

Hamilton County Department of Education
Hamilton County Board of Education Board Meeting - Quarterly Session
September 19, 2019 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

II. Executive Session - Yes

III. **ELECTION OF OFFICERS

IV. **Approval of the Agenda

V. Pledge to the Flag and Meditation - Ms. Elaine Harper, Principal of Red Bank High

VI. Exemplars of Excellence

A. Reward Schools Recognition - Dr. Justin Robertson

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Dr. Justin Robertson
Chief Schools Officer

DATE: September 19, 2019

RE: Reward Schools Recognition

Reward status is the top distinction a school can earn in Tennessee. Reward schools are those that are improving overall student academic achievement and student growth for all students and for student groups.

At this time, we would like to recognize these schools for their achievement:

Harrison Bay

Bess T. Shepherd Elementary
Ooltewah Elementary
Lakeside Elementary
Wallace A. Smith Elementary

Missionary Ridge

Apison Elementary
East Hamilton School
East Brainerd Elementary
Hamilton County Collegiate High
Chattanooga School for the Liberal Arts
STEM School
Westview Elementary

Opportunity Zone

Calvin Donaldson Elementary
Clifton Hills Elementary
East Lake Elementary

VII. Delegations

A. Jeanette Omarkhail, HCEA

VIII. Presentation

A. Future Ready Update - Innovation and Choice - Jill Levine

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Jill Levine, Chief of Innovation & Choice

DATE: September 19, 2019

RE: Innovation & Choice - Update

Please accept this request to present to the Board an update on the progress of the Innovation & Choice department.

Thank you for your consideration of this request.

IX. **Approval of the Consent Agenda

A. Approval of the Minutes of the August 15, 2019 Regular Session

Hamilton County Board of Education
Board Meeting - Regular Session
August 15, 2019 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

DRAFT-NOT YET APPROVED BY THE BOARD

I. Roll Call

II. **Approval of the Agenda

III. Executive Session - No

IV. Pledge to the Flag and Meditation - Tiffany Earvin, Principal of Orchard Knob Middle School

V. Exemplars of Excellence

Jeremiah Taylor, Student Board Member and Chairman of the Superintendent's Student Advisory Council was recognized by Dr. Johnson and Mrs. Jones.

A. JROTC Achievements - LTC Bill Brooks, Director JROTC

VI. Delegations

A. Jeanette Omarkhail, HCEA

VII. Future Ready Update - Dr. Bryan Johnson

VIII. **Approval of the Consent Agenda

A. Approval of the Minutes of the July 18, 2019 Regular Session and Minutes of the July 25, 2019 Special Called Session

B. Executive Committee Report

C. Chief Schools Officer - Dr. Justin Robertson

1. Field Trips

a. Dr. Larrie Reynolds and Dr. Robert Sharpe - Executive Directors (1)

b. Dr. Neelie Parker and Dr. John Tharp - Executive Directors (1)

D. Chief Business Officer - Brent Goldberg

1. Bids/Contracts

2. Financial Report

3. Budget Amendments

a. Federal Grants and Self-Funded Programs

4. Grant Application Request

a. Federal Programs - Adaptive Learning Technology Grant. (Funded by TNDOE for \$564,033.62. Contact - Dr. Nakia Towns-Edwards)

5. Hixson High School AFJROTC Fee

E. Chief of Staff - Dr. Nakia Towns Edwards

1. Board Policies - Second and Final Reading

a. Board Policy 5.6001 - Work Place Violence

b. Board Policy 5.602 - Time Schedules and Extra Duty

c. Board Policy 5.606 - Staff-Community Relations

d. Board Policy 5.702 - Student Teachers

IX. Administrative Business Matters

A. Chief Talent Officer - Keith Fogleman

1. **Request for New Position (Parent Volunteer Coordinator at East Hamilton) - Keith Fogleman and Dr. Justin Robertson

B. Chief of Operations - Dr. Ken Bradshaw

1. Disciplinary Hearing Authority (DHA)

X. Information Only

Legal Services Report

XI. Events/Announcements

XII. Adjourn

Hamilton County Board of Education
Board Meeting - Regular Session
August 15, 2019 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

Attendance Taken at 5:47 PM.

Dr. Steve Highlander: Present
Mrs. Jenny Hill: Present
Mrs. Karitsa Jones: Present
Mrs. Kathy Lennon: Present
Mr. Tucker McClendon: Present
Mrs. Tiffanie Robinson: Present
Mr. Joe Smith: Present
Mrs. Rhonda Thurman: Present
Mr. Joe Wingate: Present

Also in attendance: Dr. Bryan Johnson, Superintendent
Jeremiah Taylor, Student Board Member

II. **Approval of the Agenda

Passed: Approval of the agenda with the following amendments: Under the Consent Agenda, Item A. Approval of the Minutes, add and Minutes of the July 25, 2019 Special Called Session; Under item VII. Administrative Business Matters - Add Item B. Dr. Ken Bradshaw, Chief of Operations - 1. Disciplinary Hearing Authority (DHA); Add Delegations after Exemplars of Excellence, renumbering remaining items passed with a motion by Mrs. Kathy Lennon and a second by Mrs. Tiffanie Robinson.

Dr. Steve Highlander: Yes
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mrs. Kathy Lennon: Yes
Mr. Tucker McClendon: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

III. Executive Session - No

IV. Pledge to the Flag and Meditation - Tiffany Earvin, Principal of Orchard Knob Middle School

V. Exemplars of Excellence

Jeremiah Taylor, Student Board Member and Chairman of the Superintendent's Student Advisory Council was recognized by Dr. Johnson and Mrs. Jones.

A. JROTC Achievements - LTC Bill Brooks, Director JROTC

VI. Delegations

A. Jeanette Omarkhail, HCEA

VII. Future Ready Update - Dr. Bryan Johnson

VIII. **Approval of the Consent Agenda

Passed: Approval of the consent agenda, with the following items being pulled: Mrs. Hill - Items VI.D.1.K. i-Ready - Curriculum Associates; VI.1.L. - Addition of Normal Park to Elementary Pilot; VI.D.4A. - Federal Programs - Adaptive

Learning Technology Grant; Mr. McClendon - Item VI.D.1.D. - Desktop Solutions.SimplyMac passed with a motion by Dr. Steve Highlander and a second by Mrs. Kathy Lennon.

Dr. Steve Highlander: Yes
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mrs. Kathy Lennon: Yes
Mr. Tucker McClendon: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

Passed: Approval to add back to the agenda and approve Item VI.D.1.K. - i-Ready - Curriculum Associates passed with a motion by Mrs. Jenny Hill and a second by Mrs. Tiffanie Robinson.

Dr. Steve Highlander: Yes
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mrs. Kathy Lennon: Yes
Mr. Tucker McClendon: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

Passed: Approval to add back to the agenda and approve item VI.D.1.L. - Addition of Normal Park to Elementary Pilot passed with a motion by Mrs. Jenny Hill and a second by Mrs. Tiffanie Robinson.

Dr. Steve Highlander: Yes
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mrs. Kathy Lennon: Yes
Mr. Tucker McClendon: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

Passed: Approval to add back to the agenda and approve Item VI.D.4.A - Federal Programs - Adaptive Learning Technology Grant passed with a motion by Mrs. Jenny Hill and a second by Mrs. Tiffanie Robinson.

Dr. Steve Highlander: Yes
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mrs. Kathy Lennon: Yes
Mr. Tucker McClendon: Yes
Mrs. Tiffanie Robinson: Yes

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

Passed: Approval to add back to the agenda and approve Item VI.D.1.D - Desktop Solutions and Simply Mac passed with a motion by Mr. Tucker McClendon and a second by Mrs. Tiffanie Robinson.

Dr. Steve Highlander: Yes
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mrs. Kathy Lennon: Yes
Mr. Tucker McClendon: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

A. Approval of the Minutes of the July 18, 2019 Regular Session and Minutes of the July 25, 2019 Special Called Session

B. Executive Committee Report

C. Chief Schools Officer - Dr. Justin Robertson

1. Field Trips

a. Dr. Larrie Reynolds and Dr. Robert Sharpe - Executive Directors (1)

b. Dr. Neelie Parker and Dr. John Tharp - Executive Directors (1)

D. Chief Business Officer - Brent Goldberg

1. Bids/Contracts

2. Financial Report

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5. Hixson High School AFJROTC Fee

E. Chief of Staff - Dr. Nakia Towns Edwards

1. Board Policies - Second and Final Reading

a. Board Policy 5.6001 - Work Place Violence

b. Board Policy 5.602 - Time Schedules and Extra Duty

c. Board Policy 5.606 - Staff-Community Relations

d. Board Policy 5.702 - Student Teachers

IX. Administrative Business Matters

A. Chief Talent Officer - Keith Fogleman

1. ****Request for New Position (Parent Volunteer Coordinator at East Hamilton) - Keith Fogleman and Dr. Justin Robertson**

Passed: Approval of a part-time position of a parent/community coordinator to be funded by the CaneRaisers of East Hamilton Middle/High School passed with a motion by Mrs. Tiffanie Robinson and a second by Mr. Tucker McClendon.

Dr. Steve Highlander: Yes
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mrs. Kathy Lennon: Yes
Mr. Tucker McClendon: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

B. Chief of Operations - Dr. Ken Bradshaw

1. Disciplinary Hearing Authority (DHA)

Passed: Approval of the Discipline Hearing Authority (DHA) comprised of selected group of principals and assistant principals passed with a motion by Dr. Steve Highlander and a second by Mrs. Kathy Lennon.

Dr. Steve Highlander: Yes
Mrs. Jenny Hill: Yes
Mrs. Karitsa Jones: Yes
Mrs. Kathy Lennon: Yes
Mr. Tucker McClendon: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Mr. Joe Wingate: Yes
Yes: 9, No: 0

X. Information Only

Mrs. Thurman stated that she would like to see a policy created in relation to professional development. She stated she had discussed this a little with Attorney Scott Bennett. She stated that on the applications for professional development (on some of them) it has that they can be videoed. She stated that some of the people doing the professional development do not want it videoed. She further stated that a policy was needed that stated that all videos for professional development are vetted through the office (all out of town). Mrs. Thurman stated she thought a policy would be good for 1. transparency, 2. the public has a right to see what their tax dollars are paying for, 3. people who don't or are not able to attend the professional development sessions can watch it at their leisure or whenever they have time.

Attorney Bennett stated that, as Mrs. Thurman had stated, the form that the administration has for any contractor who has contact with teachers or students give the administration the right to audio or video record whatever they are presenting. Mr. Bennett stated he didn't know if that had ever actually been done. Mr. Bennett also stated that in the last six weeks it was found that a lot of presenters have scratched out the clause and said they don't agree to be videotaped. That statement has been included on the form for literally years and Attorney Bennett could not remember any objecting to it but suddenly in the last little bit, Preston Gonter and Attorney Bennett have seen people say no, we don't want you videotaping our presentations.

Attorney Bennett further stated that he thinks there is a way to do this where the system reserves the right to keep track of what is presented but still protecting the copyright interests of the presenters. Attorney Bennett will do further investigation and get back with the Board. Dr. Johnson stated that all external presentations would be vetted and the system will work with Attorney Bennett to draft a policy.

Mrs. Hill stated that if the Board moves forward in drafting a policy it should include in town as well as out of town to maintain transparency. Mrs. Hill stated she sees it as more of a procedure than a policy. Discussion continued.

A. Legal Services Report

XI. Events/Announcements

XII. Adjourn

The meeting was adjourned at 7:38 p.m.

Chairperson

Date

Superintendent

Date

B. Executive Committee Report

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

MEMORANDUM

TO: Hamilton County Board of Education

FROM: Sherrie Ford

DATE: September 19, 2019

RE: Executive Committee Report

The Executive Committee of the Board may act on behalf of the full Board during the time between Board meetings. The Executive Committee items submitted to me for the agenda packet for the period of August 15, 2019 through September 19, 2019 are included. These items include previously approved field trips indicated by an asterisk and various early/emergency approvals presented for ratification.

C. Chief Schools Officer - Dr. Justin Robertson

1. Field Trips

a. Dr. Larrie Reynolds and Dr. Robert Sharpe - Executive Directors(5)

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Dr. Larrie Reynolds, Executive Director
Dr. Robert Sharpe, Executive Director

DATE: September 19, 2019

RE: Overnight Field Trips

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

- # 1. **Chattanooga School for the Arts and Sciences Lower School** – Sixty-seven students enrolled in fifth grade will travel to Jekyll Island, Georgia November 20-22, 2019 to study at the Jekyll Island 4-H Center.
- # 2. **East Hamilton School** – Fifty-five students enrolled in eighth grade will travel to Washington, DC October 5-9, 2019 to experience U.S. government first hand.
- # 3. **Signal Mountain Middle/High School** – Fourteen members of the high school cross country team will travel to Danville, Alabama October 4-5, 2019 to compete in the Jesse Owens XC Classic.
- # 4. **Signal Mountain Middle/High School** – Twenty students enrolled in theatre will travel to Cleveland, Tennessee October 18-20, 2019 to audition for college scholarships and participate in a one-act play festival.
- # 5. **Signal Mountain Middle/High School** – One hundred and fifteen members of the middle school band will travel to Orlando, Florida February 26-March 1, 2020 to participate in a session in film scoring for Disney.

*This item was previously approved by Dr. Bryan Johnson, Superintendent and Mr. Joe Wingate, Board Chairman.

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval)

Today's Date: 8/20/19

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School Chattanooga School for the Arts and Sciences

Grade/Group/Team 5th Grade

Departure Date/Time 11/20/19, 5:45AM

Return Date/Time 11/22/19, 11:00PM

Event/Venue Jekyll Island 4H Center

Address 550 S Beachview Drive, Jekyll Island, GA 31527

Instructional value Environmental Education (see attached standards)

Evaluation Jekyll Island Journal, Poster Presentation

Fee Requested \$ 300.00 How Acquired? Friends' Fund / Parents

Total # of Students 67 Total # of Staff 10 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 5 Funding source for subs School Account

• Total # of Students with 504 Plan 3

Modifications Needed Abbreviated Concepts

• Total # of Students with Disabilities 10

Modifications Needed None

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Lattimore Tours Cost \$ 6000

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: T Whaley, E Krause, C Clark, K Coffelt, L Sport, B Hamilton, C Hendrix, L Lewis, N Keck, A Bryant

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 1

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

*Projects students have undertaken to secure funds N/A

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>[Signature]</u>	Date: <u>8/21/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>8/21/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>8/22/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership
Received 8/22/19

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

Day **Overnight** (Must go to Board for Approval) Today's Date: 8/9/19

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
School East Hamilton School Grade/Group/Team 8th Grade

Departure Date/Time Saturday October 5, 2019 @ 3:00am Return Date/Time Wednesday October 9, 2019 @ 7:00pm

Event/Venue Washington DC/Crowne Plaza Greenbelt Address 6400 Ivy Lane, Greenbelt, MD 20770

Instructional value Students will experience the U.S. government and historical sights first hand.

Evaluation Students will create a digital scrapbook to share with other students.

Fee Requested \$ 1,249.00 How Acquired? Students paid Worldstrides Discovery Program

Total # of Students 55 Total # of Staff 5 Total # of Chaperones _____ Nurse Required: Yes No

Number of subs needed 0 Funding source for subs _____

- Total # of Students with 504 Plan 0 Modifications Needed _____
- Total # of Students with Disabilities 2 Modifications Needed Nothing is necessary.

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Premier Chattanooga 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: Mary Dennis, Robbin Faulk, Burt Finley, Amanda Waller, Deanna Rice

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



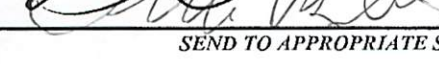
*Number of trips this group expects to take which will require funds 1

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

*Projects students have undertaken to secure funds 0

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>8-8-19</u>
Principal's Signature: 	Date: <u>8/12/19</u>
Director's Signature: 	Date: <u>8/15/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL



HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

Day Overnight (Must go to Board for Approval)

Today's Date: 8/13/2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School Signal Mountain Middle/High School

Grade/Group/Team High School Cross Country Team

Departure Date/Time 10/4/19, 12:00pm

Return Date/Time 10/5/19, 4:30pm

Event/Venue Jesse Owens XC Classic, Oakville Indian Mounds Park, AL

Address 1219 Co Rd 187, Danville, AL 35619

Instructional value Gain race experience by competing against the best teams in the southeast

Evaluation success of the team

Fee Requested \$ 0.00 How Acquired? N/A

Total # of Students 14 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 2 Funding source for subs High School Cross Country Team Account

• Total # of Students with 504 Plan 0

Modifications Needed N/A

• Total # of Students with Disabilities 0

Modifications Needed N/A

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Parents will be responsible for the transportation of their child 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: Dustin Carpenter, Francene Sewell

Chaperones: None

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

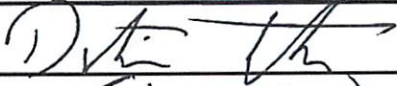

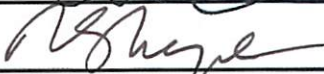
*Number of trips this group expects to take which will require funds 2

*Estimated cost to parent support groups for this trip \$200.00

*Projects students have undertaken to secure funds team fees, lap-a-thon fundraiser

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: 8/13/19
Principal's Signature: 	Date: 8-13-19
Director's Signature: 	Date: 8/15/19

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership Received 8/14/19

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

Day **Overnight** (Must go to Board for Approval) Today's Date: 8/30/19

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
School SMMHS Grade/Group/Team Theatre

Departure Date/Time 10/18/19 7am Return Date/Time 10/20/19 1pm

Event/Venue TN Theatre Assoc., Lee University Address 1120 N. Ocoee St, Cleveland TN 37311

Instructional value Audition for college scholarships and participate in one-act play festival

Evaluation Feedback from adjudicators and teacher

Fee Requested \$ 300 How Acquired? students

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

Number of subs needed 2 Funding source for subs school

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

Transportation: The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.
 County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____
 Charter Bus (Board Approved) Cost \$ _____
 Cars List Driver(s) Ruth Farrimond, Andrew Hitchcock, parent responsible for student transport Cost \$ 300

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: Ruth Farrimond, Andrew Hitchcock

Chaperones: n/a

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 n/a
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Ruth Farrimond</u>	Date: <u>8/30/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>8-30-19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>8/30/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

**HCS School Leadership
Received 8/30/19**

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

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

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School Signal Mountain Middle High School Grade/Group/Team 7-8/Band

Departure Date/Time 2/26/20, 7am Return Date/Time 3/1/20, 6pm

Event/Venue Disney World, Orlando Florida Address Walt Disney World Resort, Orlando, FL 32830

Instructional value Students will participate in a session in film scoring where they will record music for a Disney cartoon.

Evaluation Students will reflect on the experience upon return to school.

Fee Requested \$ 800.00 How Acquired? Student Paid

Total # of Students 115 Total # of Staff 4 Total # of Chaperones 4 Nurse Required: Yes No

Number of subs needed 2 Funding source for subs HCDE

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

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Royal Charter and Tour Inc. Cost \$ Included

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: Drew Buckner, Shelby Walker, Kate Campbell, Angi Donen

Chaperones: Matt Broom, Dawn Mclemore, Madai Bulyavert, Bridget Mehovic

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 None




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

*Estimated cost to parent support groups for this trip \$ 0.00

*Projects students have undertaken to secure funds None

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>8/20/19</u>
Principal's Signature: 	Date: <u>8-30-19</u>
Director's Signature: 	Date: <u>8/3/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership
Received 8/30/19

b. Dr. Neelie Parker and Dr. John Tharp - Executive Directors(12)

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Dr. Neelie Parker, Executive Director, North River Learning Community
Dr. John Tharp, Executive Director, Harrison Bay Learning Community

DATE: September 19, 2019

RE: Overnight Field Trips

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

- # 1. **Hixson High School** – Eighty-seven students enrolled in Band and Orchestra will travel to Gatlinburg, TN February 6-8, 2019 to participate in the All State East Band and Orchestra Clinic.
- #2. **Hixson High School** – Two students enrolled in Band and Orchestra will travel to Nashville, TN April 15-18, 2020 to participate in the All State Conference.
- #3. **Ooltewah High School** – Thirty-one members of JROTC will travel to Lebanon, TN October 18-20, 2019 to compete in the Boxwell Raider Competition.
- #4. **Ooltewah High School** – Thirty members of JROTC will travel to Molena, GA October 31-November 3, 2019 to compete in Raider Nationals Competition.
- #5. **Ooltewah Middle School** – Twenty-eight members of the Beta Club will travel to Nashville, TN November 11-24, 2019 to compete in the Tennessee Junior Beta Club Convention.
- #6. **Sale Creek Middle/High School** – Thirty members of JROTC will travel to Lebanon, TN October 18-19, 2019 to compete in the Boxwell Raider Competition.
- #7. **Soddy Daisy High School** – Thirty-nine members of JROTC will travel to Lebanon, TN October 18-19, 2019 to compete in the Boxwell Raider Competition.
- #8. **Soddy Daisy Middle School** – One Hundred Twenty-seven students enrolled in 8th grade will travel to Washington D.C. May 19-24, 2020 for a tour.
- #9.* **Hixson High School** – Twenty members of the Volleyball Team traveled to Sevierville, TN September 6-7, 2019 and competed at the Rocky Top Classic Volleyball Tournament.

