Truancy Plan in the Student Handbook;
2. At three (3) unexcused absences, parents and students will be made aware of the number of absences and that five (5) unexcused absences will begin Tier Two.

Tier Two

Tier Two of the progressive truancy plan shall be implemented after the accumulation of five (5) unexcused absences but before referral to a juvenile court.
Tier Two includes:

1. A conference with the student and parent, guardian, or other person having control of the student;
2. A resulting attendance contract, to be signed by the student, parent/guardian, and the attendance supervisor/designee. The contract shall include:
    a. A specific description of the school's attendance expectations for the student;
    b. The period for which the contract is effective; and
    c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing reasons the student has been absent from school. This employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier Three

Tier Three shall be implemented if the interventions under Tier Two are unsuccessful.

Tier Three may consist of one or more of the following:

1. A conference at the school with the attendance committee.
2. Review and update of the attendance contract.
3. School-based and community resources are provided, as needed.

4. ~~School-based community services;~~
5. ~~Participation in a school-based restorative justice program;~~
6. Courses on Saturday or outside of school hours designed to improve attendance and behavior (i.e., Attendance Improvement Workshop).

If any tier of progressive truancy intervention is unsuccessful, and the school can document that the student's parent or guardian is unwilling to cooperate with the truancy intervention requirements outlined in the plan, the director of schools/designee may report the student's absences to the juvenile judge without first having to implement subsequent intervention tiers, if any. [35]

PROCEDURAL DUE PROCESS

The established policy should be reviewed periodically to ensure that procedural due process is provided.

1. Prior to its enactment, notice of the rules, regulations, and penalties are provided to students and parents.
2. All students receive a written copy of the policy. Students who arrive during the school year also receive the policy.
3. Policy is to be enforced by all in a fair, consistent, nondiscriminatory manner.
4. The policy provides for exceptions through an impartial hearing and appeals process.
5. Announce policy at student assemblies and parent meetings.

Legal References

1. TCA 49-6-3007(e)(2)
2. TCA 49-6-3006
3. TCA 49-6-3017(c)
4. TCA 49-6-2904(b)(5); TCA 36-8-103(c)(7)
5. TCA 49-6-3009
6. TCA 49-6-3007(e)(3)(4)

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Student Assignments**	**6.205**	**04/20/17**
		Rescinded:	Revised: **06/18/26**

TO SCHOOLS

Students, including kindergarten, shall attend the school to which they are assigned. Parents who wish to have their child attend a school other than his or her assigned school may apply/be entered into the lottery for School Choice and/or magnet schools applications open by the end of November of each school year.[1]

If a student is navigating a personal or family circumstance that substantially impacts their ability to attend their zoned school, the student's parent/guardian may submit a hardship transfer request in accordance with the district-established criteria. The hardship transfer application window shall open annually in March and June on dates established by the district. Approval of hardship transfer requests shall be based on documented eligibility criteria, availability capacity, and other conditions established by the district. Transportation to and from the approved school shall be the responsibility of the parent/guardian unless otherwise required by the law, including but not limited to a School Safety Transfer as defined by the Tennessee State Board of Education's Unsafe School Choice Policy 4.202.[2]

TO CLASSES

The principal shall be responsible for assigning all students to classes.

Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

The principal shall separate any alleged victims of child sexual abuse from an alleged perpetrator if the abuse allegedly occurred while the child was under the supervision or care of the school. If available and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and the perpetrator has been: (1) substantiated by the Department of Children's Services; (2) adjudicated by a juvenile court to have committed the child sexual abuse; or (3) criminally charged.[3]

Legal References

1. TCA 49-6-3102(i)
2. Tennessee SBOE Policy 4.202
3. TCA 49-6-3102(h)

Cross References

~~Public Acts of 2015, Chapter No. 286~~

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Procedural Due Process**	**6.302**	**12/16/04**
		Rescinded:	Revised: **06/18/26**

Prior to the enactment of procedural due process, notice of the rules, regulations, and penalties are provided to students and parents. Electronic access to this policy is found on the HCS website.

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened.[1] The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.[2]

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she knew the consequences of the offense for which he is accused.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

If the principal determines that the offense is of such nature that the student's continued presence would be detrimental to the school or persons within the school, he/she shall suspend the student for an appropriate number of days.[3]

Legal References

1. *Ingraham v. Wright,* 430 U.S. 651, (1977)
2. *Goss v. Lopez,* 410 U.S. 565, (1975)
3. TCA 49-6-3401

Cross References

Interrogations and Searches 6.303
Discipline Procedures 6.313
Disciplinary Hearing Authority 6.317

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Student Disciplinary Procedures**	**6.3021**	**01/16/20**
		Rescinded:	Revised: **06/18/26**

Any administrator may suspend any student from school, from any school-related activity on or off campus, from a specific class or classes (i.e., in-school suspension), or from riding a school bus for any misconduct prejudicial to good order and discipline, including, but not limited to, any misconduct described more particularly in the Board's Code of Acceptable Behavior and Discipline or Zero Tolerance policies, or any misconduct that violates the law.[1]

PROCEDURES FOR SUSPENSIONS[2]

Unless the student's continued presence in the school, class, or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

Upon suspension of any student, including an in-school suspension in excess of one (1) day, the principal shall make an immediate attempt to contact the parent or guardian to inform him or her of the suspension, the reason for the suspension, and any conditions on readmission to the school. Within twenty-four (24) hours, the principal shall provide this same information in writing to the Community Superintendent or his/her designee.

The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

SUSPENSIONS IN EXCESS OF FIVE (5) DAYS:[3]

For any suspension in excess of five (5) days, whether in-school or out-of-school, the principal shall develop and implement a ~~behavioral intervention~~ plan for improving behavior. If the student is one with a disability, the principal shall notify the case manager and collaborate with the student's IEP team or Section 504 committee.

SUSPENSIONS IN EXCESS OF TEN (10) DAYS:[4]

If at the time of the suspension, the principal determines that an offense has been committed which, in the judgment of the principal, would justify a suspension for more than ten (10) days, he/she may suspend the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system if requested by the student. The appeal from this decision shall be to the Disciplinary Hearing Authority per Board Policy No. 6.3022.

If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.[5]

Students found to be eligible for special education shall only be suspended in accordance with Board Policy No. 6.3023 governing such suspensions.

IN-SCHOOL SUPSPENSIONS[6]

For purposes of this Policy, in-school suspensions include any removal of a student from a regular class or classes and assigning that student to a restricted class, night school, or some other program at the same school.

Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

Legal References

1. TCA 49-6-3401(a) and (b)
2. TCA 49-6-3401(c)
3. TCA 49-6-3401(c)(3)
4. TCA 49-6-3401(c)(4)
5. TCA 49-6-3401(d)
6. TCA 49-6-3401(b)

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Disciplinary Procedures for Students Receiving Special Education**	**6.3023**	**05/11/23**
		Rescinded:	Revised: **06/18/26**

The purpose of this policy is to inform students, parents/guardians, and educators in general terms of the procedures governing the discipline of students with disabilities under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504). In the event of an apparent conflict between this policy and the provisions of federal law, federal law shall control.