- #10* **Sale Creek Middle/High School** – Twenty-eight members of the Volleyball Team traveled to Franklin, TN September 6-7, 2019 and competed in the Mid-Tenn Classic, A Game
- #11.* **Soddy Daisy High School** – Thirty-nine members of JROTC traveled to Clarkrange, TN September 6-7, 2019 to compete in Raider Competition.
- #12.* **Soddy Daisy High School** – Thirty-nine members of JROTC traveled to Fairview, TN September 13-14, 2019 to compete in Raider Competition.

*These items were previously approved by Dr. Bryan Johnson, Superintendent and Joe Wingate, Board Chairman.

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

Day ~~Overnight (Must go to Board for Approval)~~ Today's Date: 8/1/2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
School Hixson HS Grade/Group/Team 9-12, Band/Orchestra

Departure Date/Time 2/6/2020, 9:00 AM Return Date/Time 2/8/2020, 7:30 PM

Event/Venue ETSBOA All East Band/Orchestra Clinic Address 705 Cherokee Orchard Rd Gatlinburg TN 37738
Park Vista Hotel - Gatlinburg

Instructional value rehearsal/performance with honors ensemble drawn from all of East TN

Evaluation culminating public performance on 2/8/2020

Fee Requested \$ 87 How Acquired? collected from student

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

Number of subs needed 2 Funding source for subs Band/Orchestra

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

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) D & J Charters (parents responsible for transportation home after the concert on 2/8/2020) Cost \$ 20/st

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: Matt McHenry, Sara Daniels

Chaperones: _____

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

~~Overnight Field Trips~~

Number of students not attending for economic reasons N/A

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

Estimated cost to parent support groups for this trip \$ N/A

Projects students have undertaken to secure funds N/A

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

Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>J McH</u>	Date: <u>8/1/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>8/14/19</u>
Director's Signature: <u>Neelie Parn</u>	Date: <u>8.15.19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

received
8/14/19

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

Day ~~Overnight~~ (Must go to Board for Approval)

Today's Date: 8/1/2020

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School Hixson HS

Grade/Group/Team 9-12 Band/Orchestra

Departure Date/Time 4/15/2020, 9:30 AM

Return Date/Time 4/18/2020, 4:30 PM

Event/Venue TMEA All-State Conference, Opryland Hotel

Address 2800 Opryland Dr Nashville TN 37214

Instructional value rehearsal/performance with honors ensemble drawn from all of Tennessee

Evaluation culminating public performance on 4/18/2020

Fee Requested \$ 225 How Acquired? collected from student

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

Number of subs needed 2 Funding source for subs Band/Orchestra

• Total # of Students with 504 Plan N/A

Modifications Needed N/A

• Total # of Students with Disabilities N/A

Modifications Needed N/A

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

County School Bus Cost \$ _____

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____

Cost \$ _____

Cars List Driver(s) Matt McHenry

Cost \$ N/A

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

List Chaperones:

Staff: Matt McHenry, Sara Daniels

Chaperones: _____

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

~~Overnight Field Trips~~

Number of students not attending for economic reasons N/A

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

Estimated cost to parent support groups for this trip \$ N/A

Projects students have undertaken to secure funds N/A

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

Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: JM4

Date: 8/1/19

Principal's Signature: _____

Date: 8/14/19

Director's Signature: Neelie Pare

Date: 8/15/19

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

received
8/14/19

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Day ~~Overnight (Must go to Board for Approval)~~ Today's Date: 2 Aug 2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
School Ooltewah High School Grade/Group/Team JROTC

Departure Date/Time 18 Oct 2019 1200 Return Date/Time 20 Oct 2019 1200

Event/Venue Boxwell Raider Comp/Boxwell Scout Camp Address 1265 Creighton Ln, Lebanon, TN 37087

Instructional value Team Building

Evaluation Raider Comp...Best teams receive trophies

Fee Requested \$ none How Acquired? NA

Total # of Students 31 Total # of Staff 2 Total # of Chaperones 2 Nurse Required: Yes No

Number of subs needed 0 Funding source for subs _____

- Total # of Students with 504 Plan 0 Modifications Needed none
- Total # of Students with Disabilities 0 Modifications Needed NA

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____
Charter Bus (Board Approved) Malone's busing (Paid with Army funds) Cost \$ 0
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:


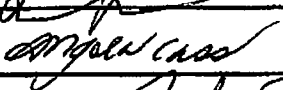

Staff: 1SG Michael K. McCullough, CW4 David Fleming,

Chaperones: Renee Moses, Jennifer Martinez (Background checks complete)

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's Signature: 	Date: <u>2 Aug 2019</u>
Principal's Signature: 	Date: <u>8/2/19</u>
Director's Signature: 	Date: <u>8/26/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

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

Day **Overnight** (Must go to Board for Approval) Today's Date: 22 Aug 2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School: Ooltewah High School Grade/Group/Team: JROTC

Departure Date/Time: 31 Oct 2019 1200 Return Date/Time: 3 Nov 2019 1200

Event/Venue: Raider Nationals/Lawhorn Scout Camp Address: 518 Thundering Springs Rd, Molena GA 30258

Instructional value: Team Building

Evaluation: Raider Comp...Best teams receive trophies

Fee Requested \$ none How Acquired? NA

Total # of Students 30 Total # of Staff 3 Total # of Chaperones 1 Nurse Required: Yes No

Number of subs needed 0 Funding source for subs _____

- Total # of Students with 504 Plan 0 Modifications Needed none
- Total # of Students with Disabilities 0 Modifications Needed NA

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Malone's busing (Paid with Army funds) Cost \$ 0

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: 1SG Michael K. McCullough, CW4 David Fleming, Jennifer Martinez

Chaperones: Renee Moses

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's Signature: <u>[Signature]</u>	Date: <u>22 Aug 2019</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>8/23/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>8/23/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

received
8/23/19

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

Day **Overnight** (Must go to Board for Approval) Today's Date: 8-9-2019

Career/Tech. Exceptional Ed **Learning Community** Opportunity Zone PreK

School Ooltewah Middle Grade/Group/Team Beta Club

Departure Date/Time 11/22/19 1:00pm Return Date/Time 11/24/19 8:00pm

Event/Venue TN Jr. Beta Club-Opryland Hotel Address 2800 Opryland Dr. Nashville, TN 32714

Instructional value projects will engage students in challenging competitions, cooperative learning & leadership experiences

Evaluation students will work in co-op groups over a period of 3 months to prepare for academic competitions at convention

Fee Requested \$ 250.00 How Acquired? students will pay- hotel, admission, bus fee, and breakfasts included

Total # of Students 28 approx Total # of Staff 4 Total # of Chaperones 0 Nurse Required: Yes No

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

• Total # of Students with 504 Plan 0 Modifications Needed 0

• Total # of Students with Disabilities 0 Modifications Needed 0

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

County School Bus Cost \$ 400.00 Handicap Accessible Bus Cost \$ n/a

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: Jamie Stephens, Jamie Mahoney, Deana Johnson, Candace Womack

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

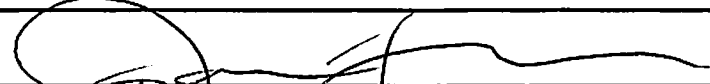


*Number of trips this group expects to take which will require funds 1

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

*Projects students have undertaken to secure funds 2 fundraisers to lower overall cost

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>8/9/19</u>
Principal's Signature: 	Date: <u>8/9/2019</u>
Director's Signature: 	Date: <u>8/17/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

received
8/19/19

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

Day ~~Overnight (Must go to Board for Approval)~~ Today's Date: 21 Aug 2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
School Sale Creek Middle/High School Grade/Group/Team 9-12 JROTC/Raider Team

Departure Date/Time 18 Oct 2019 2:30 pm Return Date/Time 19 Oct 19:00pm

Event/Venue Boxwell Raider Meet Address 1284 Creighton Lane, Lebanon TN, 37087

Instructional value: Leadership Reactionary Course, Teamwork & Physical Fitness (Raider Comp)

Evaluation Trophies

Fee Requested \$ 0 How Acquired? NA

Total # of Students 30 Total # of Staff 3 Total # of Chaperones 2 Nurse Required: Yes No

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

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

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

County School Bus Cost \$ 1500.00 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: Paul Vallade, Dave Storey, Kim Vallade (Daisy Elementary)

Chaperones: Mark King, Janet King

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

~~Overnight Field Trips~~

Number of students not attending for economic reasons N/A

Number of trips this group expects to take which will require funds N/A

Estimated cost to parent support groups for this trip \$ N/A

Projects students have undertaken to secure funds N/A

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

Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>[Signature]</u>	Date: <u>21 AUG 19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>8/22/19</u>
Director's Signature: <u>Neelie Parker</u>	Date: <u>8/22/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

received
8/22/19

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

Day ~~Overnight (Must go to Board for Approval)~~

Today's Date: 6/25/2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School SODDY-DAISY HIGH SCHOOL

Grade/Group/Team JROTC RAIDERS

Departure Date/Time 18 OCTOBER 1430

Return Date/Time 20 OCTOBER 2300

Event/Venue RAIDER COMPETITION /BOXWELLS SCOUT CAMP

Address 1284 Creighton Ln, Lebanon, TN

Instructional value FITNESS, LEADERSHIP, TEAM BUILDING

Evaluation RAIDER EVALUATORS

Fee Requested \$ NA How Acquired? NA

Total # of Students 39 Total # of Staff 2 Total # of Chaperones 1 Nurse Required: Yes No

Number of subs needed NA

Funding source for subs NA

• Total # of Students with 504 Plan NA

Modifications Needed NA

• Total # of Students with Disabilities NA

Modifications Needed NA

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

County School Bus Cost \$ ARMY FUNDED

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: MAJOR ERIC REDLIN, 1SG HODGES

Chaperones: DARLA BREWER

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

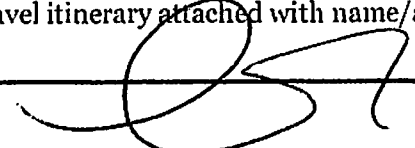

Number of trips this group expects to take which will require funds 2

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

Projects students have undertaken to secure funds 0

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

Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>6/25/2019</u>
Principal's Signature: 	Date: <u>8/9/19</u>
Director's Signature: <u>Neelie Park</u>	Date: <u>8/20/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day Overnight (Must go to Board for Approval) Today's Date: 08/06/2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
School Soddy Daisy Middle School Grade/Group/Team 8th Grade

Departure Date/Time May 19, 2020 @ 7:30 pm Return Date/Time May 24, 2020 @ 3:00 am

Event/Venue Washington DC Address _____

Instructional value First hand knowledge of Capital and period history.

Evaluation Student and peer interaction

Fee Requested \$ _____ How Acquired? Collected by Worldstrides (travel agency)

Total # of Students 127 Total # of Staff 13 Total # of Chaperones 0 Nurse Required: Yes No

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

- Total # of Students with 504 Plan 5 Modifications Needed none
- Total # of Students with Disabilities 15 Modifications Needed none

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____
Charter Bus (Board Approved) Royal Charter and Tours INC Cost \$ included
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: Rob Millsaps, Anna Hutcherson, Lauren Brock, Emily Hurst, Rob Wood, Doanra Hickman, James Hicks, Jane Reynolds, Josh Winters, Jennifer Harvey, Amy Eutico, Shayna Wickstrom, Kristen Adams

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's Signature: <u>Robert J. Millsaps</u>	Date: <u>8-6-19</u>
Principal's Signature: <u>Jane Reynolds</u>	Date: <u>8-6-19</u>
Director's Signature: <u>Neelie Park</u>	Date: <u>8/27/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

received
8/7/19



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: 8/8/19 Trip Dates: 9/6-7/19

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 did not have firm hotel accommodations in time for board due dates.


Principal Signature

8/8/19
Date

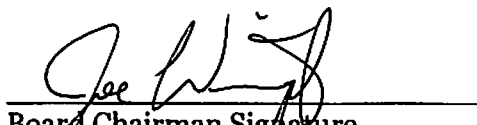

Chief Schools Officer

8/12/19
Date

APPROVED:


Superintendent Signature

8/13/19
Date


Board Chairman Signature

8/13/19
Date

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

Day **Overnight** (Must go to Board for Approval) Today's Date: August 8, 2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
School Hixson High School Grade/Group/Team Volleyball team 9-12

Departure Date/Time 9/6/19 7:30 a.m. Return Date/Time 9/7/19 10:00 p.m. (based on tourney results)

Event/Venue Rocky Top Classic VB Tournament Address 202 Gists Creek Road, Sevierville, TN

Instructional value Athletic competition

Evaluation Trophy

Fee Requested \$ 65.00 How Acquired? Parents (for hotel rooms)

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

Number of subs needed 0 Funding source for subs _____

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

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Parents will transport their own child 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: Robert Catlett, Diane Tench (both non-faculty coaches, head and assistant)

Chaperones: Randall Rogers (volunteer coach)

Background checks on non HCDE employce 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 \$ 65.00

Projects students have undertaken to secure funds Pancake breakfast fundraiser

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

Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Robert Catlett</u>	Date: <u>8/8/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>8/8/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>8/9/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

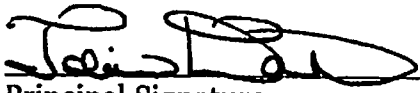
To: Executive Committee of the Board

School: Sale Creek High School

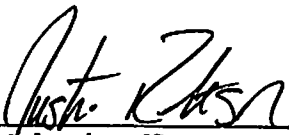
Date: 8/14/19 Trip Dates: 9/6-7/19

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:

Documents were submitted within the timeframe. One volunteer form was not approved with others that were sent.


Principal Signature

8/15/19
Date

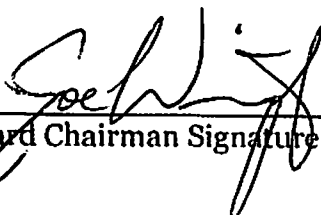

Chief Schools Officer

8/20/19
Date

APPROVED:


Superintendent Signature

8/20/19
Date


Board Chairman Signature

8/20/19
Date

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

Day **Overnight (Must go to Board for Approval)** Today's Date: May 10, 2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
 School Sale Creek School Grade/Group/Team HS Volleyball Team

Departure Date/Time 9/6/19 10:30 AM Return Date/Time 9/7/19 approx. 10:00 PM

Event/Venue Mid-Tenn Classic, A Game Address 215 Gothic Court, Franklin, TN 37067

Instructional value Competition

Evaluation Tournament completion

Fee Requested \$ 0 How Acquired? N/A

Total # of Students 28 Total # of Staff 3 Total # of Chaperones 1 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs Volleyball account

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

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Cost \$ _____

Cars List Driver(s) See attached. 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: Debbie Hill, Erin Hill Briner, Shelby Hill

Chaperones: Warren Hill

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

Overnight Field Trips

Number of students not attending for economic reasons 0

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

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

Projects students have undertaken to secure funds None

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

Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>[Signature]</u>	Date: <u>5/10/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>7/2/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>8/15/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL.

7-2018



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

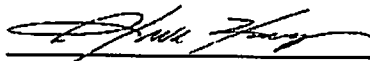
School: Soddy Daisy High School

Date: 08/27/19 Trip Dates: 09/06-07/19

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

Field trip approval was contingent on chaperone paperwork.

All chaperones are now in compliance with HCDE field trip requirements.



Principal Signature

08/27/19

Date



Chief Schools Officer

8/30/19

Date

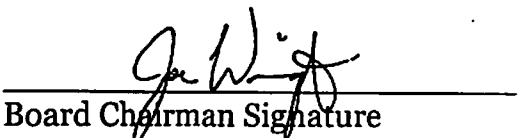
APPROVED:



Superintendent Signature

9/3/19

Date



Board Chairman Signature

9/5/19

Date

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval)

Today's Date: 6/25/2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School SODDY-DAISY HIGH SCHOOL

Grade/Group/Team JROTC RAIDERS

Departure Date/Time 6 SEPTEMBER 1430

Return Date/Time 7 SEPTEMBER 2300

Event/Venue RAIDER COMPETITION /CLARKRANGE HS

Address 25801 S York Hwy, Clarkrange, TN 38553

Instructional value FITNESS, LEADERSHIP, TEAM BUILDING

Evaluation RAIDER EVALUATORS

Fee Requested \$ NA How Acquired? NA

Total # of Students 39 Total # of Staff 2 Total # of Chaperones 1 Nurse Required: Yes No

Number of subs needed NA

Funding source for subs NA

• Total # of Students with 504 Plan NA

Modifications Needed NA

• Total # of Students with Disabilities NA

Modifications Needed NA

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

County School Bus Cost \$ ARMY FUNDED 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: MAJOR ERIC REDLIN, 1SG HODGES

Chaperones: DARLA BREWER

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

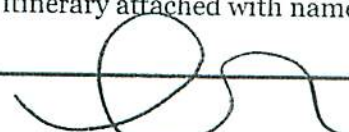

*Number of trips this group expects to take which will require funds 2

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

*Projects students have undertaken to secure funds 0

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>6/25/2019</u>
Principal's Signature: 	Date: <u>8/9/19</u>
Director's Signature: <u>Neelie Parker</u>	Date: <u>8/20/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

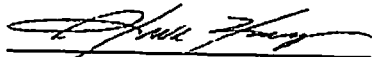
School: Soddy Daisy High School

Date: 08/27/19 Trip Dates: 09/13-14/19

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

Field trip approval was contingent on chaperone paperwork.

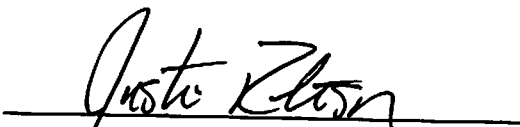
All chaperones are now in compliance with HCDE field trip requirements.



Principal Signature

08/30/19

Date



Chief Schools Officer

8/30/19

Date

APPROVED:



Superintendent Signature

9/3/19

Date



Board Chairman Signature

9/5/19

Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

Day **Overnight (Must go to Board for Approval)** Today's Date: 6/25/2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School SODDY-DAISY HIGH SCHOOL Grade/Group/Team JROTC RAIDERS

Departure Date/Time 13 SEPTEMBER 1430 Return Date/Time 14 SEPTEMBER 2300

Event/Venue RAIDER COMPETITION /FAIRVIEW HS Address 2595 Fairview Blvd W, Fairview, TN

Instructional value FITNESS, LEADERSHIP, TEAM BUILDING

Evaluation RAIDER EVALUATORS

Fee Requested \$ NA How Acquired? NA

Total # of Students 39 Total # of Staff 2 Total # of Chaperones 1 Nurse Required: Yes No

Number of subs needed NA Funding source for subs NA

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

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

County School Bus Cost \$ ARMY FUNDED 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: MAJOR ERIC REDLIN, 1SH HODGES

Chaperones: DARLA BREWER

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 _____ 0
- Co-ed trips require co-ed chaperones. Have you complied? Yes
- Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>6/25/2019</u>
Principal's Signature: 	Date: <u>8/9/19</u>
Director's Signature: <u>Medie Paster</u>	Date: <u>8/30/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

c. John Maynard, Director of College, and Career and Technical Education(2)

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: John Maynard-Director of College, Career, & Technical Education

DATE: September 19, 2019

RE: Overnight Field Trip (s)

This is to request Board approval of the following overnight field trip (s):

- # 1. **Hixson High School**– Nine students to attend FFA National Convention events in Indianapolis, IN. October 29-November 2, 2019.
- # 2. **Sequoyah High School**-Five students to attend Hot Rodders of Tomorrow Nationals in Indianapolis, Indiana December 10-14, 2019.

*This item was previously approved by Dr. Bryan Johnson, Superintendent and Joe Wingate, Board Chairman.