LIMITS ON OUT OF SCHOOL SUSPENSIONS

Students with disabilities may be disciplined in the same manner and for the same duration as nondisabled peers, subject to the procedural protections and service requirements of IDEA and Section 504. Administrators may suspend students with disabilities for misconduct just as they would non-disabled students for up to ten (10) days during the course of any given school year.[1]

Any time an administrator determines that a student with a disability should be suspended for five (5) days, or if any given suspension, when added to previously imposed suspensions, exceeds the total of five (5) days, the principal shall develop and implement a plan for improving the student's behavior. In so doing, the principal shall also notify the student's case manager and collaborate with the student's IEP team or Section 504 committee. The principal ~~shall~~ should also consider convening ~~have the student's case manager convene~~ an IEP team or Section 504 committee meeting as soon as practicable. The purpose of this meeting may be to obtain permission for a functional behavior assessment (FBA), develop a behavioral intervention plan (BIP) and/or, if necessary, revise the IEP or Section 504 plan to ensure the plan is appropriate to meet the student's needs. ~~The team must consider whether the IEP or Section 504 is appropriate to the student's needs and, if so, whether it is being implemented with fidelity.~~ It is the Board's intention that the school administration and the IEP team or Section 504 committee ~~will~~ collaborate to develop appropriate interventions aimed to reduce the need for further disciplinary measures.[2]

For any given suspension that would exceed ten (10) days, or for any suspension that, when combined with previous suspensions, would exceed a total of ten (10) days for any given school year, the school principal shall immediately notify the Department of Exceptional Education (in the case of a student receiving services under the IDEA) or SEAD (in the case of a student receiving services under Section 504) to convene a manifestation determination review (MDR). The MDR shall operate in accordance with this policy and the requirements of federal law.

MANIFESTATION DETERMINATION REVIEW[3]

The MDR meeting will include a fully convened IEP team, including the parents/guardians of the student, the principal or his/her designee, ~~a representative from the Department of Exceptional Education or~~

~~SEAD, Psychologist~~, Exceptional Education Teacher or 504 Coordinator or designee, and individuals with knowledge of the student, the evaluation data, and disciplinary incident as appropriate. ~~Case Manager, and such other members of the IEP team or Section 504 committee as may be appropriate.~~

The MDR shall meet within ten (10) days of the decision to suspend the student to determine whether the behavior was a manifestation of the student's disability.[4] The MDR shall occur prior to the implementation of further discipline. For exceptional education students, educational services must continue once removals exceed 10 cumulative school days in a school year. The MDR shall consider all relevant information, including the IEP, teacher observations, and the most current evaluations of the student. The MDR shall also consider any functional behavioral assessment (FBA) and behavioral intervention plan (BIP) or any student safety plan. The MDR shall also consider whether the student's behavior ~~might be a manifestation of any disability or documented and suspected disability voiced by any member of the IEP team or Section 504~~ may be related to any known or suspected disability supported by relevant information available to the team committee.

For behavior that is a manifestation:

If the MDR is unable to rule out a known or suspected disability as a cause of or a direct and substantial factor in the student's misconduct, then the IEP team shall take appropriate steps to address the educational needs of the student, including obtaining consent for and conducting a FBA (unless the MDR determines that any recent FBA is adequate), the development~~s~~ or the refining of a BIP, and the revision of any IEP or 504 plan.

If the behavior is determined to be a manifestation of the student's disability, the student shall remain entitled to IDEA disciplinary protections and return to the current placement unless otherwise permitted by law.

Except as set forth below, the student may not be suspended or removed from the existing educational placement but must "stay put" in that placement unless the IEP team or Section 504 committee, including the parents/guardians, agree that a more restrictive placement is appropriate for the implementation of the BIP so that the student may receive a free appropriate public education.[5]

For behavior that is not a manifestation:

If the MDR can rule out a known or suspected disability as a cause or direct and substantial factor in the student's misconduct, ~~then the MDR shall adjourn. T~~the student may be disciplined as would any student without disabilities per Board Policy Nos. 6.300 and 6.3021, which provides for the student Code of Acceptable Behavior and Discipline.[6]

In the case of a student receiving services under the IDEA, the case manager will coordinate to ensure that the student will continue to receive any services required by the IEP during the time of his/her suspension. The case manager shall convene an IEP team meeting to discuss the change of placement if such a meeting is necessary to provide a free appropriate public education.

~~In the case of a student receiving services under Section 504, services will cease during the period of any out-of-school suspension.~~ Students receiving services under Section 504 may receive educational services during disciplinary removals as required to ensure compliance with Section 504 and applicable law. If the student is remanded to an alternative educational setting and services are required to enable the student to participate in the program, the case manager will coordinate these services.

SPECIAL CIRCUMSTANCE ~~EXCEPTIONS TO "STAY-PUT"~~[7]

Irrespective of whether a student's conduct may be a manifestation of his/her disability, a student may be suspended to an interim alternative educational placement for up to forty-five (45) days for:

- Carrying or possessing a dangerous weapon as defined in 18 U.S.C. § 930 on school property or at a school function;
- Knowingly using or possessing or selling or soliciting the sale of illegal drugs on school property or at a school function; or
- Inflicting serious bodily injury, meaning an injury with a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty, while on school property or at a school function.

An interim alternative educational placement shall not automatically be forty-five (45) days but shall be in conformity with consequences imposed on students without disabilities. The case manager at the student's school of enrollment will coordinate with the interim alternative educational placement how to provide services to any student~~s~~ with an IEP assigned to an interim alternative educational placement.

APPEAL RIGHTS FOR STUDENTS WITH DISABILITIES

Any student or parent/guardian who disputes that the student violated the Code of Acceptable Behavior, Board policy, or state law; or who disagrees with the decision of the MDR that the student's behavior was not a manifestation of a known or suspected disability; or who objects to the consequences imposed by the administrator may request a hearing before the disciplinary hearing authority, the COO, and the Board of Education pursuant to Board Policy No. 6.3022.

Alternatively, a student or parent/guardian may request a due process hearing before an administrative law judge.[8]

Legal References

1. CFR 34 § 300.530(b)(1)
2. TCA 49-6-3401(c)(3)
3. 34 CFR § 300.530 (e)
4. 34 CFR § 300.530(e)(1)
5. 34 CFR § 300.530(e) and (f)
6. 34 CFR 300.530(c), (d)(1)
7. 34 CFR 300.530(g)
8. 34 CFR 300.532

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Title IX & Sexual Harassment**	**6.3041**	**10/08/20**
		Rescinded:	Revised: **06/18/26**

General

In order to maintain a safe, civil, and supportive learning environment for all students, all forms of sexual harassment and discrimination on the basis of sex are prohibited.[1] This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).[2]

The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.[3] These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.[3]

All employees shall receive training on complying with this policy and federal law.[4]

TITLE IX COORDINATOR[5]

The Title IX Coordinator shall be responsible for the school system's Title IX obligations, including training and response to complaints. He/she shall respond promptly to all general reports and formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:
Title: Title IX Coordinator
Mailing address: 3074 Claude Ramsey Parkway, Chattanooga, TN 37421 ~~1161 West 40th Street Room 310~~
Phone number: (423) 855-2638 ~~498-7221~~

DEFINITONS[4]

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following.[3]

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

3. Sexual assault,[6] dating violence,[7] domestic violence,[8] or stalking[9] as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

"Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

GRIEVANCE PROCESS

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator or his/her designee shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;

2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.[10]

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.[11] If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.[12] The Title IX Coordinator shall keep the Director of Schools informed of any employee-respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.[13]

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator; however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly.[14]

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor of their choosing present during any subsequent meetings;
4. Notify parents and/or guardians that they are entitled to participate; and
5. Offer supportive measures in an equitable manner to both parties.