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

Day **Overnight** (Must go to Board for Approval)

Today's Date: August 3, 2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School Hixson High School

Grade/Group/Team Hixson FFA Chapter

Departure Date/Time 10/29/19 8:00 am

Return Date/Time 11/2/19 8:30 pm

Event/Venue FFA National Convention

Address 100 S Capitol Ave, Indianapolis, IN 46225

Instructional value CTSO National Convention - workshops, college and career fair, industry tours

Evaluation students will create a presentation or video to share their experience with at least one of their classes

Fee Requested \$ 250.00 How Acquired? student payment, Belk charity ticket sales, greenhouse work

Total # of Students 9 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 3 (four days each) Funding source for subs CTE

• Total # of Students with 504 Plan 1

Modifications Needed none

• Total # of Students with Disabilities 0

Modifications Needed none

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

County School Bus Cost \$ _____

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____

Cost \$ _____

Cars List Driver(s) Mr. Friedlander, Mr. Kaylor, Ms. Paz

Cost \$ \$1320

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: Lee Friedlander, Jeremy Kaylor, Ivette Paz

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 none

*Number of trips this group expects to take which will require funds 5

*Estimated cost to parent support groups for this trip \$ none

*Projects students have undertaken to secure funds see above

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Lee Friedlander</u>	Date: <u>8/3/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>8/6/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>8/7/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

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

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School Sequoyah High School Grade/Group/Team Engine Team

Departure Date/Time 12/10/19 4:30am Return Date/Time 12/14/19 7:00pm

Event/Venue Hot Rodders of Tomorrow Nationals Address Indianapolis Indiana

Instructional value Engine competition students earn scholarship money for post secondary trade schools

Evaluation National ranking

Fee Requested \$ 0 How Acquired? _____

Total # of Students 5 Total # of Staff 1 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs CTE

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

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Cost \$ _____

Cars List Driver(s) Mel Newby Cost \$ 400.00

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

List Chaperones:

Staff: Mel Newby

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

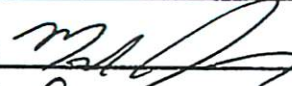


*Number of trips this group expects to take which will require funds 1

*Estimated cost to parent support groups for this trip \$ 100.00

*Projects students have undertaken to secure funds fund raisers engine build exhibitions

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>8-26-19</u>
Principal's Signature: 	Date: <u>8-26-19</u>
Director's Signature: 	Date: <u>8/26/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

d. Garfield Adams, Director of Exceptional Education(4)

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

MEMORANDUM

To: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

From: Garfield Adams, Director Exceptional Education

Date: September 19, 2019

Re: Exceptional Education - Overnight Field Trip(s)

- #1 * **East Hamilton and Ooltewah High:** Two (2) students, one (1) assistant principal chaperone to participate in the Special Olympics Unified Champion Schools Inclusive Youth Leadership Conference on September 19-22, 2019 at Kimpton Hotel in Chicago, IL. Itinerary attached.
- #2 **East Hamilton Middle High:** Two (2) students and two (2) teacher chaperones to participate in the Special Olympics 2019 Youth Leadership Conference on October 18-20, 2019 at Beersheba Springs Assembly in Beersheba Springs, TN. Itinerary attached.
- #3 **Hixson High School:** Two (2) students and two (2) teacher chaperones to participate in the Special Olympics 2019 Youth Leadership Conference on October 18-20, 2019 at Beersheba Springs Assembly in Beersheba Springs, TN. Itinerary attached.
- # 4 **Soddy Dasiy High School:** Two (2) students and one (1) teacher chaperones to participate in the Special Olympics 2019 Youth Leadership Conference on October 18-20, 2019 at Beersheba Springs Assembly in Beersheba Springs, TN. Itinerary attached.

**These items were previously approved by Dr. Bryan Johnson, Superintendent and the Board Chairman.*



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

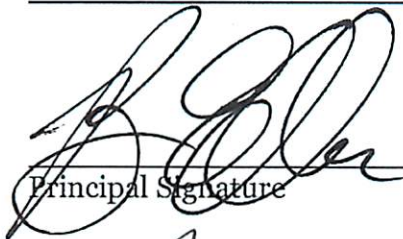
School: East Hamilton School

Date: 8/9/18 Trip Dates: 9/19/19-9/22/19

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 Unified Schools participating in this event just received the information.

The parents gave their approval for their students to participate on 8/7/19.


Principal Signature

8/6/19
Date

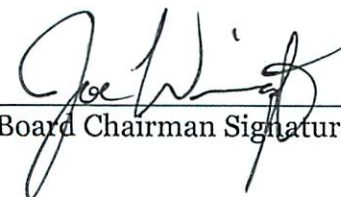

Chief Schools Officer

8/13/19
Date

APPROVED:


Superintendent Signature

8/14/19
Date


Board Chairman Signature

8/15/19
Date

AUG 09 2019

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

EXCEPTIONAL EDUCATION

Day Overnight (Must go to Board for Approval)

Today's Date: 8-8-2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School East Hamilton Middle High School

Grade/Group/Team 9-12 unified students

Departure Date/Time 9-19-2019 8 A.M.

Return Date/Time 9-22-2019 8 P.M.

Event/Venue Inclusive Youth Leadership Conference

Address 171 W Randolph St., Chicago, IL 60601

Instructional value Leadership skills for school

Evaluation Teacher Observation

Fee Requested \$ 0 How Acquired? Unified Champion Schools is paying for everything

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

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

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

Modifications Needed 0
Modifications Needed 0

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Cost \$ _____

Cars List Driver(s) UCS will be flying the delegates (see Attached) 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: Rhonda Lyons

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 1 (not required)

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

*Projects students have undertaken to secure funds 0

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>8-8-19</u>
Principal's Signature: 	Date: <u>8/9/19</u>
Director's Signature: 	Date: <u>8/9/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

AUG 19 2019

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

EXCEPTIONAL EDUCATION

Day Overnight (Must go to Board for Approval)

Today's Date: 8-16-2019

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School EHS

Grade/Group/Team 9-12 CDC

Departure Date/Time 10/18/2019 330

Return Date/Time 10/20/2019 1:30

Event/Venue 2109 Youth Leadership Conference Beersheba Springs Assembly

Address 83 Hedge Avenue, Beersheba Springs, TN 37305

Instructional value Leadership skills for school

Evaluation Teacher observation

Fee Requested \$ 0 How Acquired? SPECIAL OLYMPICS TN is paying for all of it

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

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

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

• Total # of Students with Disabilities 1 Modifications Needed N/A

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Cost \$ _____

Cars List Driver(s) Tina Gower and Timothy Goode 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: Timothy Goode will Chaperone the boys from Hixson and Tina Gower will Chaperone the girls from EHS

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 N/A

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>8-16-19</u>
Principal's Signature: 	Date: <u>8/16/19</u>
Director's Signature: 	Date: <u>8/19/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

AUG 16 2019

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Day Overnight (Must go to Board for Approval) Today's Date: 8/16/19

EXCEPTIONAL EDUCATION

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
School Hixson High School Grade/Group/Team Special Olympics

Departure Date/Time October 18, 2019 2:00pm Return Date/Time October 20, 2019 2:00pm

Event/Venue 2019 Youth Leadership Conference Address Beersheba Springs Assembly 83 Hedge Ave. Beersheba Springs, TN 37305

Instructional value For 2 students to gain a better understanding of their own personal leadership journey within the Special Olympics Inclusion movement

Evaluation observation and take back new goals/ideas to peers with more ways to improve our already inclusive community

Fee Requested \$ 0 How Acquired? 0

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

Number of subs needed _____ Funding source for subs _____

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

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

County School Bus Cost \$ _____ Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Tina Gower 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: Tina Gower

Chaperones: Tim Goode from East Hamilton will chaperone my boys. I will chaperone his girls.

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 T-Shirt sale, cookie sales, catered luncheon

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Tina Gower</u>	Date: <u>8/16/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>8/16/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>8/19/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

AUG 22 2019

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

EXCEPTIONAL EDUCATION

Day Overnight (Must go to Board for Approval)

Today's Date: 8-20-19

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK

School Soddy Daisy High Grade/Group/Team Special Olympics Unified Champion Schools

Departure Date/Time 2:00 pm Friday 10-18-19 Return Date/Time 2:00 pm Sunday 10-20-19

Event/Venue 2019 Youth Leadership Conference- Beersheba Springs Assembly Address 83 Hedge Avenue, Beersheba Springs, TN 37305

Instructional value Leadership and building an inclusive environment

Evaluation Students will present what they have learned to Special Olympics Athletes

Fee Requested \$ 0 How Acquired? 0

Total # of Students 2 Total # of Staff 1 Total # of Chaperones 0 Nurse Required: Yes No

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

• Total # of Students with 504 Plan

Modifications Needed none

• Total # of Students with Disabilities 1

Modifications Needed none

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

County School Bus Cost \$ Handicap Accessible Bus Cost \$

Charter Bus (Board Approved) Cost \$

Cars List Driver(s) Sharon Carter; 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: Sharon Carter;

Chaperones: none

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's Signature: <u>Sharon K Carter</u>	Date: <u>8/20/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>8/22/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>8/22/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

D. Chief Business Officer - Brent Goldberg

1. Bids/Contracts

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Brent Goldberg, Chief Business Officer
Kevin Bartenfield, Director of Purchasing

DATE: September 19, 2019

RE: Bids/Contracts

1. Attached for your approval are bids/contracts for the following:
 - A. Purchase of Paper for Warehouse Inventory (Bid File 20-11)
 - B. Recommended approval to furnish computers for the School Nutrition Program (Bid File 20-12)
 - C. Request approval to participate in Amazon Business Program
 - D. Requesting approval of contract with One To One (health and wellness clinics)
 - E. Requesting approval of contract with On-Site RX, Inc. (onsite pharmacies)
 - F. Requesting approval of contract with Public Education Foundation (PEF) and Project Inspire Opportunity Culture
 - G. Requesting approval to purchase audiometers and service from Telemetrics Corporation during 2019-2020 school year.
 - H. Requesting approval to renew the fixed-term license for Rosetta Stone, a language learning software.
 - I. Requesting approval to purchase Read 180 Universal, System 44 and iRead Subscription from Houghton Mifflin Harcourt.
 - J. Requesting approval to purchase Math in Focus Materials from Houghton Mifflin Harcourt for Calvin Donaldson Environmental Science Academy.
 - K. Recommended approval of MOU with LifeTouch National School Studios.
2. For your information is the purchase of motor fuel.
3. Bids procured by the Purchasing Department, in all cases, low bids meeting specifications are recommended.
4. Recommend approval as presented.

BG:de

**Hamilton County Department of Education
 Bid Opening – August 15, 2019 – 10:30 am.
 Purchase of Paper for Warehouse Inventory
 (Bid File 20-11)
Tabulation Sheet**

Bidders	8 ½ X 11 White, 20# Unit Price	Qty, 3,360 Cartons Total Price
COS Business Products	26.98	90,652.80
Contract Paper Group	26.18	87,964.80
Liberty Paper	25.87	86,923.20
MAC Papers	26.70	89,712.00
Veritiv Operating CO	26.25	88,200.00
School Specialty	31.11	104,529.60
Office Depot	26.15	87,864.00
Quill	41.24	138,566.40

Recommend Award of Bid To Liberty Paper

Bid Sent To 12 Vendors 8 Vendors Responded

Funds To Be Provided By: Warehouse Inventory Funds



**HAMILTON
COUNTY
SCHOOLS**

School
Nutrition

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, HCDE Superintendent

FROM: Dr. Kenneth Bradshaw, Chief Operations Officer
Kristen Nauss, School Nutrition Director

DATE: September 19, 2019

RE: Recommendation for Bid Approval for the School Nutrition Program

It is recommended that the following vendor be approved to provide the following products/services listed below for the School Nutrition Program for SY 2019-2020:

<u>Company/Vendor</u>	<u>Product/Service</u>	<u>Bid File Number</u>
Dell Marketing L.P.	Furnish Computers	Bid File # 20-12

Hamilton County Department of Education
 Bid Opening – August 29, 2019 – 2:00 pm.
 Furnish Computers for School Nutrition Department
 (Bid File 20-12)
Tabulation Sheet

Dell OptiPlex 3060 MFF
 Equivalent – 1.4" W x 7.0"
 D x 7.2" H or pre-approved
 equal
 Qty 52

Bidders	Unit Price	Total Price
Dell Marketing L.P.	544.31	28,304.12
Howard Tech Solutions	849.00	44,148.00
SDF DBA SAI	669.00	34,788.00
Office Depot	696.04	36,194.08
Hypertec USA Inc	622.99	32,395.48
CDW-G LLC		Non-Responsive
MK Management		Non-Responsive
B&H Foto & Electronics DBA B&H Photo Video		Non-Responsive

Recommend Award of Bid To: Dell Marketing L.P.

Bid Sent To 8 Vendors 5 Vendors Responded 3 Non Responsive

Funds To Be Provided By: School Nutrition Dept.

DE.jg

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

MEMORANDUM

To: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

From: Brent Goldberg, Chief Business Officer
Kevin Bartenfield, Director of Procurement

Date: September 19, 2019

Re: Request Approval to Participate in Amazon Business Program

During recent years schools, central offices, and operational departments have requested permission to purchase from Amazon so they can benefit from cost savings. Amazon Business is a member of a competitively solicited cooperative contract OMNIA formerly known as U.S. Communities. OMNIA is approved by the School Board. All Amazon purchases will meet compliance requirements with procurement regulations. Hamilton County Schools will also gain access to valuable purchasing analytics through the Amazon Business Program.

We recommend approval to participate in the Amazon Business Program.

Funding Sources: School Funds and Departmental Operating Budgets



**HAMILTON
COUNTY
SCHOOLS**

Hamilton County Department of Education
3074 Hickory Valley Rd
Chattanooga, TN 37421
(423) 498-6577

Memorandum

To: Hamilton County Board of Education

Bryan Johnson, Ed.D.
Superintendent

From: Brent Goldberg
Chief Business Officer

Keith Fogleman
Chief Talent Officer

Date: September 19, 2019

Re: One To One Contract (Health and Wellness Clinics)

Subsequent to the Board's acceptance of Med Investors Development, LLC DBA One to One Health's proposal to provide health and wellness services to Hamilton County Department of Education employees per RFP No. 19-19, the administration entered into negotiations with One to One's management to develop a contract that will govern the relationship between the parties.

We request approval of the contract through June 30, 2022 with an estimated contract value of \$10,250,000 to be paid with the Internal Service Fund.

Attached, please find the proposed contract for your approval. Please note particularly

- Schedule A sets forth the Services to be provided
- Schedule G sets forth the Fees and Payment Schedule
- Schedule H Is the pay for performance plan.

The Administration's team consisted of Brent Goldberg, DJ Omarkhail, Krista Torrance, Dr. Ken Bradshaw, Keith Fogleman, and Ed Adams. Please feel free to contact any of us with questions.

AGREEMENT FOR HEALTH CARE SERVICES

HAMILTON COUNTY BOARD OF EDUCATION

THIS AGREEMENT FOR HEALTH CARE SERVICES (the “Agreement”) is made effective as of August 1, 2019 (the “Effective Date”) by and between **Hamilton County Board of Education** (“Client”), with principal offices at 3074 Hickory Valley Road, Chattanooga, Tennessee 37421, and **One to One Personal Physician Network** (“One to One”), a Tennessee LLC with principal offices at 1067 Riverfront Parkway, Suite 201, Chattanooga, Tennessee 37402. Client and One to One may each be referred to in this Agreement as a “Party” and, collectively, as the “Parties.”

WITNESSETH:

WHEREAS, Client seeks to provide access to quality health care and to improve the health and wellness of its employees and other eligible persons through the provision of medical services at certain of Client’s locations (the “Clinics”); and

WHEREAS, Client specifically wishes to offer preventive, wellness, disease management, health consultation and/or primary care services, as part of its overall self-insured plan; and

WHEREAS, One to One can provide such health care services and employs or contracts with medical and other professionals duly licensed and qualified to provide such services and can manage and operate the Clinics; and

WHEREAS, Client desires to retain One to One to furnish such preventive, wellness, disease management, health consultation, and/or primary care services (the “Services”) and One to One desires to provide the Services;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement together with all exhibits, and for other good and valuable consideration, the receipt of which is hereby acknowledged, Client and One to One hereby agree as follows:

Definitions.

“Care Provider” means a qualified and licensed medical professional, either employed by or an independent contractor of One to One who provides medical care or consultation services directly to Participants.

“Collaborating Physician” means an appropriately licensed physician who has a collaborative relationship with a nurse practitioner or physician’s assistant as required under the laws of the state in which such nurse practitioner or physician’s assistant is providing services.

“Participant” means employees and their dependents, age two years or more, and all retirees and their dependents covered by the insurance plan, eligible to participate in the Services as otherwise determined by Client.

Services; Relationship between the Parties.

Services. One to One will provide Client with the Services as described and set forth in Schedule A, attached hereto and incorporated herein by reference. Services that do not fall within

the description set forth on Schedule A shall be outside the scope of this Agreement, and Client shall instruct Participants to seek outside assistance for such matters with an alternate healthcare provider or may arrange for the provision of operational services with One to One for an additional fee. Subject to the terms and conditions of this Agreement, One to One may provide certain of the Services by engaging the services of third party contractors, particularly for professional services, provided One to One shall adhere to the qualification standards set forth in Section 7 below in the selection of individuals to provide professional services.

Location of Services/Hours of Operation. One to One shall provide the Services at the Client locations during the specified hours of operation as identified in Schedule B.

Implementation Timeline. The schedule for implementation of the Services is included as Schedule C. Such implementation of the Services is standard and is included in the implementation fees.

Eligibility. Eligibility to receive Services at the Clinics includes Client's employees and their spouses, and their children/dependents over the age of 2, as well as the retirees and the retiree spouses.

Personnel. One to One will provide a sufficient number of Care Providers and support staff as needed; based on number of visits to perform the Services at the Clinics for Client. Such Care Providers shall be licensed in the state in which the Clinics are located. The Care Providers and support staff will cover the hours of operation as outlined in Schedule B. Clinic staffing is included on Schedule B. Client shall have the right to require One to One to remove a Care Provider with cause with five (5) days prior written notice, and without cause upon thirty (30) days written notice, which notice shall specify the time by which such Care Provider shall be removed. With cause shall mean acting contrary to the rules and regulations of Client or failing to meet clinical standards expected by Client.

Independent Contractors. One to One, and each of its employees and the third party contractors delivering services hereunder, is an independent contractor and is not the agent or employee of Client and shall not be considered in a fiduciary, trustee or sponsor relationship to any employee benefit plan or program with respect to the Services provided under this Agreement. Notwithstanding any authority granted to Client herein, One to One and/or any Care Provider or Collaborating Physician shall retain the authority to direct or control his, her or its medical decisions, acts or judgments.

Provider Non-Compete. One to One shall only provide Care Providers for the Services who are not subject to a non-compete that would prevent them from providing such Services.

Right to Dismiss Participants. One to One may, in its sole discretion, refuse to provide Services to any Participant, if One to One concludes that its Care Providers are unable to provide Services safely, in a manner that maintains a respectful and appropriate medical relationship, in accordance with law, and in a manner that does not accommodate drug-seeking behavior or actions against medical advice.

Training and Expertise. One to One represents and warrants that the Care Providers performing the Services specified herein have the requisite training and expertise necessary to fully and

satisfactorily complete their obligation hereunder. One to One agrees that if further training or expertise is or becomes necessary or is required to fully and satisfactorily complete their obligations that One to One, or the person or persons employed by One to One, shall obtain such training or expertise. One to One further acknowledges that Client shall have no responsibility or duty to provide any such training or expertise for One to One which may be necessary or required of One to One in order to fully and satisfactorily complete its obligations, and that any fees in connection therewith shall be borne solely by One to One and not Client. One to One agrees and acknowledges that Client has entered into this Agreement based on One to One's knowledge, reputation, experience and expertise in providing the Services and designing and operating such Clinics. Upon initiation of this Agreement and Client's request, One to One shall provide to Client, reasonable evidence of the qualifications of such personnel, including but not limited to appropriate licenses. One to One will ensure that all Care Providers will complete and pass background checks to verify licensing and training.

Quality of Work. One to One warrants that: (a) all work and Services performed pursuant to this Agreement, shall be accomplished in a professional and competent manner consistent with the level of care and skill ordinarily exercised in the provision of services similar to the Services under similar circumstances; and (b) One to One will comply with all applicable federal, state and local laws, rules, regulations and orders in connection with the performance of its obligations hereunder.

Contract Period.

Term. The "Term" of this Agreement shall begin on August 1, 2019, the Commencement Date, and shall continue for a period of three (3) years. This Agreement shall automatically renew for three (3) additional one year periods unless terminated earlier by either Party providing written notice one hundred twenty (120) days prior to the expiration of the then current term or as provided for in Section 9, below. The start-up of the services, including Clinic operations, recruitment of employees, and implementation of EMR and wellness programs shall be known as the Implementation Period. The Implementation Period is anticipated to take 120 to 180 days.

Fees; Payment Terms.

Fees. One to One will submit invoices to Client for the fees as set forth in Schedule G. With the exception of reimbursement of reasonable expenses and/or certain pass-through costs as otherwise provided in this Agreement, such fees shall be the only compensation to One to One for the provision of the Services under this Agreement. Fees for each year of the Agreement shall increase over the previous year, as agreed to by the Parties or if material changes are otherwise agreed to by the Parties in accordance with Section 5.2. Payment is due for all undisputed charges within thirty (30) days of receipt of an invoice. A one half percent (.5%) per month late fee will be charged for payments on undisputed charges not received when due. Notwithstanding the foregoing, for unexpected charges that are outside the budget, it may take Client sixty (60) days of receipt of an invoice for charges to be paid.

Failure to Pay. Failure to pay an invoice when due shall constitute a breach of this Agreement and One to One reserves the right to terminate this Agreement or it may choose to suspend Services upon a breach by Client that continues more than one hundred twenty (120) days after the invoice due date. One to One reserves the right to refrain from providing Services to

Client, if full payment is not made when due for undisputed charges, until such time as payment in full has been made. In the event that One to One continues to provide Services during a period of time when Client is in breach, such continuance of Services will not operate as a waiver of One to One's right and ability to utilize any and all remedies available to One to One under applicable laws.

Pass through Costs. One to One shall provide or arrange for the provision of such equipment, supplies, staffing and such other support services reasonably necessary for the performance of its obligations under this Agreement, all of which shall be pass through costs to Client. Client shall approve any pass through expenditure by One to One that is over \$5,000 in advance of purchase. One to One shall retain ownership of and/or control over the equipment and/or supplies provided under this Agreement, provided the Parties acknowledge that at such time as One to One is no longer providing Services to the Client, and if Client has paid for such equipment or supplies, One to One shall transfer the ownership in such equipment and supplies to the Client, as soon as is practicable, but in no event later than ten (10) business days. A list of pass through costs is included in Schedule A. Pass through costs are those items for which Client shall reimburse One to One of the all-inclusive, actual costs for the services provided. Any staffing costs shall include, but not be limited to wages, taxes, benefits, licensing, credentialing and continuing education.