The complaint must be dismissed if it does not meet the definition of harassment or occur within an activity or program. If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.[15]

Investigations[16]

All investigations require a signed, written complaint. A school system administrator, designated by the Title IX Coordinator, shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;[17]
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
    a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,[18] the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility[19]

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.[20] The preponderance of evidence standard shall be used in making this determination.[21]

The Principal shall act as the decision-maker for student-respondents. The Human Resources Director will act as the decision-maker for employee-respondents. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide a written determination to the parties simultaneously along with information about how to file an appeal. He/she may consult with the Title IX Coordinator in drafting the written determination.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEALS[22]

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator, the investigator, or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal.
    a. Appeals for cases in which the respondent is a student shall be to the Board's Disciplinary Hearing Authority.
    b. Appeals for cases in which the respondent is an employee shall be to the Director of Schools.
2. Notify the parties in writing, who will be hearing the appeal, and the procedures that the hearing officer(s) will be following in the appeal. This notice may refer to other Board Policies that explain disciplinary procedures.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing

the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

RETALIATION[23]

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
Discrimination/Sexual Harassment and Discrimination 5.500
Staff-Student Relations 5.610
Code of Behavior and Discipline 6.300
Student Discrimination/Harassment/Hazing and Bullying/Intimidation 6.304
Child Abuse and Neglect 6.409

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Student Health Services**	**6.401**	**12/16/04**
		Rescinded:	Revised: **06/18/26**

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 program[1] 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 in 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.

CONSENT TO PROVIDE SCHOOL NURSING SERVICES

Before the start of each school year, the Administration will send home consent forms to the parents/guardians of each student. Parents/guardians may grant or withhold consent from school nursing staff to render aid to their students in emergency and non-emergency situations and to follow any medical orders that may be on file.

In the event a child needs emergency or non-emergency care and a parent/guardian has not returned a consent form, then the school must attempt to contact the parent/guardian using the information on file with the school. In the event the parent/guardian cannot be reached within a reasonable amount of time,

the nurse is authorized to render emergency care if, in the nurse's discretion, such care is necessary to protect the health and well-being of the child. The Board will protect, defend, and hold harmless the nurse against any claim for damages arising out of a good faith decision to aid a student in an emergency where the school has been unable to reach the parent/guardian.

Consent is not necessary in the following circumstances:[2]

1) when nursing staff acts reasonably to render appropriate, non-emergency first aid to a student appearing or represented to be sick or injured. Such non-emergency first aid includes, but is not limited to, dressing minor wounds, applying topical agents, providing fluids or ice, and performing checks to identify minor illnesses;
2) Providing support in activities of daily living (ADLs) as those are defined by the Tennessee Department of Education.

Legal References

1. TRR/MS ~~0520-1-3-.08(2)~~0520-01-13-.01
2. TCA 63-1-176(c)(7)

Cross References

Student Communicable Diseases 6.403~~a~~

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Student Communicable Diseases**	**6.403**	**12/16/04**
		Rescinded:	Revised: **06/18/26**

No student will be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

No student with a communicable disease which may endanger the health of either himself/herself or other individuals will enter or remain in the regular school setting.[1,2] If a school principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall:

1. Assign the student to a setting which will protect other students, employees and the student himself;or

2. Exclude the student from school until certification is obtained from a physician or the County Health Department by either the parent or principal stating that the disease is no longer communicable.

If the principal has reason to believe that the student has a long-term communicable disease, the principal must require confirmation from a physician or the county health department as to the student's condition. If the student is confirmed to have a long-term communicable disease, the principal may refer the student for homebound instruction, special education services and/ or 504 accommodations if appropriate to the situation.~~3~~

The principal may request that further examinations be conducted by a physician or County Health Department and may request periodic re-examinations after the student has been readmitted to the school.[2]

Parents/guardians of students who have been excluded from school shall meet with the school leader and school nurse prior to returning to school to ensure that the proper physician or county health department certificate has been provided, and that the student's transition back to school is appropriate.

Expenses incurred from examinations requested by school officials shall be paid by the Board. The

names of all students excluded from school under this policy will be documented and preserved confidentially ~~forwarded to the office of the director of schools~~.

Legal References

1. TRR/MS 0520-01-13-.01 ~~0520-1-3-.08(2)(c)~~
2. TCA 49-2-203(b)(2)
3. ~~State Board of Education Rule 6.403~~

Cross References

Exceptional Education 4.202
Early Postsecondary Opportunities 4.206

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**HIV, HIV-RELATED ILLNESS, AND AIDS**	**6.4031**	Click here to enter a date.
		Rescinded:	Revised:

Enrollment and Non-Discrimination[1]

A student with an HIV infection or Acquired immune Deficiency Syndrome (AIDS) has the same right to attend school and receive services and shall be subject to the same rules and policies as all other students. No student with HIV or AIDS shall be denied enrollment solely based upon the fact that the student has HIV or AIDS. HIV/AIDS will not be a factor in decisions regarding a student's class assignments, privileges, or participation in any school-sponsored activity.

The Board shall strive to maintain a respectful school climate for students with HIV and AIDS. Discrimination against students with HIV and AIDS will not be tolerated. Students with HIV and AIDS shall be provided with appropriate and reasonable accommodations as needed to access and participate in the educational environment and related activities.

Mandatory screening for HIV and AIDS shall not be a condition for school enrollment or attendance. A student or student's parent/guardian may choose to disclose the student's HIV or AIDS status to HCDE officials but is not required to disclose such information.

Education Placement and School-Sponsored Activities

In determining the educational placement of a student known to have HIV or AIDS, HCDE officials will follow established policies and procedures for students with disabilities and will reassess placement if there is a change in a student's need for accommodations or services.

Students with HIV or AIDS will not be restricted from participation in school-sponsored athletic activities and, where necessary, will be provided with reasonable accommodations in order to engage in such activities. Students with HIV/AIDS and their parent/guardian are encouraged to consult with the student's healthcare provider to determine the student's health-related limitations, if any.