Fee. During the period beginning on the Effective Date and continuing through the start of the Services on the Commencement Date (the "Implementation Period), One to One shall provide the implementation services detailed in Schedule C. The Implementation Fee shall be a payment of Ninety-Six Thousand and No/100 Dollars (\$96,000.00) payable to One to One upon the execution of this Agreement, based on the implementation of two (2) clinics, although the Parties anticipate that there will be four (4) clinics. However, if the Services are implemented on two different Commencement Dates, then Client shall be required to pay a second Implementation Fee for the second Commencement Date (the "Second Implementation Period"). The second Implementation Fee for the Second Implementation Period shall be the actual pass through costs as described in Schedule C. Should there be any additional Implementation Periods, the fee shall be the actual pass through costs, just as with the Second Implementation Period.

Duties of One to One.

Qualified Care Providers. One to One shall employ or engage qualified and appropriately licensed or certified if applicable, Care Providers to provide the Services that One to One is obligated to provide under this Agreement. It shall also be the responsibility of One to One to make certain that all Care Providers engaged by One to One to provide care in the Client's Clinics shall retain at all times all necessary and applicable licenses and certifications. It shall be One to One's responsibility to select, contract with and manage any third party contractors, all in accordance with the terms of this Agreement, provided One to One shall engage the Client in the final acceptance process when selecting Care Providers in an effort to engage providers that will be the best fit for Client's employees and work environment. Such third party contractors may include an affiliated professional corporation to provide the acute and other health care services, for which it will be paid fair market value by One to One, and may include other contractors, such as those for biometric screenings. One to One shall retain responsibility for any such delegated

and/or subcontracted services and shall monitor performance of such services on an ongoing basis to ensure the compliance with all applicable obligations under this Agreement.

Independent Contractor. One to One shall at all times remain an independent contractor. Nothing contained herein shall be construed to create an agency, joint venture, or joint enterprise relationship between the Parties. One to One and its personnel and contractors are not Client's employees or agents, and One to One assumes full responsibility for their actions. One to One shall comply with all laws governing the Services being performed under this Agreement. One to One, at its sole expense, shall obtain any and all licenses and permits required for the Services performed by its personnel and contractors, including but not limited to any and all visas, work permits, etc. required by applicable law.

Performance of Client Obligations. One to One shall not be responsible for any delay or lack of performance of the Services due to the failure of Client or a Participant to provide information necessary to fulfill its obligations as required under this Agreement.

Compliance with Law. One to One shall not direct or encourage Client to act or refrain from acting in any way which, to its knowledge or in the opinion of the Client made known to One to One, would violate any applicable law or regulation. One to One shall not act in any way which, to its knowledge or in the opinion of the Client made known to One to One, could implicate or involve Client in a violation of any such law or regulation. Client will be responsible for operating any Client employee benefit plans or in compliance with applicable laws and regulations. One to One will be responsible for operating the Clinics, and providing the Services outlined in this Agreement in compliance with applicable laws and regulations.

One to One Reports. One to One will provide to Client the standard reports, data or information described on Schedule F as reasonably requested by Client relating to the Agreement and/or the Services provided thereunder. No additional fees shall be charged to Client by One to One for the provision of the standard reports listed on Schedule F. All other reports not listed on Schedule F and requested by Client shall be provided to Client at an additional cost.

Duties of Client.

Provision of Location. Client shall, at its sole cost and expense, provide or arrange for the provision of such space needed by One to One for the performance of its obligations under this Agreement, including fit-up of the space with basic infrastructure consistent with One to One's specifications, including but not limited to, telephone service, utilities and unrestricted internet connections, and medical and non-medical furnishings (including any alterations required for patient safety, patient privacy and/or required by law). Client is responsible for routine cleaning of such space, including vacuuming, trash removal and bathroom cleaning, if applicable, on a daily basis. Should One to One be required to provide the space, any costs associated with the space will be pass through costs to Client.

Internet Connections. Client will provide dedicated, unrestricted, business class DSL or business class cable services, and Ethernet handoff to be implemented into a One to One owned and operated firewall/router. Client is responsible for premise wiring to facilitate connectivity from the One to One firewall to the desktops. Two jacks are required for each employee station.

Location of jacks is dependent upon build out of facilities. Minimum requirements include bandwidth of 5 mbps connection (up/down), and 5 publicly addressable IP addresses. The Parties acknowledge that the computer services for One to One will not be connected to Client servers or Client's computer network.

Publicity and Promotion. Client will publicize and provide descriptive information, including those standard marketing materials provided by One to One as described in Schedule E, about the Services to all of the Participants who may seek Services at the location or locations agreed upon by the Parties. Client will provide One to One with copies of other documents and materials prepared independently by Client describing, publicizing, or significantly affecting the Services prior to the distribution of such materials. One to One shall review and comment on such materials within a reasonable time after receipt. Client shall use reasonable efforts to seek One to One's input prior to publicizing and providing such information to its employees, which input shall not be unreasonably delayed. Notwithstanding the foregoing, any routine communications to be sent out by Client shall not require approval from One to One.

Eligibility Files. Client will provide to One to One on a monthly basis, or such other mutually agreed-upon frequency, a Participant eligibility file, which is necessary to enable One to One to provide the Services. The Participant eligibility file will contain the entire population of Participants and will adhere to One to One's file specifications. One to One shall work with Client to ensure that any Participants who are added after the Participant eligibility file has been furnished to One to One shall be added so that One to One will be able to provide the Services to them.

Medical Claims Data. To assist in the identification and treatment of Participants with chronic conditions such as diabetes, asthma, heart disease, pulmonary disease and hypertension, Client agrees to make reasonable efforts to provide One to One, through its carrier, third party administrator, or third party vendor for claims data mining, with access to medical claims data for the Participants enrolled in Client's health plan(s), for the 12 months prior to the initiation of the Services, and at twelve month intervals thereafter through the term of the Agreement. One to One specifically acknowledges that Client's efforts to provide One to One with any medical claims data is subject to the Client's discretion and control, including, but not limited to, the file format defining the specifications for the data, the specific chronic conditions for which data is sought, the procedures that One to One will utilize in contacting Participants, the minimum necessary data to meet the purpose for which One to One is requesting such data and any requirement that One to One execute a Business Associate Agreement. One to One acknowledges that access to the third party vendor utilized by Client will satisfy this requirement. Any such medical claims data will only be provided to the extent permitted by applicable law, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Moreover, One to One agrees not to use or disclose medical claims data (or other Participant protected health information), for any purposes other than the Services specifically identified in this Agreement, or as required by law. At request of Client, One to One shall assist Client in educating Participants on the Services provided and any information requested related to those Services.

Availability of Resources. Each Party agrees to allow the other Party to utilize certain agreed upon internal resources of that Party and to assist the other Party in such utilization, including, but not limited to, training, marketing tools and resources, population health data products and technical support necessary in order to enhance the effectiveness and utilization of

the Services. Each Party will identify a single primary point of contact for implementation of project management and ongoing account management.

Compliance with Law. Neither Party shall direct or encourage the other Party to act or refrain from acting in any way which, to its knowledge, would violate any applicable law or regulation. Neither Party shall act in any way which, to its knowledge, could implicate or involve the other Party in a violation of any such law or regulation. Client will be responsible for operating any Client employee benefit plans or programs in compliance with applicable laws and regulations. One to One will be responsible for operating the Clinics, and providing the Services, outlined in this Agreement, in compliance with applicable laws and regulations. Client is a governmental entity and as such is using public funds for the payment of the Services provided by One to One, and must take this into consideration in making any and all decisions pertaining to this Agreement.

Events of Default, Remedies and Termination.

Events of Default. Any one or more of the following shall constitute an event of default under this Agreement (each to be an “Event of Default”):

Any failure by Client to pay One to One in accordance with Section 6 of this Agreement;

Any material failure by either Party to promptly and fully perform its obligations or comply with the terms of this Agreement, and, provided that such default is not a willful violation of applicable law or a threat to Participant health and safety, (which failures must be remedied immediately), the defaulting Party shall have sixty (60) days to remedy such default after written notice of such default by the aggrieved Party to the defaulting Party specifying in detail the nature of the default; and

A Party appoints a custodian, liquidator, trustee or receiver or a material portion of its assets become subject to custodian, liquidator, trustee or receiver; or if a Party files a voluntary petition in U.S. bankruptcy court; or a Party is generally not paying its debts as they become due or makes an assignment for the benefit of creditors; or bankruptcy, reorganization, or insolvency proceedings or other proceedings for relief under any bankruptcy or similar law or laws for relief of debtors are instituted by or against a Party and are not dismissed within sixty (60) days.

Remedies.

Subject to the terms and conditions of this Agreement, upon an Event of Default by Client, One to One may, at its option, (i) suspend further Services under this Agreement, (ii) pursue any and all remedies that may be available at law or in equity, and/or (iii) terminate this Agreement.

Subject to the terms and conditions of this Agreement, upon an Event of Default by One to One, Client may, at its option, (i) suspend further payments to One to One which are specifically associated with such default, (ii) pursue any and all remedies that may be available at law or in equity, and/or (iii) terminate this Agreement.

Termination Events.

This Agreement may be terminated by either Party upon the occurrence of an Event of Default by the other Party.

This Agreement may be terminated by a written agreement signed by an authorized individual of both Parties.

Subsequent to the initial year of this Agreement, the Client reserves the right to terminate this Agreement for the Client's convenience and not for cause, provided the Client first informs One to One of the termination in writing at least ninety days prior to the termination for convenience.

Consequences of Termination.

Termination under any section of this Section 9 shall not cause either Party to waive any rights it may have to exercise any remedies available to it under any other section of this Agreement or under any applicable law.

In the event this Agreement is terminated by reason of Client's default, Client shall remain liable for certain direct costs, fees, expenses and damages and/or other amounts, which the other Party may incur or sustain which are directly due to such default. The Parties agree that a reasonable estimate of these amounts is \$30,000 and Client agrees to pay such amount in the event of its default.

Except as expressly provided in this Section 9.4(c), notwithstanding anything in this Agreement to the contrary no Party shall be liable to the other Party for incidental or consequential damages resulting from any breach of this Agreement.

Provided that Client has satisfied all payment obligations under this Agreement, and any disputes regarding payment have been resolved, or, if an unresolved payment dispute exists, Client shall have designated in a separate fund an amount equal to the disputed payment amount, in all cases of termination, One to One agrees to work with Client to make an orderly transition of the One to One Services and Client's property pursuant to the terms and conditions of a mutually agreed upon transition plan. One to One and Client agree to negotiate in good faith the terms and conditions of any such transition plan.

One to One shall maintain Participants' health records beyond termination of this Agreement in accordance with applicable laws, including but not limited to the record retention requirements under state and federal law.

One to One shall transfer Participant's electronic health records to any new clinic management organization, as instructed by Client.

Confidentiality of Participant Records.

Access to Participant Information. One to One acknowledges and agrees that in the course of performing its duties under this Agreement, One to One, its Care Providers and/or their agents may acquire or obtain access to or knowledge of health records or other personal and confidential information regarding Participants.

Safeguard of Information. One to One, its Care Providers and their agents will safeguard Participants' health records and other personal and confidential information to ensure that the information is not improperly disclosed and to comply with any applicable law, rule or regulation, including, but not limited to, regulations promulgated by the United States Department of Health and Human Services, pursuant to HIPAA as the same may be amended from time to time (collectively the "HIPAA Regulations"), the Health Information Technology for Economic and Clinical Health (HITECH) Act, and other federal and state regulations governing the confidentiality of health information, including without limitation mental health, substance abuse and HIV-related information. Individual electronic medical record information is the property of One to One, subject to each Participant's rights to his/her individual medical information.

Granting of Access. One to One will afford access to Participant's health records or personal and confidential information to other persons only as allowed, or required by law. One to One shall not grant access to patient records, patient information, and other personal and confidential data to any individual or to Client except as provided in this Section 10.3.

Compliance Assistance. To the extent One to One utilizes space provided by Client in providing services under this Agreement, the Parties shall discuss how Client can assist One to One in complying with these confidentiality requirements, including the physical access to such space.

Confidentiality of Information.

Restriction of Use; Confidentiality. Each of the Parties agrees not to use any Confidential Information (as defined below) for any purpose other than to accomplish the intent of this Agreement. No other rights, or licenses, trademarks, inventions, copyrights, or patents are implied or granted under this Agreement. Confidential Information supplied shall not be reproduced in any form except as required to accomplish the intent of this Agreement. Each Party agrees to keep all such Confidential Information confidential and, at a minimum, treat this Confidential Information in the same confidential manner it would treat its own most confidential information, and shall not disclose it to others or use it for any purpose except as required to accomplish the intent of this Agreement, or as may be required by the Tennessee Open Records Act.

Confidential Information. For purposes of this provision, the term "Confidential Information" shall mean any written material of the type that is protected by trademark or copyright, or is proprietary, including, without limitation, software programs,

Indemnification. One to One agrees to indemnify and hold harmless the Client from any damage, loss, cost or liability arising out of or resulting from its unauthorized use or disclosure of Confidential Information.

Non-Contingency Provisions. One to One warrants that it has not employed or retained any company or person, other than a bona fide employee working for One to One, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona

fide employee, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement.

Reimbursement, Compensation and Insurance.

One to One Insurance. One to One shall maintain, pay for and furnish certificates of insurance to Client for the following insurance coverage during the Term of this Agreement and all renewals thereof:

Professional liability coverage with limits of \$1 million per claim and \$3 million aggregate.

General liability coverage with limits of \$1 million per claim and \$2 million aggregate.

Umbrella/excess liability insurance covering professional and general liability with limits of \$1 million per claim and \$1 million aggregate.

Property and casualty coverage for its materials, equipment, furnishings, supplies, and all owned personal and/or business property and improvements located on Client's premises under the standard "Special Form" coverage to its full replacement cost, without depreciation, adjusted yearly.

Subcontractor Insurance. One to One shall require any subcontractors with which it contracts to perform any Services pursuant to the Agreement to maintain, pay for and furnish certificates of insurance to One to One for insurance coverage during the Term of this Agreement and all renewals thereof in the same amounts as provided for in Section 13.1.

Client Insurance. . Client is a Local Governmental Entity as set out under the Governmental Tort Liability Act in TCA 29-20-101, et seq., and as such, has its liability limits defined by law. Client shall either insure, or provide self-insurance, for the following coverage during the Term of this Agreement and all renewals thereof:

General liability coverage for Client's business operations on the premises in which the One to One Services will be performed.

In the event that Client chooses not to provide property and casualty coverage for all of Client's real and personal property to which One to One and its employees are granted access or given use, to its full or depreciated value, in the event of any loss to such property, Client shall either provide alternative property for One to One to furnish the Services or provide some other mechanism for One to One to continue to provide the Services.

Miscellaneous

Compliance with Laws, Regulations and Rules. Each Party agrees to comply with all federal, state and local laws, rules and regulations.

Ancillary Agreements. Each Party agrees to execute or cause to be executed all ancillary agreements appropriate and reasonably necessary to enable the Services to be performed.

Force Majeure. Neither Party shall be liable for failure or delay in performance due to any cause beyond the reasonable control of such Party (a “Force Majeure Event”); provided that such Party shall have (i) used its best efforts to avoid such Force Majeure Event and to minimize the impact of same on the other Party and (ii) rendered to the other Party prompt written notice thereof when first discovered, fully describing its probable effect and duration. The term “Force Majeure Event” shall include, but not be limited to, acts of God or the public enemy; expropriation or confiscation; war, rebellion, civil disturbances, sabotage, and riots; strikes or other labor disputes that are not due to the breach of any labor agreement by the affected Party hereunder; inability to obtain any local, state or federal governmental approval due to actions or omissions by any such governmental authority that were not voluntarily induced or promoted by the affected Party hereunder; and floods or unusually severe weather that could not have been reasonably anticipated, fires, explosions, and earthquakes, and other similar occurrences. Force Majeure Event shall not include economic hardship or changes in market conditions.

Entire Agreement. The Parties acknowledge that this Agreement, including any attachments, schedules and addendum that are attached hereto and incorporated herein by reference, represents the entire agreement and understanding of the Parties with reference to the subject matter of this Agreement and supersedes all prior and contemporaneous agreements, understandings, and any other negotiations and discussions, whether oral or written, of the Parties and/or subsidiaries of the Parties with respect to the same subject matter hereof. Each Party acknowledges that no other promises, representations or agreements, whether written or verbal, have been made by the other Party, its agents, employees or legal representatives as an inducement for the execution of this Agreement. The Agreement replaces all prior understandings and agreements of the Parties, written or oral, with respect to the subject matter covered herein.

Notices. All notices to be delivered under this Agreement shall be in writing and shall be delivered by hand or deposited in the United States mail, first-class, registered or certified mail, postage prepaid, to the following addresses:

Hamilton County Board of Education
3074 Hickory Valley Road
Chattanooga, Tennessee 37421
Attention: _____

One to One Personal Physician Network
1067 Riverfront Parkway
Suite 201
Chattanooga, Tennessee 37402
Attention: Keith Helton, M.D., CEO

With a copy to:

Kim Harvey Looney, Esq.
Waller Lansden Dortch & Davis, LLP

511 Union Street
Suite 2700
Nashville, Tennessee 37219

Severability. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the Parties to enforce such provision in another circumstance. Neither does it affect the rights of the Parties to enforce any other provision of the Agreement at any time.

Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee to the extent not preempted by federal law. Any litigation arising from or about this Agreement shall be filed in the courts of Hamilton County, Tennessee or the United States Court for the Middle District of Tennessee. The Parties agree to the jurisdiction of these courts.

Amendment. This Agreement may be amended by Client and One to One only by a writing duly executed by an appropriate officer of One to One and Client. This requirement is not intended to preclude the Parties from making decisions regarding day-to-day operations.

Assignment. This Agreement and all of the provisions hereof will be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns. The rights and duties of the Parties under this Agreement shall not be assignable without the prior written consent of the other Party, unless such assignment is to a related or successor entity. Such consent shall not be unreasonably withheld.

Third Party Beneficiaries. Nothing contained herein shall be construed to confer any benefit on persons who are not Parties to this Agreement.

Waiver. A failure or delay of either Party to this Agreement to enforce at any time any of the provisions of this Agreement, or to exercise any option which is herein provided, or to require at any time performance of any of the provisions hereof, shall in no way be construed to be a waiver of such provision of this Agreement or shall not excuse the other Party's performance of such, nor affect any rights at a later time to enforce the provision.

Disputes. If there is any dispute covered by this Agreement, the disputing Party shall give written notice of such dispute to the other Party no later than one hundred eighty (180) days after the Party knew or should have known that the dispute existed. Within sixty (60) days after notice of the dispute is given, the Parties will meet to attempt to resolve the dispute.

Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, Client and One to One have executed this Agreement on this _____ day of _____, 2019.

HAMILTON COUNTY BOARD OF EDUCATION

BY: _____

APPROVED AS TO FORM:

ONE TO ONE PERSONAL PHYSICIAN NETWORK

By: _____
Dr. Keith Helton, CEO

SCHEDULE A

SERVICES

Services: As of the Commencement Date, One to One shall operate onsite Clinics and associated health services for Participants eligible to participate in the Services. The Services below are grouped into whether they are included in the fixed fees, are included in the per Participant per month fee, or are pass through costs.

FIXED FEES

Primary Care

- Urgent care: Evaluation and treatment of acute episodic injury and illness (Infections, gastrointestinal symptoms, rashes, common illnesses, basic wound care)
- Routine annual exams and screenings
- Primary care for ongoing disease management
- Lab draws
- Immunizations
- Allergies

Account Management and Advisory Services

- The Account Management and Advisory Services included in Schedule D

Participant Communications and Promotions

- The Communication Services included in Schedule E

Management Reporting and Analysis

- The Reporting Services included in Schedule F

Call Center

- One to One to provide a call center to answer inbound calls for the clinics in order to schedule appointments, answer patient questions, etc.

PER PARTICIPANT PER MONTH FEE

One to One shall provide the staff necessary to provide the following services:

Health and Wellness Program

- *Chronic Disease Management:* For individuals with chronic diseases (Diabetes, Asthma, Obesity, Depression):
 - o Chronic condition identification

- o Work 1:1 with individuals to empower and educate them to improve their health and quality of life through self-management practices and adherence to a treatment plan that aligns with national clinical guidelines for their disease
- o Coaching, symptom monitoring, and disease education
- o Use of Problem Knowledge Couplers
- *Lifestyle Risk Reduction* - For high risk individuals agreeing to follow-up with the One to One Care Provider as their personal health coach:
 - o Work 1:1 with individuals to change behaviors putting them at risk for certain conditions, addressing lifestyle habits such as physical activity, smoking, diet, stress, weight control, cholesterol and blood pressure.
 - o Individualized change management plans
 - o Proactive support

PER EMPLOYEE PER MONTH FEE

Telehealth:

- One to One shall provide 24/7 access to a Care Provider, and integration with the One to One EMR, allowing the Participant to communicate through telephonic or video chat conversation. Thus, providing a seamless integration between the onsite clinic space and the virtual telemedicine world.