Confidentiality[2]

If a student or a student's parent/guardian elects to disclose the student's HIV/AIDS status to HCDE officials, matters pertaining to that student shall be directed by procedures initiated by the Director of Schools/designee. These procedures will be designed to ensure privacy and secured maintenance of all of the student's health records and related information, including but not limited to, names, records, reports, correspondence, and any other identifying information regarding a student's HIV, an HIV-related illness, or AIDS. All health records and related documents referencing a student's HIV or AIDS status will be secured by appropriate safeguards designed to maintain confidentiality of the records at all times.

Under no circumstances will information identifying a student as having HIV or AIDS be shared with HCDE officials without the informed, written, signed, and dated consent from the student's parent/guardian or the student if over eighteen (18) or in compliance with a valid court order. Written

consent will specify the name of the recipient of the information and the purpose of the disclosure. Under no circumstances will information identifying a student as having HIV or AIDS be disclosed to the public. At all times, HCDE will maintain confidentiality of medical records pertaining to a student's HIV or AIDS status in accordance with relevant laws.[34]

Information pertaining to a student's HIV or AIDS status will not be added to a student's permanent educational or health records without prior written consent from the student's parent/guardian or the student if over eighteen (18).

Every HCDE employee shall treat any knowledge or speculation concerning the HIV or AIDS status of a student as highly confidential. Unauthorized disclosure of a student's HIV or AIDS status by an HCDE employee shall be cause for discipline, up to and including termination.

HIV/AIDS Prevention Education[1]

Students shall have access to voluntary, confidential, age- and developmentally- appropriate counseling about matters relating to HIV and AIDS. School administrators shall maintain a list of local counseling and testing resources for voluntary student reference and use.

The Director of Schools/designee shall develop age- and developmentally-appropriate, ongoing HIV prevention education instruction in accordance with Tennessee's Health Education and Lifetime Wellness standards. This education program shall: be available for review by parents and guardians pursuant to Tenn. Code Ann. § 49-6-1305; be taught at every grade level; follow content guidelines prepared by the CDC; include accurate information on reducing the risk of HIV infection; include the benefits of abstinence from sexual activity, alcohol, and other drug use; address student concerns about transmission; be taught by knowledgeable instructors; and be consistent with community standards.

Infection Control[1]

The Director of Schools/designee shall develop an OSHA-based infection control plan. The plan shall: provide for well-maintained and easily accessible materials necessary to follow universal precautions; and designate first responder responsible for implementing infection control guidelines, including investigating, correcting, and reporting instances of exposure.

HCDE schools will follow the most current CDC Universal Precautions for Preventing Transmissions of Bloodborne Infections and OSHA's Bloodborne Pathogens Standard.

To prevent and manage exposure in the workplace, all HCDE employees will receive in-service training and education annually regarding HIV/AIDS and OSHA's Bloodborne Pathogens Standard.

Legal References

1. SBOE Policy 5.300
2. TRR/MS 0520-01-13-.02
3. TCA 68-10-113
4. 20 USC 1232g

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Student Surveys, Analyses, and Evaluations**	**6.404**	**08/17/23**
		Rescinded:	Revised: **06/18/26**

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. The Director of Schools or his/her designee shall develop administrative procedures for approving requests for conducting surveys, analyses, or evaluations by agencies, organizations or individuals. The request shall outline what is to be done, who is to be involved and how the results will be used and distributed.[1]

Prior to the dissemination of a survey, analysis, or evaluation to students, parent/guardians shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians must provide consent before the student participates in a survey, analysis, or evaluation. Parents/guardians may withdraw consent at any time before the student participates. Prior consent does not apply if the full survey, analysis, or evaluation is related to classroom instruction of a curriculum and is distributed to students as a way of evaluating the effectiveness of an instructional curriculum.[1]

The Director of Schools or his/her designee shall develop procedures for obtaining parental/guardian consent as described above and to implement the other provisions of this policy.[1]

No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that reveals information concerning: [2,1]

1. Mental or psychological problems of the student or student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expression, EEG brain
8. wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking[3]

Without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an emancipated minor, without the prior written consent of the parent.[1]

The collection of the following student data is strictly prohibited: [4]

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership

COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING [3] [2]

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

If any collected information is to be marketed or sold, parents will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parents and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to student or educational institutions to the extent allowed by law, such as the following:

1. College or other postsecondary education recruitment ~~or~~, military recruitment[6], or charter schools[5];
2. Book clubs, magazines and programs providing access to low-cost literary products;
3. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments;
4. The sale by students of products or services to raise funds for school-related or education related activities;
5. Student recognition programs.

Legal References

1. TCA 49-2-211
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. TCA 49-13-132
6. USA Patriot Act of 2001§507

Cross References

Testing Programs 4.700

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Child Abuse and Neglect**	**6.409**	**05/19/16**
		Rescinded:	Revised: **06/18/26**

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 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.~~
- 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 report. Once the report is given to DCS and local police department all confidential files should be given to the school child abuse coordinator or alternate child abuse coordinator.

Additionally, if the suspected child abuse occurs outside of Hamilton County, it may be necessary to notify the local law enforcement agency so that the child is protected, and the matter is investigated promptly.

Any school-based employee who reports suspected child abuse must notify the school's child abuse coordinator and his or her principal or supervisor and the child abuse coordinator will join the employee in placing the phone call to the appropriate authorities. If the child abuse coordinator is not available to participate in the phone call, the employee must notify the school's alternate child abuse coordinator, who will assist in placing the phone call. If neither the child abuse coordinator nor the alternate child abuse coordinator is available, the employee must nevertheless report any suspected child abuse to the appropriate authorities without delay. When the alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the department of children's services and law enforcement prior to notifying the school child abuse coordinator.[1]

The Hamilton County Department of Education strongly encourages any employee notifying any of these offices of any suspected child abuse to make a written record of the report to include the following: agency contacted; agency phone number; the person to whom the employee spoke; date and time of the conversation; name of the child in question; the precise information conveyed to the agency; and the DCS case number assigned.

ACTION BY ADMINISTRATORS AND SCHOOL CHILD ABUSE COORDINATORS

Each school shall designate a child abuse coordinator and alternate child abuse coordinator. These individuals must:

1. Have access to an area providing privacy and access to a telephone for reporting suspected child abuse;
2. receive training in regard to mandatory reporting, multidisciplinary protocols, advocacy centers, the importance of limited interviews, and signs of child abuse;
3. be available for school personnel to share information about suspected child abuse;
4. assist school personnel in reporting suspected child abuse to appropriate authorities;
5. serve as a liaison between the school and law enforcement and DCS in child abuse investigations;
6. assist law enforcement and DCS by sharing available information regarding suspected child abuse and by providing an area within the school for law enforcement and DCS to meet with the

child and reporting school personnel as a group or individually if required; and

7. maintain confidential files in accordance with Tenn. Code Ann. § 37-5-107 and 37-1-612 ~~39~~ regarding all reported suspicions of child abuse.

The Hamilton County Board of Education does not expect administrators to screen or approve the decision of subordinate employees to report suspected child abuse. Each employee has an independent duty under state law and this policy to report child abuse whenever he or she believes it has occurred. Nevertheless, the Board of Education expects administrators to support their employees and to provide guidance as necessary.