Population Health

- One to One will partner with a company providing an online health analytics insights tool, to include all of the medical claims, prescription claims, onsite clinic data, biometric screening data (if any), etc. in order to view the entire population health of a Participant. The population claims data will provide real-time insights and enable One to One to forecast upcoming health spending, while at the same time giving it the ability to measure the potential impact of specific health interventions.

PASS THROUGH COSTS

- Staffing/Labor costs¹
- Medical and office supplies
- Non-CLIA waived tests, external lab processing related to physicals, annual exams and screenings
- Internet connectivity and telephone service for One to One staff
- Additional Account Management and Advisory Services, Communications Services or Reporting Services not included in the fixed fees, per **Schedules D, E and F**
- Additional Data Services, such as custom interfaces for uploads of prior provider data

Integrated Health Engagement Technology Platform

¹ Please note that the Parties anticipate that costs for wages and/or salaries shall increase annually. One to One agrees to cap any such increase to an aggregate amount of 3%.

- Personal Health Record with risk profile, wellness programs, interactive nutrition and activity trackers, and medical content
- Online scheduling system and secure messaging
- Electronic Medical Record (which will include at a minimum a problem list, a medication list, patient history and order information, and is in compliance with all industry standards for provider practice, coding and privacy)

PASS THROUGH COSTS FOR SECOND IMPLEMENTATION PERIOD

Pass through costs for the Second Implementation Period, may include but are not limited to the following:

- Medical Equipment
- Medical Supplies
- Laboratory Equipment
- Laboratory Supplies
- Waiting Room Furniture/Decorations
- Exam Room Furniture/Decorations
- Triage/Nurse Room Furniture/Decorations
- Restroom Furniture/Decorations
- All IT/Technology equipment
- Office Supplies
- Staffing Hours for Training
- Staffing Hours for Clinic Set-Up

OPTIONAL SERVICES NOT INCLUDED IN FIXED FEES

- Mass Biometric Screenings
- Health Risk Assessment - If indicated, administered online or in paper version screens for:
 - o General health and well-being
 - o Health history including symptoms, conditions and family history Tobacco use, alcohol use and stress levels

SCHEDULE B

OPERATION OF CLINICS

Clinic Locations

[TO BE DETERMINED]

Hours of Operation

Hours of operation will be during Client's normal business days of operation or as otherwise agreed to by the Parties. Hours of operation are subject to change based on need and mutually agreed upon by both Parties prior to any implementation of change in hours of operation.

In the event of an unexpected clinician absence, Clinics shall remain open for Services to be continued, to the extent possible, by the other Clinic staff member(s). In the event of unexpected clinician absence due to staff termination, Clinics shall remain open through the use of either One to One clinical staff, or other contracted providers.

Clinic Staffing

A minimum of 1 FTE NP and 1 FTE MA per clinic with appropriate oversight to be provided by Medical Director. Staffing will increase as participation increases.

SCHEDULE C

IMPLEMENTATION SERVICES

One to One shall provide the following implementation services, which are included in the Implementation Fee. Additional services provided beyond the scope of the deliverables shall incur additional fees:

Implementation Package	Deliverables (exact media to be determined)
Pre-Kick Off Implementation Meeting	Clinic Transition Meeting: Client, CEO, and Project Manager meet via conference call/on-site to initiate steps in the implementation process.
Kick Off Implementation Meeting	Initial Implementation Team meeting to start the implementation process. This conference call will include all members of the implementation team (from both One to One and Client) to provide the foundation and expectations for the implementation process.
Implementation Meeting	Within 3 to 6 weeks from executed contract, One to One will provide up to 3 members of the implementation team to be onsite at Client location for a workgroup session/meeting. Other members of the One to One Implementation Team will join as needed by conference call.
Recruitment/Onboarding of Clinical Team	One to One to cover the advertising cost for all staff positions and up to 2 visits to Client site to conduct initial recruitment of clinical team members.
Clinical Coverage Plan	One to One to establish and provide coverage plan for clinical staff absences.
Clinical Training	One to One will provide initial implementation training for all Clinic staff during onboarding and onsite at Clinics during the go-live week. This includes travel, lodging, meals and materials for shadowing at other One to One clinics, orientation week and go-live week.
Communication Services	One to One will provide the Pre-Launch Communication Program included in Schedule E .
Information Systems:	
- IT Equipment	One to One will provide EMR system. Client shall furnish IT hardware such as computers.
- IT Set Up	One to One to coordinate the implementation of the EMR and IT set up at Clinic locations prior to scheduled go live date.
Project Management	
- Project Manager Client site visits	One to One will provide visits by the Project Manager/Account Manager during the implementation process.
- Weekly Implementation Calls	One to One will provide weekly implementation calls with the implementation team/Client project manager during implementation process.
Clinic Set Up	

Implementation Package	Deliverables (exact media to be determined)
- Decor	One to One will provide site posters, accent décor throughout Clinic, and internal signage. Client will be given reasonable opportunity to approve.
- Medical Furniture	Client will provide exam table(s) for exam rooms, phlebotomy chair and medical stool(s).
- Supplies & Maintenance	Client will provide office and medical supplies (excluding prescribed medications and vaccinations). One to One will provide medical waste management.

SCHEDULE D

ACCOUNT MANAGEMENT

ACCOUNT MANAGEMENT INCLUDED IN FIXED FEES

Account Management and Advisory Services	Deliverables
Practice Manager Introduction During Implementation	The Practice Manager will be integrated as part of the team early on in the process, allowing him/her to assimilate with the core team on the Client side.
One Point of Contact	The Practice Manager provides one point of contact for triaging issues that may be handled by One to One's team of analysts, clinicians, communications resources and others to ensure any issues are identified and addressed quickly.
Monthly Reviews	In order to ensure that Client has the resources and information to inform senior management of progress and return on investment of Clinics, the account manager will provide the monthly reports described in Schedule F to be reviewed on a formal monthly call.
Quarterly Review	At a minimum, the Account Manager will provide a face- to-face quarterly review of the Clinics, incorporating the Client-specific key performance metrics from the previous year, as well as the ongoing strategic plan.
Ongoing Health Promotions	The Account Manager will work together with Client to ensure that ongoing communications are managed proactively in order to provide timely and appropriate communications and health promotions, and, in collaboration with Client's wellness initiatives, take advantage of other educational opportunities to provide a seamless, synergistic approach to messaging. The promotional outreach may occur in the form of lunch and learns, mailings, posters, etc., as appropriate for the specific initiative.
Strategic Planning	Working with Client's unique business needs, the Account Manager will work together with senior management to ensure that the goals of the Clinics, and the annual cycles (whether it be surveys, annual report-outs, etc.) are aligned with Client's strategic goals and objectives. The Account Manager will work collaboratively with Client's broker/consultant, as well as other health related vendors (EAP, DM, etc.) to ensure that existing resources are being leveraged.
Clinical Coverage Plan	One to One will establish and provide a coverage plan for clinical staff absences due to time off for illness, vacation or continuing medical education (CME).
Clinical Training	One to One will provide on-going training for all Clinic staff. This includes continuing education on motivational interviewing and mindfulness, CME, training on new features within the electronic medical record, updates from the One to One health clinical advisory board and guidelines for disease management from sources such as the CDC.

SCHEDULE E

COMMUNICATION SERVICES

COMMUNICATION SERVICES INCLUDED IN FIXED FEES OR IMPLEMENTATION FEE

- During the Implementation Period, One to One shall provide design, production, and printing of material produced from template files that will be customized with location specific information.

- After the Commencement Date, One to One shall provide the following Communication Program as part of the Services:
 - o Health promotion programs, both group and individual, including program materials (presentations, educational handouts, email promotions) as well as communication materials such as posters, postcards and website awareness.

The communication package includes all production and printing costs.

Additional communication services not included in fixed fees may be provided at an additional cost.

SCHEDULE F
[TO BE DETERMINED]

SCHEDULE G

FEES AND PAYMENT SCHEDULE

Implementation Fee

First Implementation Fee (See Section 6.5) \$ 96,000

Per Employee Per Month Fees

Clinic Management Fee \$ 15.00

Population Health \$ 2.00

Telehealth \$ 6.00

Per Participant Per Month Fee

Wellness Program Administration: \$ 7.00

- Initial Participant Numbers

- Employees 6,500

- Retirees TBD

- Spouses/Dependents TBD

TOTAL TBD

Call Center Fee \$ 2,576/month

Monthly fee listed above is based on two (2) Clinics; when additional clinics are added, then the fee will be adjusted accordingly.

Pass Through Costs for Items Identified on Schedule A

Pass through costs shall be the all-inclusive, actual costs for the services provided. Any staffing costs shall include, but not be limited to wages, taxes, benefits, licensing, credentialing, and continuing education.²

Payment Schedule

Fees for Services are invoiced and payable as follows:

- Implementation Fee in accordance with Section 6.4 of Agreement
- Monthly Clinic Management Fee, Population and Telehealth Fees, at beginning of each month of service
- Pass Through Costs invoiced at the end of each month

² Please note that the Parties anticipate that costs for wages and/or salaries shall increase annually. One to One agrees to cap any such increase to an aggregate amount of 3%.

SCHEDULE H

ONE TO ONE PAY FOR PERFORMANCE PLAN

At Risk Fees and Pay for Performance

One to One will commit to Client to put at risk \$20,000 of its established annual management fee for the first year of the term of this Agreement if the agreed upon performance metrics as outlined in the chart below are not met.

If Client has not fulfilled all of its requirements (the “Pay for Performance Client Requirements”) for any performance metric during a given year, then no fee credit will be due Client for that performance metric for that year. The performance metrics will be reviewed at the end of Year 1 to assure that both Client and One to One are comfortable with these performance metrics based on data exchanged between Client’s third party health insurance administrator, and One to One.

Participant Satisfaction

Participants will rate that they are satisfied or very satisfied with their overall experience with One to One via a quarterly satisfaction survey administered by One to One.

The portion of at-risk fees attributable to Participant Satisfaction will be credited back to Client in accordance with the following scale on an annual basis:

PERCENT OF EMPLOYEES SATISFIED OR VERY SATISFIED	CREDIT TO CLIENT
90+%	0% credited to Client
< 90%	100% credited to Client

*For purposes of the performance metrics, Eligible Employees means active employees of Client covered by Client’s group health plan.



Hamilton County Department of Education
3074 Hickory Valley Rd
Chattanooga, TN 37421
(423) 498-6577

Memorandum

To: Hamilton County Board of Education

Bryan Johnson, Ed.D.
Superintendent

From: Brent Goldberg
Chief Business Officer

Keith Fogleman
Chief Talent Officer

Date: September 19, 2019

Re: On-Site RX, Inc. Contract (Onsite Pharmacies)

Subsequent to the Board's acceptance of On-Site, Inc's proposal to provide onsite pharmaceutical services to Hamilton County Department of Education employees per RFP No. 19-19, the administration entered into negotiations with On-Site RX, Inc.'s management to develop a contract that will govern the relationship between the parties.

We request approval of the contract through June 30, 2022 with an estimated contract value of \$5,000,000 to be paid with the Internal Service Fund.

Attached, please find the proposed contract for your approval.

The Administration's team consisted of Brent Goldberg, DJ Omarkhail, Krista Torrance, Dr. Ken Bradshaw, Keith Fogleman, and Ed Adams. Please feel free to contact any of us with questions.

ON-SITE RX, INC.
PHARMACY SERVICE AGREEMENT

THIS PHARMACY SERVICE AGREEMENT is made and entered into this 1st day of August, 2019, by and between HAMILTON COUNTY DEPARTMENT OF EDUCATION (“CLIENT”) and ON-SITE RX, INC. (“On-Site Rx”) a Georgia corporation.

RECITALS

A. On-Site Rx contracts with plan sponsors to provide licensed pharmacists, pharmacy services, on-site pharmacy expertise, and pharmacy benefit guidance at the plan sponsor’s place of business to the employees and retirees of such plan sponsors and/or their dependents (collectively, “Participants”).

B. On-Site Rx secures licensed pharmacists and pharmacy technicians who will perform certain pharmaceutical services for Participants, including, but not limited to, dispensing of prescription and over-the-counter medications.

C. CLIENT desires to contract with On-Site Rx to provide at suitable sites in the City of Chattanooga, on-site pharmacy management and related services for Participants or other individuals eligible under CLIENT’ occupational coverage, subject to the conditions contained herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and the sufficiency of which are hereby acknowledged, CLIENT and On-Site Rx hereby agree as follows:

ARTICLE I
PHARMACY MANAGEMENT

On-Site Rx shall serve Participants by providing Pharmacy Services on property owned or rented by CLIENT. Through use of its purchasing and operations expertise, On-Site Rx will provide prescription and over-the-counter drugs to CLIENT and its participants at discounts available through proprietary wholesale drug purchasing arrangements. Furthermore, On-Site Rx agrees to act in the best interest of CLIENT and participants to provide goods and services in a manner that complies with all federal, state, and local laws and regulations, including pharmacy regulations and statutes specific to the State of Tennessee and Hamilton County.

Elements and conditions upon which On-site RX will provide goods and services include:

1.01 **Licensing** – On-Site Rx shall coordinate and pay for the pharmacy(ies) to be licensed to operate and dispense medications in the State of Tennessee and City of Chattanooga. On-Site Rx will register with state and local governments or regulatory agency(s) in order to comply with any and all local and/or State laws or regulations. On-Site Rx will register the name of the pharmacy as On-Site Rx, Inc., d/b/a “_____.” On-Site Rx will ensure that all Pharmacists and Technicians secured to dispense products from an on-site Pharmacy will at all times hold appropriate licensing and certification from the State of Tennessee. CLIENT will use best efforts to ensure that zoning and all other building permits are in place for the sites selected.

1.02 **Inventory** – On-Site Rx shall provide drug inventory to CLIENT. The Pharmacist assigned to an on-site Pharmacy will have access to a procurement system that will allow daily orders and delivery to provide the inventory necessary to efficiently operate the on-site Pharmacy. On-Site Rx shall be responsible for the initial and continual purchase of pharmaceuticals at the Pharmacy, and CLIENT shall reimburse On-Site Rx for On-Site Rx’s invoice cost for such pharmaceuticals. Pharmaceuticals purchased by On-Site Rx shall be the property of CLIENT; however, On-Site Rx shall retain custody and control of all such property for CLIENT for the term of the Agreement and any renewal period thereafter, so long as On-Site Rx is exercising custody and control for CLIENT’ benefit.

Pharmaceuticals that have a short-term expiration date or that have expired will be returned to the manufacturer. All credits will be applied to CLIENT’ monthly invoice with supporting documentation as they are received. On-Site Rx will manage the pharmaceutical inventory in a manner to reduce the number of expiring medications and ensure CLIENT receives full credit.

1.03 **Patient Communication** – On-Site Rx will provide consultation to CLIENT with regards to the most effective patient communication strategies to achieve CLIENT’ stated goals. On-Site Rx will provide appropriate signage for the pharmacies. CLIENT will be responsible for all costs associated with printing and distribution of agreed materials, other than signage.

1.04 **Labor and Hours of Operation** – On-Site Rx will provide all staff responsible for the dispensing of medication at any CLIENT on-site pharmacy. On-Site Rx and CLIENT agree that each

pharmacy shall be open not more than forty-four (44) hours per week of normal business operation, with hours to be mutually agreed by CLIENT and On-Site Rx. If CLIENT instructs On-Site Rx in writing that the pharmacy shall be open for additional hours beyond the above, On-Site Rx shall be entitled to an additional fee increase to the PMPM fee at the following rates for all such additional hours that the pharmacy is open.

45 - 48 hours	\$1.10
49 - 52 hours	\$2.20
53 - 56 hours	\$3.30
57 - 60 hours	\$4.40

On-Site Rx will ensure that the staffing levels are appropriate to meet the needs of CLIENT and their covered dependents, however regular ongoing staffing shall not exceed one and one-half (1.5) full-time equivalent (FTE) Pharmacists and up to three (3) FTE Certified Pharmacy Technicians per pharmacy.

On-Site Rx will lead the candidate identification and selection process with final approval of all staff being granted to CLIENT, as further described in Paragraph 2.01. On-Site Rx will assign staff to provide adequate coverage for the hours of operation. On-Site Rx will establish and assign staff that are licensed or duly qualified and endeavor to avoid any Pharmacy closures due to labor shortages. The costs of Pharmacy staff compensation and their associated expenses are the responsibility of On-Site Rx and are included in the per member per month fee paid to On-Site Rx from CLIENT as noted in Article III. The hours of operation of the Pharmacies will be mutually agreed upon by the parties and may be changed only with mutual consent of both parties.

1.05 **Reporting** – On-Site Rx shall report to CLIENT the claims data provided from CLIENT’ prescription benefit manager or derived internally. These reports shall demonstrate utilization, spending, and trend patterns within the prescription benefit. Such reports shall be distributed to CLIENT no less

frequently than quarterly for the duration of this Agreement. On-Site Rx will provide reporting on-location for the semi-annual and annual report and as mutually agreed upon.

1.06 **Ad Hoc Reporting** – On-Site Rx will generate up to four *ad hoc* reports per year at no additional cost. If additional computer programming is required to complete a report requested by CLIENT (to include additional technology purchases or unusual additional labor), such programming will be invoiced at \$150 per hour, provided further that the Parties shall agree upon the total cost prior to CLIENT becoming obligated to pay for such report.

1.07 **Insurance** –

(a) On-Site Rx will provide insurance to cover its own furniture, equipment, hardware, software, and point of sale technology.

(b) On-Site Rx will provide professional liability insurance covering its management services and general commercial liability covering its general operations, both with a combined single limit of \$1,000,000. On-Site Rx will also provide professional liability insurance covering the Pharmacy staff, including all Pharmacists and Technicians responsible for dispensing at an on-site Pharmacy, at no less than \$5,000,000 per claim and \$5,000,000 aggregate. On-Site Rx will be responsible for providing insurance sufficient to repair or replace fixtures and other appurtenances to a Pharmacy. Any person driving on behalf of On-Site Rx in the performance of this Agreement shall be covered by an automobile liability policy with a combined single limit of \$1,000,000. On-Site Rx will provide Certificates of Insurance consistent with this Paragraph's terms within 30 days of execution of this Agreement, all of which shall name CLIENT as an additional insured. On-Site Rx will provide CLIENT with 30-day notice of impending cancellation of any insurance policy required hereunder or a change to any provider of insurance.

(c) Any property and liability insurance protection for the exclusive benefit of CLIENT, excluding those coverages expressly provided and insured by On-Site Rx according to the terms of this Paragraph and Paragraph 2.04, shall be CLIENT' responsibility to insure.

(d) On-Site Rx will carry insurance coverage on pharmaceutical inventory. (On-Site Rx will insert policy language for specifics.

1.08 **Security** – On-Site Rx shall provide an electronic security system for the Pharmacy premises as well as secure fixtures for the legal and safe storage of controlled substances. On-Site Rx will provide policies and procedures for the prevention of theft or any other improper taking or use. On-Site Rx will provide policies and procedures for their Pharmacy staff to ensure that all materials, property, and premises are secure during the hours of operation. CLIENT shall be responsible for physical security to the premises other than that described in this paragraph.

1.09 **Merchant Transaction Fees** - CLIENT will be responsible for entering into a merchant agreement with Bank of America (McKesson Merchant Services bank) to provide credit and debit card services for MasterCard, Visa, American Express, and Discover. These transaction costs will be debited directly each month from the bank account CLIENT designates.

1.10 **Record Management** – On-Site Rx shall maintain adequate and current pharmaceutical records for Participants, which comply with acceptable standards and practices. The parties shall cooperate so as to comply with all applicable laws and regulations relating to such records, including, without limitation, the Patient Health Records Privacy Act (1997) and the Standards for Privacy of Individually Identifiable Health Information, promulgated by the Department of Health and Human Services under Title II, Subtitle f, Sections 261-264 of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (the “HIPAA Privacy Rule”).

1.11 **Required Plan Document Disclosures** – CLIENT acknowledges that under Section 504(f) of HIPAA, only “Summary Health Information” will be shared with CLIENT unless CLIENT’ plan documents inform the plan Participants as to the manner in which the plan will be sharing “protected health information” (as defined in HIPAA, hereafter “PHI”) with CLIENT and how CLIENT will be using the PHI, and describe those CLIENT employees or classes of employees who will have access to PHI in the course of the plan’s operations. “Summary Health Information” is information that summarizes the claims history, claims expenses, or types of claims experienced by beneficiaries of the group health plan, from which identifiers have been deleted.

1.12 **Use of PHI** – For PHI that is released to CLIENT by On-Site Rx, CLIENT represents, warrants, and agrees:

- (a) Such PHI will not be used to make employment-related decisions about Participants;
- (b) Use of PHI will be restricted to what is necessary for plan administration;
- (c) Access shall be limited to those employees performing plan administration functions;
- (d) Appropriate safeguards will have been implemented by CLIENT to protect PHI;
- (e) CLIENT' health plan has a privacy officer, and CLIENT will provide training regarding privacy issues to employees to whom PHI is disclosed;
- (f) CLIENT will make available information required to provide an accounting of any accidental or non-allowed disclosures of PHI; and
- (g) Upon termination of the Agreement, CLIENT will continue to maintain any PHI disclosed consistent with the terms of this Agreement and applicable law.

CLIENT acknowledges that On-Site Rx shall be entitled to terminate this Agreement if CLIENT materially violates the provisions of Paragraph 1.12.

ARTICLE II **PROVISION OF PHARMACIST**

2.01 **Provision of Pharmacist** – On-Site Rx shall furnish a pharmacist(s) (“Pharmacist”) and a pharmacy technician(s) (“Technician”) to provide Pharmacy Services (as defined below) at the locations of CLIENT to service Participants. On-Site Rx is not committing to furnish a particular person as the Pharmacist or Technician, and, at any time and from time to time, On-Site Rx may change the Pharmacist and Technician, consistent with the procedure in Paragraph 1.04. CLIENT shall have the opportunity to interview and approve all final Pharmacist candidates identified by On-Site Rx. CLIENT shall also have the right to have On-Site Rx remove a Pharmacist or Technician upon written notice, which notice shall specify the time by which the Pharmacist or Technician shall be removed. Any Pharmacists or Technician assigned by On-Site Rx to provide services hereunder, shall provide certification that he or she has not

been convicted of an offense requiring listing in Tennessee's or any other state's Sexual Offender's Registry.

Pharmacy Services in this Agreement shall mean the activities of dispensing prescription medications, counseling members on treatment options available to them, consultation to CLIENT on sound pharmacoeconomic decisions as it pertains to their prescription benefit and the management and maintenance of one or more legally licensed pharmacies in Hamilton County, Tennessee.

2.02 Standards of Pharmaceutical Professional Performance – On-Site Rx shall contract with the Pharmacist such that the Pharmacist is obligated to perform or deliver the following either directly or through Technicians under the Pharmacists' direction and control:

(a) The Pharmacist shall determine his or her own means and methods of providing Pharmacy Services, consistent with the terms of this Agreement;

(b) The Pharmacist shall comply with all applicable laws and regulations with respect to the licensing and the regulation of pharmacists, and shall ensure that the Pharmacist does the same with respect to the supervision and regulation of the Technician;

(c) The Pharmacist shall provide Pharmacy Services in a manner consistent with all applicable laws and regulations and in a professional manner consistent with Pharmacy Services provided in the community;

(d) The Pharmacist shall maintain, during the term of this Agreement, appropriate credentials, including:

(1) A duly issued and active license to practice pharmacy and prescribe medication in the State of Tennessee,

(2) Good standing with his or her profession and state professional association,

(3) The absence of any license restriction, revocation, or suspension,

(4) The absence of any involuntary restriction placed on his or her federal DEA registration, and

(5) The absence of any conviction of a felony or misdemeanor involving moral turpitude.

(6) The absence of any conviction on a drug-related offense of any kind.

(e) In the event that any Pharmacist (i) has his or her license to practice pharmacy or prescribe medication restricted, revoked, or suspended; (ii) has an involuntary restriction placed on his or her federal DEA registration; (iii) is convicted of any offense as set forth above; or (iv) is no longer in good standing with his or her professional or state licensing authority, On-Site Rx shall promptly remove that Pharmacist and replace such Pharmacist with another Pharmacist that meets the requirements of Paragraph 2.02(d), consistent with the terms of Paragraphs 1.04 and 2.01; and

(f) On-Site Rx shall require the Pharmacist to ensure that all Technicians and any other support personnel comply with the requirements of this Paragraph 2.02 with respect to performance, licensing, certification, and good standing, as applicable, except as otherwise provided in Paragraph 2.06 with respect to pharmacy technicians and assistants. On-Site Rx shall require the Pharmacist to notify On-Site Rx immediately in the event the Pharmacist learns of the possibility that any of the events specified in Paragraph 2.02(e) may occur with respect to the Pharmacist, Technician, or other support personnel, and On-Site Rx shall immediately notify CLIENT of such notification, so that CLIENT can determine whether or not to exercise its right to remove the Pharmacist pursuant to Paragraph 2.01 or the Technician or other support person pursuant to Paragraph 1.04.

2.03 **Place of Services** – CLIENT shall provide, without charge to On-Site Rx, suitable premises for the provision of Pharmacy Services, including, without limitation, office space, janitorial services, electricity, water, heat, air conditioning, hi-speed internet, three (3) telephone lines, and any other required utilities. In addition to meeting all zoning ordinances and other applicable laws, each Pharmacy shall be medically appropriate and secure. CLIENT shall endeavor to ensure that the Pharmacy building(s), including the interior, exterior, and roof, shall be maintained and kept in good repair and working order at CLIENT' sole expense. The premises shall be conducive for efficient delivery of prescription and over-the-counter medications. Costs for expansions to the initial Pharmacy location(s) will be the responsibility of CLIENT. To the extent that On-Site Rx must provide additional equipment to

a space that is modified at the request of CLIENT, all additional expenses associated with modification of space shall be the responsibility of CLIENT.

It shall be the responsibility of CLIENT to adhere to all federal, state, and local codes pertaining to the building, including regulations by state and local governments, as well as the State Board of Pharmacy, which On-Site Rx shall advise on.

2.04 **Equipment and Supplies** – On-Site Rx, as part of its management fee, shall provide the Pharmacist with all equipment and supplies, including fixtures, furniture, point-of-sale technology, telephone systems, pharmacy computer systems, and all other equipment pertinent to operating a pharmacy not otherwise provided for in this Agreement.

2.05 **Responsibilities of Parties** – On-Site Rx and the Pharmacist(s) are independent contractors. The Pharmacist shall be solely responsible for his or her actions and/or omissions and the actions and/or the omissions of any agent or any employee used by him or her (including, without limitation, any Technician or assistant) in connection with providing the Pharmacy Services contemplated by this Agreement. Neither CLIENT nor On-Site Rx shall have any control or involvement in the independent exercise of professional judgment by the Pharmacist and/or any agent or any employee used by the Pharmacist, and neither CLIENT nor On-Site Rx shall incur any liability for the actions or the omissions of the Pharmacist and/or any agent, or any employee used by the Pharmacist (including, without limitation, any Technician or assistant) in connection with this Agreement. As provided in paragraph 1.07 hereof, On-Site Rx shall provide professional liability insurances as specified herein covering all persons providing Pharmacy Services to CLIENT and the Participants. On-Site Rx agrees to indemnify and hold harmless CLIENT from and against any cost, damage, expense, loss, liability, or obligation of any kind, including, without limitation, court costs and reasonable attorneys' fees, which CLIENT may incur in connection with On-Site Rx's furnishing of Pharmacists, Technicians or their respective assistants, under this Agreement.

2.06 **Other Licensed Pharmacy Professionals and Health Professionals** – CLIENT agrees and acknowledges that a Pharmacist may from time to time have other pharmacists who will work as Pharmacists hereunder, or other persons who will assist the Pharmacist or a Technician, at CLIENT'

place of business in the event of an emergency (provided, however, that On-Site Rx will require the Pharmacist to ensure that the services provided by replacement individuals do not exceed the scope of their professional training and licensure). Any replacement Pharmacist will be duly licensed. This Article II shall apply in the same manner to the replacement Pharmacist or Technician as such Article applies to a regularly assigned Pharmacist or Technician. On-Site Rx shall also ensure, or require the Pharmacist to ensure, that all replacement Pharmacists who provide services hereunder have insurance coverage consistent with the requirements of the State Board of Pharmacy. On-Site Rx will also ensure that the professional liability insurance it provides pursuant to Paragraph 1.07 covers any replacement Pharmacist or Technician.

On occasion, the Pharmacist may have pharmacy interns associated with a pharmacy school observe and assist the Pharmacist for educational and teaching purposes, under the Pharmacist's direct supervision. The same level of professional standards as set forth in Article II shall apply to pharmacy interns working under the direct supervision of the Pharmacist.

2.07 **Billing** – On-Site Rx shall contract with the Pharmacist to ensure that the Pharmacist will not bill or otherwise solicit any payment from Participants for any service provided by the Pharmacist without prior written approval of CLIENT.

2.08 **Medical Records** – On-Site Rx shall maintain pharmacy records with respect to all Participants, all of which shall be maintained in a professional manner consistent with the accepted practice of the community in which the Pharmacist provides the Pharmacy Services in connection with this Agreement. On-Site Rx shall also require the Pharmacist to comply with the HIPAA Privacy Rule and the terms of Paragraph 1.10 of this Agreement. On-Site Rx and CLIENT have previously executed or will execute a HIPAA Business Associate Agreement.

Pharmacy and medical records as allowed by HIPAA are considered the property of CLIENT and are in the custodial care of On-Site Rx for the term of this Agreement. All patient records maintained by the Pharmacist in connection with this Agreement shall be in the custodial care of the Pharmacist and On-Site Rx, as required by HIPAA, notwithstanding the availability of such records to CLIENT.

CLIENT understands and agrees that all of the pharmacy records and other protected information maintained by the Pharmacist will be held by the Pharmacist in strictest confidence, and that CLIENT will not be entitled to have access to the pharmacy records maintained by the Pharmacist, in the absence of an appropriate written authorization from Participant.

2.09 **Other Records** – On -Site Rx shall maintain inventory, point of sale, and all other necessary on-site pharmacy records. In the event that the relationship between On-Site Rx and CLIENT is terminated, On-Site Rx warrants that it shall turn over all records, electronic or otherwise, that are necessary to run the on-site pharmacies and necessary for the seamless transition to any successor to On-Site Rx. Reasonable and documented expenses incurred to transfer the records shall be the responsibility of CLIENT.

2.10 **Non-Compliance by the Pharmacist** – In the event that CLIENT becomes aware of any failure by the Pharmacist to comply with the obligations of the Pharmacist that are contemplated by this Agreement, CLIENT shall provide prompt written notice to On-Site Rx of such failure, which written notice shall describe the failure in reasonable detail, and On-Site Rx shall use its best efforts to address such failure. In the alternative, On-Site Rx may arrange for the substitution of another person as the Pharmacist. As provided in Paragraph 2.01, CLIENT shall have the right to require the immediate removal.

ARTICLE III FINANCIALS AND ACCOUNTING

3.01 **Cost of Pharmaceuticals** – On-Site Rx shall be responsible for the initial and continual purchase and inventory of pharmaceuticals at each Pharmacy on behalf of CLIENT. The initial inventory purchase shall be made within four (4) days of the pharmacy's opening. At that time, CLIENT shall be billed fifty (50) percent of total inventory purchase to be paid within seven (7) days. The remaining balance shall be due within thirty (30) days of the initial invoice.

Ongoing purchases for the replenishment of inventory at all CLIENT' pharmacies shall be invoiced to CLIENT on the first (1st) and sixteenth (16th) of every month with a mutually agreed upon ETF process

being set up to pay within three business day. Such process must be in place prior to the initial inventory purchase of pharmaceuticals. Failure to pay within the timeframe outlined in this Paragraph, without a reasonable explanation may cause CLIENT to forfeit all prompt payment discounts from a wholesaler.

As agreed in Paragraph 1.02, pharmaceuticals purchased by On-Site Rx shall be the property of CLIENT; however, On-Site Rx shall retain custody and control of all such property for CLIENT for the term of the Agreement and any renewal period thereafter.

3.02 **Pharmacy Services Fee** – Simultaneous with the execution and delivery of this Agreement, CLIENT shall pay a pro-rated Pharmacy Services Fee based on \$ 7.73 per member per month and \$7.73 per member per month for each full month during the term hereof. CLIENT will be billed on the 25th of each month for the upcoming month. CLIENT shall then have seven working days to remit payment to On-Site Rx via EFT. The Pharmacy Service Fee is a fixed rate that shall increase at a rate not to exceed three (3) percent every twenty-four months.

On-Site Rx and CLIENT have entered into these terms with the understanding that there are approximately 13,000 members and that CLIENT will be optimally served by two pharmacies. Both parties will enter into good faith negotiations if the number of subscribers covered by the plan increases or decreases by more than twenty (20) percent from the initiation of this Agreement or the number of pharmacies is greater than or less than two. Member volume for calculation of such fees shall be based CLIENT's monthly health plan enrollment as provided by their current health plan provider.

3.03 **Labor** – Direct labor, including compensation to independent contractor Pharmacists, as provided by On-Site Rx, shall be included in the fee set forth in paragraph 3.02.

3.04 **Late Fees** – A penalty of 0.06% per day on any unpaid balance will be assessed for each day that any amount due hereunder remains unpaid. All late payment penalties will be invoiced separately. However, in no event shall the penalty be greater than the rate permitted by applicable law.

3.05 **Suspension of Services** – If, at any time, CLIENT fails to pay On-Site Rx within seven working days of the dates as outlined in Article III, then On-Site Rx may suspend all service until all fees and charges, including late fee penalties as outlined in Paragraph 3.04, are paid in full.

3.06 **Accounting** – CLIENT agrees to work with On-Site Rx to adopt internal protocols for the accounting of monies (cash, credit, debit, coupons) collected at the point of sale in each Pharmacy. Pharmaceutical activities at each CLIENT' Pharmacy will be reported to the designated financial institution daily. Pharmaceutical reimbursements from the CLIENT'S designated PBM will be reconciled by On-Site Rx and paid to the CLIENT within ten (10) days of receipt by deposit into a bank account identified by CLIENT.

3.07 **Retention of Funds** – Under no circumstance, shall On-Site Rx, retain any portion of pharmacy funds from CLIENT' prescription benefit manager (PBM). All funds shall be reconciled against actual utilization and returned to CLIENT by ACH each week.

ARTICLE IV **TERM AND TERMINATION**

4.01 **Term** – The term of this Agreement will be for a period of three (3) years and will renew with mutual agreement of the parties for additional one-year periods. Notice of intent to renew may be sent by either party to the other not later than 60 days prior to the end of each one-year term. A party's failure to send such notice may be excused at the sole option of the other party.

4.02 **Termination Without Cause** – This Agreement may be terminated after the initial three-year term following the effective date by either CLIENT or On-Site Rx, without cause, by providing the other party at least 90 days prior written notice.

4.03 **Termination Based on a Material Failure to Perform** – This Agreement may be terminated by either CLIENT or On-Site Rx based on a material failure to perform, by providing the other party at least 60 days prior written notice. The party alleged to be the cause for termination will have 30 days to respond and remedy the cause. Should this party fail to remedy, within reason, the alleged failure to perform, the Agreement shall terminate at the end of the 60- day period.

4.04 **Effect of Expiration or Termination** – The expiration or the termination of this Agreement shall not affect the obligation of CLIENT to pay compensation to On-Site Rx or pay for any outstanding invoice for the period prior to such expiration or termination and shall not affect the obligation of On-Site

Rx to provide services up to the time of such expiration or termination. In the event this Agreement expires or is terminated, On-Site Rx will arrange for Pharmacy records to be transferred to CLIENT or CLIENT' chosen vendor in a HIPAA-compliant manner and in a format acceptable to On-Site Rx and CLIENT. Reasonable and documented costs associated with such transfer shall be the responsibility of CLIENT.

By the date of expiration or termination, or as otherwise mutually agreed, On-Site Rx will remove any of its property from the sites of Pharmacy Services. On-Site Rx will coordinate any return and refund or transfer of pharmaceuticals with CLIENT, to CLIENT's reasonable satisfaction.

4.05 **Employment of Pharmacy Staff** – In the event of termination, CLIENT agrees that neither CLIENT, nor any entity acting on behalf of CLIENT (i.e. competitive vendor) will recruit for employment or employ any Pharmacists or Technicians assigned to CLIENT by On-Site RX for a period of twelve months following the expiration or termination of this Agreement. Should On-Site Rx become aware of such recruiting or employment, CLIENT shall be subject to damages in an amount not less than fifty percent of each affected employee's annual wages.

ARTICLE V MISCELLANEOUS

5.01 **Notice** – All notices and other communications permitted or required pursuant to this Agreement shall be in writing, addressed to the party at the address set forth at the end of this Agreement or to such other address as the party may designate from time to time in accordance with this Paragraph 5.01. All notices and other communications shall be: (i) mailed by overnight delivery service, (ii) by certified or registered mail, return receipt requested, postage pre-paid; (iii) personally delivered; or (iv) sent by telecopy with a receipt confirmation. Notices mailed pursuant to this Paragraph 5.01 shall be deemed given upon receipt if by overnight delivery, as of three days after the date of mailing if by certified or registered mail, and notices personally delivered or sent by telecopy shall be deemed given at time of receipt.

5.02 **Transferability** – Neither CLIENT nor On-Site Rx may assign or otherwise transfer this Agreement to a third party without the prior written consent of the other party.

5.03 **Entire Agreement and Amendment** – This Agreement constitutes the entire agreement between CLIENT and On-Site Rx with respect to its subject matter. This Agreement shall not be amended or waived, in whole or in part, except in writing signed by both CLIENT and On-Site Rx.

5.04 **Governing Law** – This Agreement shall be governed by and interpreted in accordance with the laws of the State of Tennessee, without giving effect to its conflict of laws or provisions.

5.05 **Non-Disclosure** – CLIENT and On-Site Rx shall take all reasonable steps to ensure that all proprietary, confidential, and trade secret information acquired by virtue of the position of the other party under this Agreement shall not be disclosed or used outside of the business of either of the parties. This includes information with respect to the terms of this Agreement or the business of CLIENT and/or On-Site Rx.

Nothing in this Paragraph shall be construed as preventing either party from continuing to use or disclose any information:

- (a) That is in the public domain;
- (b) That subsequently becomes part of the public domain through no act of the party;
- (c) That is disclosed to it by a third party, where said disclosure does not itself violate any contractual or legal obligation;
- (d) That is independently developed by a party; or
- (e) That is known or used by it prior to this Agreement.

The burden of establishing the existence of (a) through (e) of this Paragraph 5.05 shall be upon the party attempting to use or disclose the information.

5.06 **Records** – The parties agree to maintain books, records, and documents generated by themselves or as reported by any contractor to them, insofar as they are related to work performed or money received under this Agreement, for a period of seven full years from the date of final payment for any obligation under or related to this Agreement. Accounting records shall be prepared in accordance with generally accepted accounting principles.

5.07 **Successors** – This Agreement is binding upon the parties, their successors, and assigns. Should On-Site RX anticipate a change in ownership or management it shall give 30 days prior written notice to CLIENT.

5.08 **Force Majeure** – In the event of either party hereto being rendered unable, wholly or in part, by reason of *force majeure*, to carry out its obligations hereunder, the obligations of the disabled party shall be suspended during the continuance of any inability so caused, but for no longer period, and its failure to perform shall not be a breach hereof. Provided, however, that such party suffering the *force majeure* event shall: (i) deliver prompt notice to the party to whom the obligations are due of the occurrence of such event (such notice to describe the circumstances creating the event and the steps that such party proposes to take to eliminate the event or the effects thereof); (ii) use its best efforts to eliminate such event or the effects thereof and deliver weekly status reports regarding such efforts to the party to whom the obligations are due; (iii) promptly deliver notice to the party to whom the obligations are due when such event has been eliminated or has ceased to prevent the performance of the suffering party's obligations; and (iv) proceed to fulfill or perform such obligations as soon as reasonably practical after the event has been eliminated.

5.09 **Indemnification** – On-Site Rx shall indemnify and hold harmless CLIENT for any and all claims arising from its performance of this Agreement or the acts or omissions of any Pharmacists, Technicians or other staff it assigns for the performance of this Agreement. Furthermore, On-Site Rx agrees to provide the above mentioned duties and/or services for the above compensation as independent contractors and not as employees of CLIENT. On-Site Rx agrees to pay all applicable taxes incurred in performance of this Agreement, and further to indemnify and hold CLIENT harmless from any premium, fee, assessment or tax, or penalty for failure to pay the same, including any self-employment tax, that their independent contractors assigned to perform this Agreement may incur. NOT WITHSTANDING PARAGRAPHS 4.02 AND 4.05, BOTH PARTIES SPECIFICALLY AGREE THAT NO CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR PUNITIVE DAMAGES MAY BE AWARDED AS A RESULT OF ANY BREACH OF THIS AGREEMENT, AND EACH WAIVES ITS RIGHTS THERETO.

Both parties understand that this waiver was an integral part of the other party's decision to enter into this Agreement.

5.10 **Non-Discrimination** – The parties hereby agree, warrant, and assure that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to unlawful discrimination in the performance of this Agreement or in the employment practices of the parties on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee law.

IN WITNESS WHEREOF, CLIENT and Onsite-Rx have executed and delivered this Agreement as of the date first above written.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

HAMILTON COUNTY SCHOOLS

Date

By _____

Printed Name

Title

Address

City State Zip

ON-SITE RX, INC.

Date

By _____

Dan Doebler
Printed Name

President
Title

210 Washington Street, N.W., Suite 101
Address

Gainesville Georgia 30501
City State Zip

EXHIBIT A
PERFORMANCE GUARANTEES

On-Site Rx is placing the following guarantees to our performance under this Agreement.