Accordingly, the Board of Education advises administrators that it may be necessary and appropriate for them to direct their employees to contact several agencies in order to ensure that the allegations of abuse will be investigated promptly and that the child in question will be protected. If an administrator has any question or concern about the effectiveness of any response, he or she is receiving regarding reports of child abuse, the administrator should contact the Director of DCS' Special Investigations Unit and report the suspected child abuse and what efforts the Board of Education employees have taken to report this matter.

The Board of Education expects administrators to make a written record of any conversation they have with their employees and any agency officials regarding allegations of suspected child abuse and efforts made to report this abuse to the appropriate authorities. These records should be maintained in confidential files kept separate and apart from other students or employee records.

NOTICE TO PARENTS OR LEGAL GUARDIANS

School personnel may notify parents or legal guardians of suspected child abuse: 1) when federal law or regulation mandates disclosure; and 2) the parent or guardian to whom the notification is made is not alleged to be the perpetrator or in any way complicit in the abuse or neglect. Any such notification to parents or guardians must be done in conjunction with the Department of Children's Services.[1] In the absence of those circumstances, school personnel shall not provide any information relevant to the suspected child abuse to a child's parents or guardians and must refer any questions from the child's parents or guardian to the investigating law enforcement agency and the Department of Children's Services.

In circumstances where school personnel may provide notification of suspected child abuse to a child's parents or guardian, school personnel will share with the parents or guardian whatever information is necessary to provide for the future wellbeing of the child and, upon request, may provide additional information pertaining to the suspected child abuse; provided, however, that school personnel will protect otherwise confidential information including the name of the reporting employee, the name of anyone whose safety would otherwise be jeopardized, and any information protected by federal law.

WRONGDOING BY A SCHOOL EMPLOYEE

In the event any school system employee becomes aware that another employee may have been responsible for the suspected child abuse, or if the employee becomes aware that another employee has

failed to report suspected child abuse, then, after immediately contacting the Department of Children's Services and Law Enforcement, and the employee shall also notify the Director of School or their designee and report the other employee's suspected wrongdoing.

CONFIDENTIALITY

Once a school system employee becomes aware of suspected abuse, he or she is to report the matter to the appropriate agencies and to the appropriate officials within the school system. Aside from his or her duty to report to agency officials or school system administrators, however, no employee is to discuss the suspected abuse of a child with anyone. Under no circumstances shall the employee discuss the matter with the media or any member of the public, including the child's parents or legal guardian unless the employee is given express permission by the Superintendent or the Superintendent's designee to do so. Violation of this instruction will be treated as insubordination and will be punished accordingly.

FURTHER DIRECTIONS TO PRINCIPALS AND SUPERVISORS

Administrators are to circulate these guidelines to their employees at faculty meetings, staff meetings, and otherwise as may be appropriate. Written copies of these guidelines shall be kept in break rooms and shall be disseminated to school system employees.

Additionally, administrators are to require that their employees receive appropriate training regarding the application of this policy and Tennessee law. This training shall include signs of abuse, brutality or neglect and appropriate reporting procedures.

Employees working directly with students shall annually complete the child abuse training program required by state law.[4]

If there are any questions about this policy, including compliance, these questions shall be directed to the Chief of Student Supports ~~Equity Officer at 423-498-7104~~.

Legal References

1. TCA 49-6-1601 ~~42~~
2. TCA 37-1-403 ~~43~~
3. TCA 37-1-605 ~~44~~
4. TCA 37-1-408

Cross References

Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Homeless Students**	**6.503**	**05/18/17**
		Rescinded:	Revised: **06/18/26**

HCS will ensure that all homeless students shall have equal access to the same free, appropriate public education as provided to other children and youth. They must be included in state and district-wide assessments and accountability systems.

Information regarding this policy will be included in the Hamilton County Student Handbook which will be distributed to all students annually and upon enrollment. Information about the rights of homeless children and youth will be posted in every school in the system as well as other places where homeless children and families receive services.

A. **Definitions**

Homeless children and youth refer to children and youth who are otherwise legally entitled to or eligible for ~~a~~ free public education, including preschool, yet who lack a fixed, regular, and adequate nighttime residence, including:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons; students are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- Students who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Students who are living in a car, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory students who are living in circumstances described above

A child or youth shall be considered homeless for as long as he or she is in a living situation described that is not fixed, regular, and adequate. Eligibility for McKinney-Vento services will be evaluated at the beginning of every school year.

Unaccompanied youth means a youth not in the physical custody of a parent or guardian, who is also living in a homeless situation as defined above.

School of origin means the school the child or youth attended when permanently housed, or the last school attended. This includes the designated receiving school at the next grade level for all feeder schools when a student completes the final grade level served by the school of origin. Preschools are also considered schools of origin when they establish a feeder school pattern.

The *Liaison* is the staff person designated by the Hamilton County Schools as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act. The liaison is to assist homeless children and youth to enroll and succeed in school and ensure that homeless children and youth receive educational services for which they are eligible, including Head Start and Even Start programs, preschool programs (if offered to others), and referrals to health care, dental, mental health and other appropriate services.

B. Identification

In collaboration with school personnel and community organizations, the liaison designated for the school system will identify homeless children in the district, both in and out of school. The liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying homeless families and youth, and procedures for forwarding information indicating homelessness to the liaison. The liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon enrollment in school. Community partners in identification may include the following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, and other social services agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services.

C. School Selection

Each homeless child has the right to remain at his or her school of origin or to attend the school for which the child is zoned based upon where the child is actually living. Maintaining a student in his or her school of origin is important for both the student and our district. Therefore, in determining the school that is in the student's best interest to attend, school personnel must presume that staying in the school of origin is in the child's or youth's best interest unless it is against the wishes of the parent, guardian, or unaccompanied homeless youth. Student-centered factors must be considered, including factors related to the impact of mobility on the achievement, education, health, and safety of the student. Students may remain at their schools of origin the entire time they are homeless and until the end of any academic year in which they acquire stable housing. The same applies if a student loses his or her housing between academic years.

In determining what is in the child's best interest, the school system will within parameters set forth by the McKinney Vento Act comply with the request made by a parent or guardian or unaccompanied youth regarding school selection. If a school decided not to allow the child to enroll at the school selected by the parent, guardian, or unaccompanied youth, the school will provide a written explanation of the school's decision to the parent, guardian, or unaccompanied youth. The written explanation must also inform the parent or guardian of his/her right to appeal the decision. The parent or guardian, or unaccompanied youth shall be referred to the liaison who shall carry out the dispute process.

D. Enrollment

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, homeless students may not have school enrollment documents readily available. Nonetheless, the school selected for enrollment must immediately enroll any homeless child.

Enrollment may not be denied or delayed due to lack of any 1 document normally required for enrollment, including:

- Proof of residency, including residency affidavit
- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical. physical records. Health records may often be obtained from previous schools or state registries, and school-or community-based clinics can initiate immunizations when needed. Students coming from areas where natural disasters have occurred may never be able to provide immunization records, but it should be assumed that they had the immunizations necessary to attend public school in their state.
- Proof of custody of guardianship
- Birth certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Missing application or enrollment deadlines during any period of homelessness
- Any factor related to the student's living situation

Homeless unaccompanied youth must also be immediately enrolled in school. They must either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or liaison.