Reporting - Frequency	Reports shall be delivered with frequency as described above (question #2)	Quarterly	\$2,500 per quarter (\$10,000 per annum)
Reporting – Survey Results	Greater than 90% of survey respondents will answer “probably” or “definitely” when asked about getting their next prescription filled at the employee pharmacy	Annual	\$10,000
Client Service	On-Site Rx will meet with Benefits Department not less than twice per year	Annual	\$10,000

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Keith Fogleman, Chief Talent Officer
Brent Goldberg, Chief Business Officer

DATE: September 19, 2019

RE: Public Education Foundation & Project Inspire Opportunity Culture

This is to request approval of a contract with Public Education Foundation and Project Inspire in the amount of \$108,000. Funding for this agreement is cost neutral to the General Purpose Budget through reallocated staffing.

Project Inspire teacher residency prepares residents to become teachers in the context of, and for classrooms in, Hamilton County Schools. This rigorous teacher preparation program blends graduate level course work at Lee University with a classroom apprenticeship and one-on-one coaching with a highly effective teacher in a high-needs classroom.

Project Inspire trains individuals who are passionate about teaching in high-needs schools and will have completed a bachelor's degree prior to starting the residency year. Residents make a four year commitment to teaching in Hamilton County Schools.

The district in partnership with PEF and Project Inspire is piloting the Opportunity Culture model at three locations: Ooltewah High, Red Bank High, and East Ridge Elementary. The model will elevate high performing teachers to multi-classroom leaders expanding their reach and impact on student growth and achievement while placing a resident with a job-embedded license in the classroom with daily modeling, coaching and instruction by the MCL. The six residents participating in the Opportunity Culture sites will be compensated in the amount of \$18,000. The model has been proven in other districts to increase growth and achievement and has been approved as ESSA Tier I intervention model as well.

Thank you for your consideration in this matter.

MEMORANDUM OF UNDERSTANDING

BETWEEN

Hamilton County Department of Education

AND

**The Public Education Foundation and Project Inspire
Opportunity Culture Pilot for 2019-2020 School Year**

PREAMBLE: This Memorandum of Understanding (hereinafter “MOU”) is entered into by and between the Hamilton County Department of Education (hereinafter “HCDE”) and the Public Education Foundation (hereinafter “PEF”) and Project Inspire who elect to set forth and accept all terms and provisions contained herein regarding the **Opportunity Culture teams at three pilot school sites** (Ooltewah High School, Red Bank High School, and East Ridge Elementary School) for the continued benefit of the students educated in HCDE schools and the Hamilton County community as a whole.

VISION AND THEORY OF CHANGE: The Opportunity Culture model proposes to extend the reach of great teachers to impact more students in a positive manner. By embedding residents within Opportunity Culture teams at pilot sites, Project Inspire seeks to do exactly this at both ends of the spectrum of teacher development--novice and leader. Project Inspire residents can extend their reach to shoulder more of the responsibility for leading and driving student engagement in daily instruction. Teacher-educators serving as multi-classroom leaders can extend their coaching reach to include both current teachers and Project Inspire residents--all within the context of a true teaching team with shared responsibility for the success of a larger group of students.

GENERAL PROVISIONS

1. This MOU shall become effective on August 1, 2019 and shall remain in effect in accordance with the terms of this MOU.
2. HCDE and PEF/Project Inspire agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the related regulations associated with each. HCDE and PEF will not discriminate against any individual on the basis of race, religion, creed, color, sex, age, disability, veteran status, or national origin.
3. Either party may terminate this MOU without cause by giving ninety (90) days’ prior written notice to the other party of its intention to terminate.

4. This MOU is not intended to create any rights or interests for any person or entity other than HCDE and PEF/Project Inspire.
5. This document states the entire agreement between HCDE and PEF/Project Inspire with respect to Opportunity Culture teams at project school sites and supersedes any previous and contemporaneous written or oral representations, statements, negotiations, or agreements.
6. Each of the persons signing this MOU on behalf of HCDE and PEF/Project Inspire represent that he or she has authority to sign on behalf of and to bind such party.
7. Signatories of this MOU may assign their rights, duties, or obligations under this MOU, either in whole or in part, without the prior written consent of the other signatories to this MOU, with the understanding that such designations and designees must adhere to any and all MOU parameters.
8. If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU, such provision shall be fully severable. This MOU shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this MOU.
9. Waiver by any signatory to this MOU of any breach of any provision of this MOU or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this MOU shall not operate as a waiver of such right. All rights and remedies provided for in this MOU are cumulative.
10. This MOU may be amended or modified at any time by written mutual agreement of the authorized representatives of the signatories to this MOU. HCDE and PEF/Project Inspire further agree to amend this MOU to the extent amendments are required by an applicable law or policy issued by an appropriate regulatory authority if the amendment does not materially affect the provisions of this MOU. However, if new laws, policies, or regulations applicable to HCDE and/or PEF/Project Inspire are implemented which materially affect the intent of the provisions of this MOU, the authorized representatives of the signatories to this MOU shall meet within a reasonable period of time (e.g., 20 business days from the date of notice of such change of law, policy, or regulations) to confer regarding if and/or how those laws, policies, or regulations will be applied or excepted.
11. This MOU shall be governed and construed in accordance with the laws of the State of Tennessee.

SELECTION OF RESIDENTS, SUBJECTS TAUGHT, AND GRADE AREAS

HCDE and PEF will provide equal input into the selection of Residents. However, HCDE will retain final approval for host sites, as well as the subject areas and grade levels that Residents will teach.

COMMITMENTS OF PEF/PROJECT INSPIRE PARTNERS IN PILOT MODEL

PEF and the Project Inspire staff will coordinate activities related to the support of Project Inspire residents, including:

- Providing coaching and guidance--using program tools--for residents and multi-classroom leaders around the implementation of this pilot model.
- Leading the design/implementation of professional development for multi-classroom leaders and host site principals who are supporting them.
- Coordinating the involvement of national partners (National Center for Teacher Residencies, Public Impact, Success by Design--Charlotte-Mecklenburg Schools) in support of our pilot project.
- The selection process for multi-classroom leaders and clinical instructors must be shared by Project Inspire and Hamilton County Schools, including involvement from Teaching and Learning and the Human Resources departments.

Project Inspire will track student engagement (Tripod), achievement/growth (standardized tests), and stakeholder input (National Center for Teacher Residencies) carefully in order to measure the impact of this pilot--all with the lens of improving students' success rates on the Opportunity Culture teams.

COMMITMENTS OF HAMILTON COUNTY DEPARTMENT OF EDUCATION

The HCDE Human Resources team (hiring, induction, teacher-leadership) will coordinate activities related to the hiring and compensation of multi-classroom leaders and residents, including:

- Supporting the professional development of multi-classroom leaders--around a coaching framework co-constructed with the Project Inspire staff, HCDE Teaching and Learning, and other partners
- Facilitating the payment of pilot site Opportunity Culture resident costs to the Public Education Foundation (see Appendix A)
- Providing certification and/or hiring support to Project Inspire residents serving in this pilot model
- Coordinating strategic conversations with HCDE senior leaders and the Project Inspire partnership about potential opportunities for further development, scaling and support of this pilot model as a key strategy for talent development.

COMMITMENTS OF HOST SITES AND RESIDENTS

The **host site principals** within this pilot play a vital role as champions and catalysts. As champions, principals must rally the school's culture and people behind the value of this model in strengthening teacher preparation, teacher leadership and teacher learning simultaneously. As catalysts, principals must push for the bold and innovative ideas that will be needed to make the model work for their students in their contexts. Specific principal responsibilities include:

- Ensuring that multi-classroom leaders maintain a hybrid teaching/coaching schedule that maintains daily coaching of residents and daily planning with OC team (fidelity of residency model)
- Ensuring, through collaborative design with multi-classroom leaders and Project Inspire staff, that residents begin the clinical apprenticeship with a sustained period (at least 3 weeks) of consistent daily model teaching by the multi-classroom leader
- Attending regular design/implementation sessions with OC team and Project Inspire staff (monthly in summer and throughout the school year)
- Holding a standing weekly meeting with the multi-classroom leader to evaluate OC team, resident, and student progress
- Attending "rounds" observations in OC team classrooms with Project Inspire staff, HCDE Teaching and Learning, and other program stakeholders
- Granting autonomy to the multi-classroom leader to make decisions that support improved resident and/or student learning
- Attending quarterly coaching meetings for PI residents at host sites
- Recommending successful residents for open teaching positions during hiring cycle
- Completing all program-related surveys and evaluations

Multi-classroom leaders will be piloting a new model of teacher-leadership for Project Inspire and HCDE, with the central goal of building the capacity of the Project Inspire residents and other teachers on their respective Opportunity Culture teams. Multi-classroom leaders will also be extending their reach across a focused and autonomous teaching team--where they can maximize their influence and impact as leaders through a blend of coaching, co-teaching, modeling, and collaborative inquiry/reflection. Specific multi-classroom leader responsibilities include:

- Attending the 3-day Project Inspire clinical instructor institute (summer)
- Attending all Project Inspire clinical instructor "labs" (½ day at selected host site)
- Attending "rounds" observations in OC team classrooms with PI staff and other program stakeholders
- Maintaining a weekly schedule that consists mostly of ½ time teaching (their own students) and ½ time coaching (includes common planning and coaching/co-teaching with other team teachers)
- Holding a weekly sacred time meeting to provide evidence-based feedback (including student work) on resident proficiency with core practices in the residency model
- Maintaining a deep sense of responsibility for residents' growth and readiness

- Committing to self-study, alongside the resident, around issues of belief, race, and identity with a shared goal of fostering an inclusive and culturally sustaining classroom
- Representing the national residency work in a shared effort to make the work of teaching visible through a framework for effective mentoring--transparency, multiple opportunities for practices, and targeted/continuous feedback
- Attending standing weekly meeting with principals to evaluate OC team, resident and student progress
- Attending quarterly coaching meetings for residents (and present relevant data)

Residents serving in this pilot model will also be extending their reach by learning to teach within the context of a team, where they will have increased opportunities to demonstrate proficiency and capacity for leading students. Specific resident responsibilities include:

- Attending all aforementioned coaching and sacred time meetings with host site and PI staff--with all relevant data or reflections prepared in advance
- Demonstrating preparedness and capacity for planning and lead-teaching as assigned by the multi-classroom leader
- Investing deeply in the culture of school by building strong relationships with students, faculty and families
- A mid-year check-point regarding the engagement and performance of each resident will take place prior to winter break and will be conducted in partnership with HCDE Teaching and Learning and PEF.
- Residents will commit to teach in a Hamilton County School (not to include Charter Schools) for four years.

PROFESSIONALISM

HCDE and PEF/Project Inspire value their partnership and strive to ensure that it is mutually beneficial. Participants in Project Inspire are reminded that ethical conduct is expected and required. At all times, participants in Project Inspire are expected to:

- conduct themselves in a manner that preserves the dignity and integrity of the education profession;
- meet the high standard to which they are assigned as professionals who carry the substantial public trust of educating children;
- work to maintain the highest possible degree of ethical conduct;
- abide by all applicable federal and state laws;
- encourage all students to learn and assist them in the learning process; and
- safeguard the welfare of students entrusted to their care.

**Hamilton County Department
of Education**

Signature

Name

Title

Date

E-Mail Address

Project Inspire

Signature

Mark Neal

Director, Project Inspire teacher residency

Date

E-Mail Address

Appendix A // Opp. Culture + teacher residency financial model
2019-20

We, the undersigned parties, agree to the following terms and conditions:

Each host residency site within this pilot model has either repurposed a vacant full-time teaching position within their existing 2019-20 budget or has repurposed an equivalent amount of funding within their existing 2019-20 budget--valued at \$60,000 for salary and benefits (based on average experience of a new hire).

Each host site principal has identified at least one multi-classroom leader who will lead the implementation of this model, and has allocated \$10,000 per annual stipend for those multi-classroom leaders. The HCDE HR team will arrange the schedule for payment of these stipends.

Each host site principal has allocated, from the pool of repurposed funds, \$18,000 per resident serving at the site (\$36,000 total, as all pilot sites will be hosting 2 residents each). The HCDE finance and HR teams will coordinate the payment of these funds to the Public Education Foundation by no later than September 1, 2020.

Each host principal will then be able to work with HCS HR and finance teams to allocate any remaining repurposed funds.

By signing and dating below, we agree to uphold the full terms of this agreement:

Keith Fogelman, chief of talent, Hamilton County Schools

Date

Mark Neal, director, Project Inspire teacher residency

Date

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
EXCEPTIONAL EDUCATION
3074 HICKORY VALLEY ROAD
CHATTANOOGA, TN. 37421**

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Garfield Adams, Director, Exceptional Education

DATE: September 19, 2019

RE: Telemetry Corporation

I am requesting that you approve the purchase of the attached Telemetry equipment. The Exceptional Education Department applied and received an IDEA Discretionary Grant to purchase vision screening cards and audiometers for each school building. The audiometers will be used by Ex Ed staff to perform the acuity screenings for students initially referred for special education services and students undergoing reevaluations. Telemetry is the only local provider for audiometers, tympanometers, vision screeners, parts for repairs, and calibration services. The cost for the audiometers, service, and calibration is \$35,535.00 per attached quote and will be paid for out of the IDEA Discretionary Grant.

Exceptional Education is also requesting board approval to continue ordering from Telemetry during the 2019-2020 school year not to exceed \$60,000 to be paid out of GP, IDEA, Part B funds and IDEA Discretionary Grant.

Thank you for your attention to this matter.

Telemetry Corporation

P. O. Box 129
 Rock Spring, GA 30739
 U. S. A.

QUOTATION

Quote Number: 1438
 Quote Date: Aug 6, 2019
 Page: 1

Voice: (706) 375-7070
 Fax: (706) 375-7011

Quoted To:

HAMILTON CO. BOARD OF ED.
 3074 HICKORY VALLEY ROAD
 CHATTANOOGA, TN 37421

Customer ID	Good Thru	Payment Terms	Sales Rep
HAMILTON BOE - TN	10/31/19	Net 30 Days	02

Quantity	Item	Description	Unit Price	Amount
45.00	AX-8102958	Amplivox Screener Audiometer - Pure Tone Audiometer	699.00	31,455.00
			Subtotal	31,455.00
			Sales Tax	
			Freight	
			TOTAL	31,455.00

Telemetry Corporation
P. O. Box 129
Rock Spring, GA 30739
U. S. A.

QUOTATION

Quote Number: 1439
Quote Date: Aug 6, 2019
Page: 1

Voice: (706) 375-7070
Fax: (706) 375-7011

Quoted To:
HAMILTON CO. BOARD OF ED. 3074 HICKORY VALLEY ROAD CHATTANOOGA, TN 37421

Customer ID	Good Thru	Payment Terms	Sales Rep
HAMILTON BOE - TN	6/30/20	Net 30 Days	02

Quantity	Item	Description	Unit Price	Amount
85.00	S-CAL-AUD	ONSITE SERVICE & CALIBRATION OF AUDIOMETER Telemetry is the only local provider of these services.	48.00	4,080.00
			Subtotal	4,080.00
			Sales Tax	
			Freight	
			TOTAL	4,080.00



August 16, 2019

Hamilton County Department of Education:
Sole Source Letter:

To whom it may concern:

Telemetrics Corporation is the only local provider of audiometers, tympanometers, vision screeners, parts for repairs, and calibration services. We are also the only local provider of Acoustical Enclosures (Hearing Testing Booths) and are the only local company that provides installation and relocation services for those enclosures.

We service all makes and models of audiology equipment. The brands that we sell are Ambco, Amplivox, Micro Audiometrics, Honeywell (Titmus), and our own brand of Acoustical Enclosures. We have been in business for 47 years.

Thank you,

Bruce Witt

Bruce Witt
General Manager
Telemetrics Corp.
bruce@telemetricscorp.com
(800)523-8583



Hamilton County Department of Education
Operations Office
3074 Hickory Valley Rd
Chattanooga, TN 37421
(423) 498-6577

Memorandum

To: Hamilton County Board of Education
Bryan Johnson, Ed.D.
Superintendent

From: Marsha Drake Ed.D.
Chief Equity Officer

Date: September 19, 2019

Re: Rosetta Stone Language Learning Suite

The Rosetta Stone Language Learning Suite for K-12 provides flexible e-learning solutions that are easily integrated with the teacher's in-class instruction. Rosetta Stone Foundations engages students by systematically developing fundamental language skills through a predefined sequence and method. This solution enables students with limited or no exposure to their new language to build toward conversational proficiency. Rosetta Stone enables teachers to monitor student progress, incorporate supplemental material into curriculum, and integrate technology-based language learning into their classrooms.

We are requesting approval to expend \$65,000.00 (\$89.00 per pupil) from the Title III budget to renew the fixed-term license for Rosetta Stone, a language learning software. Rosetta Stone Foundations for K-12 (Silver), fixed term license for online access to language lessons and solo activities and stories in one of all commercially available languages and all available levels for use on Windows and Mac computers and includes administrator tools and access to all product specific mobile applications for iOS® or select Android devices (the "License"). The License includes a digital download of Supplementary Materials. Licenses are for named users for a subscription period specified below where all licenses start and end on the same date. Licenses may be transferred to other Authorized End Users during the subscription period. The funds will be provided by Title III federal budget.

The funds will be used to provide course services for up to 650 students and on-demand Professional Development during the 2019-2020 fiscal year.

We appreciate your thoughtful consideration.



Rosetta Stone Ltd.
 135 West Market Street
 Harrisonburg, Virginia 22801
 (P) 800-788-0822
 (F) 540-437-2843
 www.rosettastone.com

SERVICE ORDER FORM

July 2, 2019

Rosetta Stone Contact:
 Alison Casey
 Inside Territory Manager
 Phone: (800) 788-0822 ext. 5259
 Email: acasey@rosettastone.com

Customer Shipping Address:

Julie Legg
 ESOL, World Language, and RTI Director
 Hamilton County Department of Education
 3074 Hickory Valley Rd
 Chattanooga, TN 37421
 US

Contact Phone: (423) 498-7132
 Contact Email: legg_julie@hcde.org

Customer Billing Address:

Julie Legg
 ESOL, World Language, and RTI Director
 Hamilton County Department of Education
 3074 Hickory Valley Rd
 Chattanooga, TN 37421
 US

Billing Contact: _____
 Billing Contact Phone: _____
 Billing Contact Email: _____

We are excited to present this quotation for products and services in the Rosetta Stone® Language Learning Suite. Rosetta Stone Ltd. provides language learning software and services under its Rosetta Stone® brand. Rosetta Stone language products and any related online services, training and user documentation are referred to collectively herein as "Rosetta Stone Product."

PRODUCT DESCRIPTION	QTY	UNIT PRICE	TOTAL
<p>Rosetta Stone English for Education is a fixed term license for online access to the Rosetta Stone Foundations for K-12 (Silver) solution, and includes initial language aptitude placement test (grades 6-12), student activities, and teacher guides in all commercially available levels for use on Windows and Mac computers and access to all product-specific mobile applications for iOS or Android devices (the "License").</p> <p>The License includes enhanced implementation, access to The Bridge, an online global community for learning and sharing best practices for educators using Rosetta Stone and Family Connection, a specialized weekly communication for parents in Spanish. Licenses are for named users for a subscription period specified below where all licenses start and end on the same date. Licenses may be transferred to other Authorized End Users during the subscription period.</p>	650	USD 100.00	USD 65,000.00
Sub Total			USD 65,000.00
Total Sales Tax			USD 0.00
Total Shipping Charges			USD 0.00
Grand Total			USD 65,000.00
Notes			
<ul style="list-style-type: none"> Any applicable sales, use, excise, property or other federal, state, county, municipal, local or foreign taxes, levies, VAT, GTS, or other indirect taxes, customs duties, tariffs, or other imposts are the responsibility of the purchaser; any such amounts included in this quote are estimates for informational purposes only. 			

Pricing is valid through July 31, 2019.

TERM AND TERMINATION

This Agreement becomes effective upon its execution by both parties and continues in effect for a period of 12 months following the service activation date of July 2, 2019 (the "Term"). The Term of this Agreement is renewable upon mutual agreement of the parties.

Rosetta Stone, without prejudice to its other rights hereunder, may immediately and without notice, suspend the delivery of the Rosetta Stone Product and/or terminate this Agreement in the event that Customer: (i) fails to make any payment when due or (ii) becomes insolvent or bankrupt or ceases paying its debts generally as they mature. Without derogation of Rosetta Stone's rights under the preceding sentence, either party may, without prejudice to its other rights, terminate this Agreement forthwith on duly providing written notice to the other party to that effect in the event that the other party neglects or fails to perform or observe any of the material covenants, conditions or agreements contained in this Agreement, and such default is continued for thirty (30) days after the date of the non-defaulting party's notice to the other party. In the event of the expiration or termination of this Agreement for any reason, all rights granted to you hereunder shall terminate, and you shall immediately discontinue, and cause your authorized users to immediately discontinue, all use of Rosetta Stone Product. In the event of the expiration or termination of this Agreement, Rosetta Stone shall have the right to notify all authorized users that their rights to access the Rosetta Stone Product have been terminated.

INVOICING AND PAYMENT TERMS

Rosetta Stone will invoice Customer for the total purchase price stated above [plus all applicable taxes] upon execution of this Order Form by both parties. Invoices are payable on Net 60 day terms, F.O.B. Origin.

ACCEPTANCE

This quote also serves as an order form. In placing this order, customer accepts the terms and conditions described in the Enterprise License Agreement, available at www.rosettastone.com/agreements. Please fax quote along with any applicable purchase order to 540-437-2843.