The school at which the homeless student enrolls shall immediately contact the last school attended to obtain academic or relevant records. If the child needs immunizations or medical records, the school shall contact the liaison. The liaison shall assist in obtaining immunizations or medical records, as necessary.

E. **Transportation**

Without appropriate transportation, a student may not be able to continue attending his or her school of origin. To avoid such forced school transfers, at the parent's, guardian's or unaccompanied youth's request, transportation shall be provided to and from the school of origin for a homeless child. Transportation shall be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes.

The liaison shall request transportation to and from the school of origin for unaccompanied youth.

School contacts and the liaison shall assist in arranging transportation requests. If a homeless student is living and attending school in this district, the Hamilton County Schools shall arrange transportation. If the homeless student is living in this district but attending school in another, or attending school in this district but living in another, the Hamilton County Schools will seek a shared reimbursement of transportation expenses from the other school district or, if applicable, be financially responsible for a portion of the other school districts expenses in transporting the homeless student. Inter-district disputes shall not result in a student in transition missing school. If such a dispute arises, this district will arrange transportation and immediately bring 1 the matter to the attention. of the State Coordinator for the Education of Homeless Children and Youth.

Homeless students shall also be provided with other transportation services comparable to those offered to housed students.

F. **Services**

All homeless children and youth in Hamilton County Schools will be enrolled and receive instruction in the same schools and classrooms as all other students enrolled. They will not be isolated or stigmatized by any activities of the school system. Homeless children shall be provided appropriate services comparable to services offered to other students in the school, including:

- Transportation
- Title I
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners.
- Vocational and technical education programs
- Gifted and talented programs
- School nutrition programs
- Before and after school care (if offered and available to others)

The Hamilton County Schools will follow state procedures to ensure that homeless children and youth who are out of school are identified and accorded equal access to appropriate secondary education and support services. School personnel shall refer homeless children to appropriate health care services, including dental and mental health services. The liaison will assist the school in making such referrals, as necessary. The liaison and school personnel must inform unaccompanied homeless youth of their status as independent students for college financial aid and that they may obtain assistance to receive verification for the FAFSA.

School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must

be provided in a form, manner, and language understandable to each parent.

G. **Disputes**

If a dispute arises over any issue covered in this policy, including eligibility, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student shall also have the right to all appropriate educational services, transportation, and school nutrition programs.

The school where the dispute arises shall provide the parent, guardian, or unaccompanied youth with a written explanation of its decision and the right to appeal and shall immediately refer the parent or youth to the liaison. The liaison shall ensure the student is enrolled in the school of his or her choice, 46 within the parameters of the McKinney-Vento Act and receiving other services to which he or she is entitled and shall resolve the dispute as expeditiously as 1 possible. The parent, guardian, or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute. The liaison shall keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth in transition.

H. **Free Meals**

To help ensure that children and youth in transition are available for learning, the U.S. Department of Agriculture has determined that all homeless children are automatically eligible for free meals. On the day a homeless child enrolls in school, the enrolling school must submit the student's name to the food services office.

I. **Title I**

Homeless children are automatically eligible for comparable Title I services, regardless of what school they attend. The Hamilton County School System shall reserve such funds as are necessary to provide services comparable to those provided to Title I students to homeless children attending non-participating schools. The amount reserved shall be determined by a formula based upon the per-pupil Title I expenditure and developed jointly with the liaison and the Title I director. Reserved funds will be used to provide educational-related support services to homeless children.

Our district's Title I plan will be coordinated with our McKinney-Vento services, through collaboration between the Title I director and the liaison. Homeless children shall be assessed, reported on, and included in accountability systems, as required by federal law and U.S. Department of Education regulations and guidance.

J. **Training**

The school system liaison will conduct training and awareness activities for the

appropriate school system employees. The training and activities will be designed to increase staff awareness of homelessness, facilitate identification and immediate enrollment, ensure compliance with this policy, and increase sensitivity to homeless children and youth. The liaison has appointed the school social workers~~/truancy officer~~ as the building point of contact for homeless education. The building-level contact will lead and coordinate their school's compliance with this policy and the McKinney-Vento Act and will receive training from the district liaison at least annually.

K. **Coordination**

The Hamilton County School System and its liaison shall coordinate with and seek support from the state coordinator for the Education of Homeless Children, local social service agencies and other agencies or programs providing services to homeless children and families in order to eliminate barriers to the identification, enrollment, attendance and academic success of homeless children and youth.

L. **Pre-School**

Homeless children between the ages three (3) and five (5) before August 15 who also have disabilities, will be referred for pre-school services under the Individuals with Disabilities Education Act (IDEA). Homeless children with disabilities under age three (3) will be referred for at-risk services under Part C of IDEA and screened to determine if referrals for additional Part C services are appropriate. The liaison will collaborate with Head Start and Even Start programs and other preschool programs within the district to ensure that children in transition can access those programs.

M. **Privacy**

Schools must treat information about a homeless child's or youth's living situation as a student education record, subject to all the protections of the Family Educational Rights and Privacy Act (FERPA).

Legal References

1. McKinney Vento Education Assistance Improvements Act of 2001, Part C, 721

Cross References

3.400 Student Transportation Management
4.502 Parental and Family Engagement Policy
4.609 Promotion and Retention
6.203 School Admissions
6.504 Migrant Students

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Student Records**	**6.600**	**09/24/15**
		Rescinded:	Revised: **06/18/26**

A cumulative record shall be kept for each student enrolled in school. The folder shall contain all records required under federal and state law and policy; shall be kept current; and shall accompany the student through his/her school career.[1]

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate, unless evidence is presented that such name has been legally changed.[2] If the parent does not have, or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

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

When a student transfers to another school within the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school. [3]

When a student transfers to a school outside the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school within five (5) business days of the date on which the records request is received.[3]

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).

CONFIDENTIALITY OF STUDENT RECORDS

Except as provided in this Board Policy 6.600 or to comply with a valid court order, student records shall be confidential.

Authorized school officials shall have access to and permit access to student education records only for legitimate educational purposes.[4] A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;

2. Perform a supervisory or instructional task directly related to the student's education;

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] or approved charter schools.[7]

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;[8]

3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the child, the name and address of the person responsible for the care of the child, and the facts required in the report;~~3~~9

4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school system;[8]

5. When the school system has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will destroyed when no longer needed for the purpose for which the study was conducted.[8]

6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;[8]

7. To accrediting organizations to carry out their accrediting functions;[8]

8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;~~4~~8

9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements.[8]

10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and, in a position, to deal with the emergency.[8]

11. To the Attorney General or his designee for the official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An education agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production.~~5~~8

12. To any agency caseworker or other representative of a state or local child welfare agency or

tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.[6][8]

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.[10]

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.[11]

**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.*

1

Legal References

1. ~~20 123g~~; 20 USC 1232g; TCA 10-7-503; TCA 10-7-504
2. TCA 49-6-5106
3. TCA 49-6-3001(c)(1)
4. TCA 10-7-504(a)(4); 20 USC 1232g
5. 34 CFR § 99.3
6. USA Patriot Act of 2001 § 507
7. TCA 49-13-132
8. 20 USC 1232g
9. TCA 37-1-403
10. 34 CFR 99.30
11. 34 CFR 99.32

Cross References

School District Records 1.407
Promotion and Retention 4.609
Attendance 6.200
Child Custody & Parental Access 6.209
Reporting Child Abuse 6.409

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 4th Quarter	**Student Records Annual Notification of Rights**	**6.601**	**09/24/15**
		Rescinded:	Revised: **06/18/26**

As a part of new and returning student registration, the school system shall notify parent(s) or guardian(s) of students and eligible students* of each student's privacy rights.[1] For students enrolling after the above period, this information shall be given to the student's parent(s) or the eligible student at the time of enrollment.[2] The notice shall include the right of the student's parent(s)/guardian(s) or the eligible student to:[2]

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

*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights. [3]

Legal References

1. 34 CFR 99.4; 34 CFR § 99.7
2. 34 CFR § 99.7
3. 34 CFR § 99.5

Cross References

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

From: Shannon Moody, Chief Strategy Officer

Date: June 18, 2026

Subject: Policy Revisions, 1st Read

Board Agenda Category:

- ☐ Consent Agenda
- ☐ Action Item
- ☑ Reports and Information

The Administration, in consultation and under the advisement of the Board's attorneys, has reviewed and recommended the following policies for a first reading.

POLICY #	**POLICY TITLE**
4.301	Field Trips and Excursions
5.304	Extended Leaves of Absence for Personal

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☐ Every Student Belongs
- ☐ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 3rd Quarter	**Field Trips and Excursions**	**4.301**	**05/19/16**
		Rescinded:	Revised:

SCHOOL FIELD TRIPS

Field trips designed to stimulate interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular class group or groups;

2. Relationship of the field trip activity to a particular aspect of classroom instruction;

3. Suitability of the activity and distance traveled in terms of the age level;

4. Mode and availability of transportation; and

5. Cost. School officials are reminded that they may not require the payment of any fee as a condition of any student attending any field trip that occurs during any portion of the regular school day or that is offered in connection with a class offered for credit even if the trip is voluntary.

The following guidelines shall be followed in planning and conducting academic field trips:

1. Any teacher desiring to take a group of students on a school field trip must obtain advance approval of the principal and the director of schools. All overnight activities require Board approval;

2. The trip must have a definite purpose and reflect careful planning. Students should be prepared by general class discussion and/or research;

3. If bus transportation is required, the principal or his/her designee shall make the necessary arrangements. All outside carriers must be on the approved carrier list.

4. Signed parental permission forms must be obtained for every student making an off-campus

trip beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent. *The Hamilton County Code of Acceptable Behavior* and all board policies shall be applicable to school field trips;

5. For school field trips (day and overnight), groups must be accompanied by at least one certified employee. The chaperones shall be responsible for student conduct for the duration of the trip. Only certified employees can be chaperones on overnight field trips. For day trips that do not extend beyond the school day, classified employees may be included as chaperones.

6. For overnight school trips, chaperones must be approved by the principal and the director of schools in advance. There must be at least one female and one male chaperone if the trip is for a mixed group.

7. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of a trip or activity;

8. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately. Serious accidents involving personal injury must be reported immediately to the principal and/or director of schools. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents;

9. Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined in this section must have prior approval of the director of schools or his/her designee;

SPECIAL RULES FOR ATHLETIC, APPROVED SCHOOL COMPETITION/EXTRACURRICULAR TEAMS, AND BAND TRIPS

1. Except has otherwise set forth in this section, the same policies governing school field trips shall govern athletic, approved school competition/extracurricular teams, and band trips.

2. Athletic, approved school competition/extracurricular teams, and band trips that do not extend beyond the school day must be approved by the principal and the director for the schools. In addition to the previous approvals, overnight athletic and band trips must also be approved by the Hamilton County School Board. The Board of Education recognizes, however, that in

some unusual situations, school officials will not be able to secure advance approval of the Board for these trips. The Board cautions school officials, however, to be especially diligent to adhere to the terms of Board policy in those situations in which the trip must occur prior to the Board's approval.

3. There should be at least one chaperone to every fifteen students on athletic, school competition/extracurricular, and band overnight trips. Parent volunteers may serve as chaperones on athletic, approved school competition/extracurricular teams, and band overnight trips; provided, however, that these volunteers must first submit to a background check; and further provided that the trip organizer shall be responsible for familiarizing these volunteers with the Hamilton County Code of Acceptable Behavior and other provisions of Board policy applicable to supervision of students.

TRIPS AND EXCURSIONS NOT SACTIONED BY THE SCHOOL

The Board of Education does not sanction any field trip or other excursion outside the scope of this policy and disclaims any legal and financial responsibilities for any such trips. Any employee who organizes any such privately planned trip, whether on his or her own initiative or as an agent or independent contractor for another entity, is solely responsible for the trip and his or her actions.

The Board of Education cautions any employee organizing a privately planned trip regarding an educator's professional duties toward the students of the Hamilton County Schools, including the obligation not to use relationships with students for personal financial gain. Furthermore, the Board reminds any such employee of the obligation to adhere to the highest professional standards when interacting with students, even when doing so on any privately planned trip. The Board will discipline any employee who breaches his or her professional duties toward any student even when on a privately planned trip.

No employee may recruit students to participate in any privately planned trip except to the extent that the school also permits third party vendors to recruit students for such trips. Under no circumstances may an employee recruit students during class time or other portions of the regular school day.

Legal References

Cross References

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in 2nd Quarter	**Extended Leaves of Absence for Certificated/Classified Personnel**	**5.304**	**12/21/17**
		Rescinded:	Revised: **04/16/20**

CERTIFICATED EMPLOYEES:

Any person holding a position requiring a license to teach shall be granted leave for military service, legislative service, maternity, adoption, recuperation of health, educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status, or other fringe benefits, if applicable. All leaves shall be requested in writing at least thirty (30) calendar days in advance on forms provided by the director of schools. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; AND
3. A statement of intent to return to the position from which leave is granted.

With regard to LOA's for the recuperation of health or maternity leave, the thirty (30) calendar day notice may be waived or reduced by the director of schools upon submission of a certified statement by a physician.

If the physician is unable to provide estimated date of return, LOA will be granted for no more than eight (8) weeks. If an employee needs to extend leave beyond the eight-week leave period, the employee must formally request an extension from Human Resources no less than 30 days before the expiration of that eight-week leave period, unless the notice period is waived by the director of schools upon receipt of a certified statement by a physician. This request must be accompanied by updated documentation from a physician.

Each request for leave must be acted upon by the director of schools within fifteen (15) working days. Each applicant shall be notified in writing of the action of the director and the beginning and ending dates of the leave which is granted. All leaves, except military leave, shall be from a specific date. However, any leave may be extended by the director of schools upon written request from the teacher. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave. Furthermore, if the employee seeks to extend leave, thirty (30) days' notice must be given prior to the expiration of the leave.

Positions vacated for less than twelve (12) calendar months by teachers on leave shall be filled with an interim teacher while the teacher is on leave. If the teacher returns from leave within twelve (12) calendar months, the interim teacher shall relinquish the position provided the interim teacher is no longer under contract. If the teacher returns from leave and the interim teacher's contract has not yet

ended, the interim teacher shall complete the full term of the contract before the teacher who was on leave resumes performing the functions of his or her position. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or a comparable position upon return. Please note that placement depends upon the teacher's licensure and position availability, as the teacher's original position is no longer guaranteed. A reasonable accommodation to extend leave may be explored for an employee who cannot return to work following twelve (12) months of leave due to a disability.

Any teacher on leave shall notify the director of schools at least thirty (30) calendar days prior to the date of return if the teacher does **not** intend to return to the position from which he/she is on leave. Failure to give such notice shall be considered breach of contract and may result in penalties up to and including suspension of a teacher's license for up to one calendar year.[1]

Certificated employees on an extended leave of absence are prohibited from accepting employment elsewhere, working elsewhere while on leave, or receiving compensation for work during the leave. The Superintendent may waive the prohibition on outside work in extraordinary circumstances in order to avoid a hardship to the employee.

PAY AND BENEFITS - CERTIFIED

All leave granted in conformance with this policy shall be without pay except as may be covered by personal or sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall have the same portion of their insurance premiums paid by the Board as is paid for active employees. FMLA leave is limited to twelve (12) calendar weeks and subject to the restrictions and conditions of the Family Medical Leave Act.

CLASSIFIED EMPLOYEES:

Any person may request leave for military service, legislative service, maternity, adoption, recuperation of health, educational improvements or other sufficient reason without loss of accumulated leave credits or other fringe benefits. All leaves shall be requested in writing at least thirty (30) calendar days in advance on forms provided by the director of schools. The application for leave forms shall require:

1. A description of the type of leave requested;
2. The requested dates for beginning and ending the leave; AND
3. A statement of intent to return to the position from which leave is granted.

With regard to LOAs for the recuperation of health, the thirty (30) calendar day notice may be waived or reduced by the director of schools upon submission of a certified statement by a physician.

If the physician is unable to provide an estimated date of return, LOA will be granted for no more than

eight (8) weeks. If an employee needs leave extending beyond the eight-week leave period, then the employee must formally request an extension from Human Resources no more than 30 days before the expiration of that eight-week leave period. This request must be accompanied by updated documentation from a physician.

Each request for leave must be acted upon by the director of schools within fifteen (15) working days. Each applicant shall be notified in writing of the action of the director and the beginning and ending dates of the leave which is granted. All leaves, except military leave, shall be from a specific date to a specific date. However, any leave may be extended by the director of schools upon written request from the employee. Military leave shall be granted for whatever period may be required. The procedure and condition for extending a leave are the same as those used when originally requesting and granting the leave. If the employee seeks to extend his or her leave, a minimum of thirty (30) days' notice must be given prior to the expiration of the original leave period, unless the notice period is waived by the director of schools upon receipt of a certified statement by a physician.

Unless required by law or other HCDE board policy (i.e., FMLA), the employee may or may not return to the same position depending upon business needs and job availability, as the employee's position is no longer guaranteed once FMLA (if eligible and applicable) is exhausted. While Board Policy allows for employees to take up to twelve (12) months of leave, the classified employee is **not** guaranteed a position, as the efficient operation of school and business functions must be considered. A reasonable accommodation may be explored for an employee who cannot return to work following twelve (12) months of leave due to a disability. If an employee is released to return to work and a position is no longer available, the employee is welcome to apply for future openings.

Any employee on leave shall notify the supervisor at least thirty (30) calendar days prior to the date of return if the employee does **not** intend to return to the position from which he/she is on leave. Failure to give such notice shall be considered job abandonment and the employee will be terminated.

Classified employees on an extended leave of absence (other than to student teach/internship) are prohibited from accepting employment elsewhere, working elsewhere while on leave, or receiving compensation for work during the leave.

PAY AND BENEFITS-CLASSIFIED

All leave granted in conformance with this policy shall be without pay except as may be covered by personal or sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier.

Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall have the same portion of their insurance premiums paid by the Board as is paid for active employees. This leave is limited to twelve (12) calendar weeks and subject to the restrictions and conditions of the Family Medical Leave Act.

PART-TIME EMPLOYEES

Part-time employees are not eligible for extended leave protections under this policy unless otherwise required by law.

Legal References

1. TCA 49-5-702 through TCA 49-5-709

Cross References

Family and Medical Leave 5.305
Military Leave 5.306
Physical Assault Leave 5.307
Sabbatical Leave 5.308
Legislative Leave 5.309
Interim Employees 5.700

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in March	**Testing Programs**	**4.700**	**12/16/04**
		Rescinded:	Revised: **08/21/25**

The director of schools may be responsible for the development of procedures to govern the administration of all system testing programs. The director shall designate a system testing coordinator who may oversee the administration, monitoring and security of all testing conducted within the district. Each principal shall serve as or designate a building testing coordinator.

MANDATED TESTING REQUIREMENTS:

In accordance with state law and regulation, the district shall administer all required state-mandated assessments, including but not limited to TCAP, EOC, and any other assessments required by the Tennessee Department of Education.[1]

LOCAL BENCHMARK ASSESSMENT LIMITATION:

The district shall administer not more than one district-wide benchmark assessment per academic year to support instructional planning and progress monitoring. This benchmark shall be selected or developed in alignment with district instructional goals and shall be approved by the Director of Schools.

ASSESSMENT EXPANSION PROTOCOL:

No additional district-wide benchmark or formative assessments – beyond those required by the State of Tennessee and the single annual benchmark outlined above – shall be implemented without prior review and formal approval by the Board of Education.

TRANSPARENCY AND REPORTING:

A summary of all assessments administered at the district level, including purpose, grade level, frequency, and instructional use shall be submitted to the Board of Education annually by July 1 for formal approval by the Board of Education.

Legal References

Cross References

HAMILTON COUNTY SCHOOLS

3074 Claude Ramsey Parkway
Chattanooga, TN 37421

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

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

Date: June 18, 2026

Subject: April 2026 Legal Services Summary

Board Agenda Category:

- ☐ Consent Agenda
- ☐ Action Item
- ☑ Reports and Information

The following reflects the legal fees paid for services received during the month of April 2026.

Bennett & DeCamp, PLLC		
	Retainer	$20,000.00
	TOTAL	**$20,000.00**

Opportunity 2030 Commitment Connection

- ☑ Every Student Learns
- ☑ Every Student Belongs
- ☑ Every School Equipped
- ☑ Every Employee Valued
- ☑ Every Community Served