I (the Customer) have read and accept the Enterprise License Agreement (ELA). The ELA, together with this Rosetta Stone Order Form ('Order Form') constitute the entire Agreement between Rosetta Stone and Customer. CUSTOMER AND ROSETTA STONE AGREE THAT THE TERMS AND CONDITIONS OF THIS AGREEMENT SUPERSEDE ANY PROVISIONS OF ANY CUSTOMER DRAFTED PURCHASE ORDER AND SUPERSEDE ALL PROPOSALS, WRITTEN OR ORAL, AS WELL AS OTHER COMMUNICATIONS BETWEEN CUSTOMER AND ROSETTA STONE RELATING TO THE SUBJECT MATTER HEREOF. IN THE EVENT OF ANY CONFLICT BETWEEN THE TERMS OF THIS ORDER FORM AND THE ENTERPRISE LICENSE AGREEMENT, THE ORDER FORM SHALL GOVERN.

ROSETTA STONE LTD.

By: _____

Authorized Signing Authority

Printed Name/Title

Date

HAMILTON COUNTY DEPARTMENT OF EDUCATION

By: _____

Authorized Signing Authority

Printed Name/Title

Date

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

MEMORANDUM

To: Executive Committee of the Board
Dr. Bryan Johnson, Superintendent

From: Dr. Nakia Towns Edwards, Chief of Staff
Stephanie Hinton, Executive Director of the Opportunity Zone

Date: September 19, 2019

Subject: Read 180 Universal, System 44 and iRead

Please consider approval of this request from Stephanie Hinton for the purchase of Read 180, System 44 and iRead technologies from Houghton Mifflin Harcourt. The total estimated cost for this request is \$246,863.84 for materials and professional development training which will be paid from the Tennessee Department of Education District Priority School Improvement Grant. The schools being served are: Calvin Donaldson Environmental Science Academy, Clifton Hills Elementary, Dalewood Middle School, Hardy Elementary School, Orchard Knob Elementary School, Orchard Knob Middle School, and Woodmore Elementary School.

READ 180 Universal helps educators meet the needs of students in both general and special education using a Multi-Tiered System of Support (MTSS) approach. It focuses on students in grades 4 through 12. This effective method includes progress monitoring, professional development and collaboration between school and family.

System 44 is for students who are significantly behind or have learning challenges in upper elementary grades. It places all students, at any level, on a path to achievement and provides the foundational tools they need to achieve real success in school and life. System 44 provides everything students and teachers need for simple, clear instruction and classroom engagement, including digital tools, real-time data, implementation support and professional learning.

iRead will focus on primary grades with K – 2 students. This adaptive software allows for uniquely tailored instruction and practice for every child while a virtual staff of dynamic faculty members guide children through lessons targeting phonological awareness, alphabet knowledge, phonics, decoding, word recognition, fluency, and morphological awareness

Thank you for your approval of this request.

HAMILTON COUNTY DEPARTMENT OF EDUCATION
INDEPENDENT CONTRACTOR / CONSULTANT AGREEMENT

Name of Contractor/Consultant: Houghton Mifflin Harcourt Publishing Company Date: August 27, 2019

Address: 125 High Street City: Boston ST: MA Zip: 02110

EIN or SS#: 04-1456030 Ph: 617.351.5000 Cell: _____ Fax: _____

School/Department/Group to be served: Hamilton County School District - Opportunity Zone Schools

Services to be provided: See attached description for full details
Read 180 Universal and System 44 NG materials and services per attached HMH cost proposal 007292462 dated 6/21/19

Expected outcomes (attach credentials): See attached for detailed information
Raise student reading achievement with research-based tools and strategies. Develop content knowledge and foundational literacy skills students need to be successful in school, workplace and society

Explain how this will align w/improvement plans already in place: See attached for detailed information
Put into practice focused, high impact teaching and learning strategies in reading and writing

Explain how effectiveness will be measured: See attached for detailed information
Increase teachers' proficiency using data to inform and differentiate instruction

of participants/positions/substitutes required Not applicable

Agreement effective from August 27, 2019 through June 30, 2020 (Date of contract cannot extend beyond the fiscal year end of June 30th)

Upon completion of above services, contractor/consultant shall be paid within a reasonable time after submission of an invoice, the following:

_____ Fee schedule per: hour day event (Choose One)

_____ Other expense including hotel, transportation, meals, materials
(Receipts required for authorization of payment)

\$246,863.84 per attached HMH cost proposal
#007292462 dated 6/21/19 Total expense "not to exceed" this amount

Background check required: YES NO Certificate of Liability Insurance required: YES NO

Contractor/Consultant signature: *Michelle Jacobson* Date: August 29, 2019

Funding Source: General Fund School Based Title Grant Career/Tech Ex Ed

Services/Expenses charged to: (ORG) 21521000 (OBJ) 51104291

Principal/Program Director: *Stephanie Jinton* Date: _____

Budget Manager: *Alvina M. Kauffman* *Exec Prog* Date: 8-30-19

Director of Acctg/Budgeting: *Brent Goldberg* *by Kimberly R. Hughes* Date: 9-3-19

Asst/Assoc Superintendent: *[Signature]* Date: 9/14/19

Superintendent: *[Signature]* Date: 9/4/19

OKD
8-3-19



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/14/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.certrequest@Marsh.com Fax: 212-948-4377	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE	
CN101382668-STND-GAWU-19-20	INSURER A : ACE American Insurance Company	NAIC # 22667
INSURED HOUGHTON MIFFLIN HARCOURT COMPANY AND ITS WHOLLY OWNED SUBSIDIARIES 125 HIGH STREET, SUITE 900 BOSTON, MA 02110	INSURER B : Indemnity Insurance Company of North America	NAIC # 43575
	INSURER C : ACE Property & Casualty Insurance Company	NAIC # 20699
	INSURER D : _____	NAIC # _____
	INSURER E : _____	NAIC # _____
	INSURER F : _____	NAIC # _____

COVERAGES **CERTIFICATE NUMBER:** NYC-009217762-17 **REVISION NUMBER: 2**

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____		HDO G71233571	05/15/2019	05/15/2020	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
						MED EXP (Any one person)	\$ 50,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY		ISA H25280210	05/15/2019	05/15/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS		G71523767 001	05/15/2019	05/20/2020	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
						SIR	\$ 10,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WLR C65892315 (CA)	05/15/2019	05/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	WLR C6589239A (AOS)	05/15/2019	05/15/2020	E.L. EACH ACCIDENT	\$ 1,000,000
A	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	SCF C65892352 (WI)	05/15/2019	05/15/2020	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER HAMILTON COUNTY BOARD OF EDUCATION 3074 HICKORY VALLEY ROAD CHATTANOOGA, TN 37421	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Christopher J. King <i>Christopher J. King</i>
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Release and Waiver of Liability

Please read carefully. This is a legal document that affects your legal rights.

This Release and Waiver of Liability (the "Release") executed on this 27th day of August, 2019, by Houghton Mifflin Harcourt Publishing Company (the "Contractor") in favor of Hamilton County Department of Education and Opportunity Zone Schools/Hamilton (site of Contractor work), their officers, employees, and agents (collectively, "HCDE".)

The Contractor desires to work for HCDE and engage in the activities related to being a Contractor (the "Activities").

The Contractor hereby freely, voluntarily, and without duress executes this Release under the following terms:

1. **Release and Waiver.** Contractor does hereby release and forever discharge and hold harmless HCDE and its employees and assigns from any and all liability, claims, and demands of whatever kind or nature, either in laws or in equity, which arise or may hereafter arise from Contractor's Activities with HCDE.

Contractor understands that this Release discharges HCDE from any liability or claim that the Contractor may have against HCDE with respect to bodily injury, personal injury, illness, death, or property damage that may result from Contractor's Activities with HCDE, whether caused by the negligence of HCDE, or its employees, or otherwise. Contractor also understands that HCDE does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, auto or disability insurance in the event of injury or illness.

2. **Medical Treatment.** Contractor does hereby release and forever discharge HCDE from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Contractor's Activities with HCDE.

3. **Assumption of Risk.** The Contractor understands that the Activities include work that may be hazardous to the Contractor, including, but not limited to, lifting, loading and unloading, and transportation to and from the Contractor site.

Contractor hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases HCDE from all liability for injury, illness, death, or property damage resulting from the Activities.

4. **Insurance.** The Contractor understands that HCDE does not carry or maintain property, health, medical, auto or disability insurance coverage for any Contractor.

Each Contractor is expected and encouraged to obtain his or her own property, medical, liability, auto or health insurance coverage.

5. ~~Photographic Release.~~ Contractor does hereby grant and convey unto HCDE all right, title, and interest in any and all photographic images and video or audio recordings made by HCDE during the Contractor's activities with HCDE. *laj*

6. **Other.** Contractor expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Tennessee, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Tennessee. Contractor agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Contractor has executed this Release as of this day and year:

Date: 8/29/19 Contractor name (printed): Houghton Mifflin Harcourt Publishing Company

Witness: *Nancy Conday* Signature Contractor: *Tim A. Anderson* Signature



Houghton Mifflin Harcourt

Proposal

Prepared For

Hamilton Co School District

3074 Hickory Valley Rd
Chattanooga TN 37421

For the Purchase of:

Opportunity Zone Read 180 Universal and System 44 and iRead 1 year

1 Year Subscription

Prepared By
Tricia M. Seely
tricia.seely@hnhco.com

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

Attention:
Stephanie Hinton
hinton_s@hcde.org
HMH Confidential and Proprietary

Intervention Solutions Group
255 38th St. Suite L
St. Charles, IL 60174
FAX: 800-724-4716
InterventionSolutionsOrders@hnhco.com

Hamilton Co School District

Opportunity Zone Read 180 Universal and System 44 and iRead 1 year

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<u>R180 U Stage A</u>						
Student Subscription Package						
6002936	9781328018960 READ 180 Universal Stage A Student Subscription Package 1 Year <i>Includes READ 180, Reading Inventory, and Phonics Inventory student software subscription and Real Book for 1 student. Software to be hosted by HMH.</i>	\$199.00	288	\$57,312.00	\$22,924.80	\$34,387.20
Total for Student Subscription Package				\$34,387.20		
Teacher Subscription						
	9781328018953 READ 180 Universal Stage A Teacher License	\$299.00	5	\$1,495.00	\$299.00	
Total for Teacher Subscription						
Classroom Package						
3031480	9781328017835 READ 180 Universal Stage A Classroom Package <i>Includes the READ 180 Universal Teacher Bookshelf and READ 180 Universal Independent Reading Library (Paperback Collection; 30 titles, 4 copies each and Audiobook Collection; 5 titles, 4 copies each)</i>	\$4,499.00	5	\$22,495.00	\$8,998.00	\$13,497.00
Total for Classroom Package				\$13,497.00		
Total for R180 U Stage A				\$47,884.20		
<u>R180 U Stage B</u>						
Student Subscription Package						
6002939	9781328019011 READ 180 Universal Stage B Student Subscription Package 1 Year <i>Includes READ 180, Reading Inventory, and Phonics Inventory student software subscription and Real Book for 1 student. Software to be hosted by HMH.</i>	\$199.00	155	\$30,845.00	\$12,338.00	\$18,507.00
Total for Student Subscription Package				\$18,507.00		
Teacher Subscription						
	9781328018980 READ 180 Universal Stage B Teacher License	\$299.00	2	\$598.00	\$299.00	
Total for Teacher Subscription						
Classroom Package						
3031485	9781328017842 READ 180 Universal Stage B Classroom Package <i>Includes the READ 180 Universal Teacher Bookshelf and READ 180 Universal Independent Reading Library (Paperback Collection; 30 titles, 4 copies each and Audiobook Collection; 5 titles, 4 copies each)</i>	\$4,499.00	2	\$8,998.00	\$3,599.20	\$5,398.80
Total for Classroom Package				\$5,398.80		
Total for R180 U Stage B				\$23,905.80		
<u>R180 U Stage C</u>						
Student Subscription Package						
6002842	9781328019042 READ 180 Universal Stage C Student Subscription Package 1 Year <i>Includes READ 180, Reading Inventory, and Phonics Inventory student software subscription and Real Book for 1 student. Software to be hosted by HMH.</i>	\$199.00	160	\$31,840.00	\$12,738.00	\$19,104.00
Total for Student Subscription Package				\$19,104.00		
Teacher Subscription						
	9781328019875 READ 180 Universal Stage C Teacher License	\$299.00	2	\$598.00	\$299.00	



Houghton Mifflin Harcourt

Attention:
Stephanie Hinton
hinton_s@hcde.org
HMH Confidential and Proprietary

Intervention Solutions Group
255 38th St. Suite L
St. Charles, IL 60174
FAX: 800-724-4716
InterventionSolutionsOrders@hmcoco.com

Hamilton Co School District

Opportunity Zone Read 180 Universal and System 44 and iRead 1 year

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
R180 U Stage C						
Total for Teacher Subscription						
Classroom Package						
3031466	9781328017859 READ 180 Universal Stage C Classroom Package	\$4,499.00	2	\$8,998.00	\$3,599.20	\$5,398.80
<i>Includes the READ 180 Universal Teacher Bookshelf and READ 180 Universal Independent Reading Library (Paperback Collection; 30 titles, 4 copies each and Audiobook Collection; 5 titles, 4 copies each)</i>						
Total for Classroom Package				\$5,398.80		
Total for R180 U Stage C				\$24,602.80		
Professional Development Services						
Implementation Services						
3031419	9781328018748 Read 180 Universal Getting Started Service Bundle, 2 Days	\$5,600.00	1	\$5,600.00		\$5,600.00
Total for Implementation Services				\$5,600.00		
Coaching						
3026810	9780545899499 Read 180 Universal Individual Coaching Full Day In Person	\$2,800.00	20	\$56,000.00		\$56,000.00
<i>Individual Coaching: This side-by-side, individual coaching helps educators integrate new skills immediately into their practice. Individual Coaching can include lesson modeling, which provides teachers with professional learning before, during, and after lesson delivery.</i>						
Total for Coaching				\$56,000.00		
Technical Services						
3031522	9781328021007 TechIntegrate On-Site, 1 Day (SIS)	\$2,800.00	1	\$2,800.00		\$2,800.00
Total for Technical Services				\$2,800.00		
Total for Professional Development Services				\$64,400.00		
System 44 NG Upper Elementary						
	9781328018441 System 44 Stage UE Teacher License	\$299.00	5	\$1,495.00	\$2,997.00	
Student Subscription Package						
6002945	9781328018073 System 44 Upper Elementary Student Subscription Package, 1 Year	\$199.00	75	\$14,925.00	\$5,970.00	\$8,955.00
<i>Includes: System 44, Reading Inventory, Phonics Inventory, and Reading Counts! student software subscription and 44Book for 1 student. Software to be hosted by HMH.</i>						
Total for Student Subscription Package				\$8,955.00		
Classroom Package						
3026983	9780545582049 System 44 Next Generation Upper Elementary Additional Classroom Pack	\$4,499.00	5	\$22,495.00	\$8,988.00	\$13,497.00
<i>Includes: Complete Upper Elementary Teaching System, Complete Upper Elementary Paperback and Audiobook Library (56 titles, 5 copies of each title), Word Building Kit (4 kits), and Decodable Digests (one 10-pack)</i>						
Total for Classroom Package				\$13,497.00		
Total for System 44 NG Upper Elementary				\$22,452.00		
System 44 NG Secondary 6-8						
Student Subscription Package						



Houghton Mifflin Harcourt

Attention:
Stephanie Hinton
hinton_s@hcde.org
HMH Confidential and Proprietary

Intervention Solutions Group
255 38th St. Suite L
St. Charles, IL 60174
FAX: 800-724-4716
InterventionSolutionsOrders@hmcde.com

Hamilton Co School District

Opportunity Zone Read 180 Universal and System 44 and iRead 1 year

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
System 44 NG Secondary 6-8						
8002948	9781328019482 System 44 NG Secondary Student Subscription Package 1 Year Grade 6-8	\$189.00	194	\$38,608.00	\$15,442.40	\$23,163.60
<i>Includes: System 44, Reading Inventory, Phonics Inventory, and Reading Counts! student software subscription and 44Book for 1 student. Software to be hosted by HMH.</i>						
Total for Student Subscription Package				\$23,163.60		
Teacher Subscription						
	9781328018472 System 44 Stage S Teacher License	\$299.00	4	\$1,198.00	\$778.60	
Total for Teacher Subscription						
Classroom Package						
3028984	9780545582056 System 44 Next Generation Secondary Additional Classroom Pack	\$4,499.00	4	\$17,998.00	\$7,198.40	\$10,797.60
<i>Includes: Complete Secondary Teaching System, Complete Upper Elementary Paperback and Audiobook Library (56 titles, 5 copies of each title), Word Building Kit (4 kits), and Decodable Digests (one 10-pack)</i>						
Total for Classroom Package				\$10,797.60		
Total for System 44 NG Secondary 6-8				\$33,961.20		
iRead						
Student Subscription Package						
6001527	9780545603386 iRead Annual License Subscription	\$24.00	150	\$3,800.00	\$1,440.00	\$2,160.00
Total for Student Subscription Package				\$2,160.00		
Teacher Subscription						
6002868	9781328018078 iRead Teacher Subscription Package, 1 Year	\$150.00	5	\$750.00	\$750.00	
<i>Includes 1 Professional Guide, Classroom Posters, and 1 Teacher Subscription License</i>						
Total for Teacher Subscription						
Libraries						
3027104	9780545700511 iRead Book Library, Levels A, B, & C	\$1,799.00	5	\$8,995.00	\$3,598.00	\$5,397.00
<i>Includes 90 titles from all three levels (6 copies each), Teaching Resources, instructional cards, classroom posters, and library storage bins</i>						
Total for Libraries				\$5,397.00		
Total for iRead				\$7,557.00		
Professional Development Services						
Implementation Services						
3028181	9780545605818 System 44 Next Generation Getting Started Professional Learning Day 1 In Person	\$2,800.00	1	\$2,800.00		\$2,800.00
Total for Implementation Services				\$2,800.00		
Implementation Services						
3028149	9780545604192 iRead Getting Started Professional Learning Day 1 In Person	\$2,800.00	1	\$2,800.00		\$2,800.00
Total for Implementation Services				\$2,800.00		
Total for Professional Development Services				\$5,600.00		



Houghton Mifflin Harcourt

Attention:
Stephanie Hinton
hinton_s@hcde.org
HMH Confidential and Proprietary

Intervention Solutions Group
255 38th St. Suite L
St. Charles, IL 60174
FAX: 800-724-4718
InterventionSolutionsOrders@hmc.com

Proposal Date: 6/21/2019

Proposal for

Expiration Date:10/15/2019

Hamilton Co School District

Opportunity Zone Read 180 Universal and System 44 and iRead 1 year

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Proposal Summary						
		Total Savings:		\$110,821.20		
		Subtotal Purchase Amount:		\$230,263.00		
		Shipping & Handling (10.50%):		\$16,600.84		
		Total Cost of Proposal (PO Amount):		\$246,863.84		



Houghton Mifflin Harcourt

Attention:
Stephanie Hinton
hinton_s@hcde.org
HMH Confidential and Proprietary

Intervention Solutions Group
255 38th St. Suite L
St. Charles, IL 60174
FAX: 800-724-4718
InterventionSolutionsOrders@hmcde.com

Hamilton Co School District

Opportunity Zone Read 180 Universal and System 44 and iRead 1 year

Total Cost of Proposal (PO Amount): \$ 246,863.84

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development

- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:

Hamilton County School District
 3074 Hickory Valley Rd
 Chattanooga TN 37421-1273

Sold to:

Hamilton County School District
 3074 Hickory Valley Rd
 Chattanooga TN 37421-1273

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our standard shipping terms are FOB Shipping Point. The shipping term for your proposal is FOB Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 6/21/2019

Proposal Expiration Date:10/15/2019



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Attention:
 Stephanie Hinton
 hinton_s@hcde.org
 HMH Confidential and Proprietary

Intervention Solutions Group
 255 38th St. Suite L
 St. Charles, IL 60174
 FAX: 800-724-4716
 InterventionSolutionsOrders@hmhco.com

PROFESSIONAL DEVELOPMENT

HMH has designed an integrated plan that provides initial and ongoing professional development for teachers and administrators. As your partner, HMH will be focused on listening to Hamilton Co School District teachers and administrators, understanding their needs, giving them the knowledge and resources that optimize the success of the implementation of *READ 180 Universal*, *System 44 Next Generation*, and *iRead* and providing realistic methods of ongoing support. HMH's professional learning services will give both novice and seasoned educators expertise in the program itself and in the proven best practices of instruction. Our professional development sessions give educators comprehensive understanding of the program's methodology, teacher and student materials, technology, differentiated instruction, assessments, and reports and data analysis. With in-person and web-based training, personalized coaching, and individualized support services, educators get the hands-on experience and knowledge that will maximize the Hamilton Co School District return on investment and raise student achievement.

HMH wants to ensure the successful implementation of our programs at launch and for years to come. To do this, we offer best practices recommendations and optional supports across four levels: implementation planning, blended professional learning, data analytical services, and technical services.

A Continuum of Services

To ensure success of our intervention programs, we offer a continuum of services that spans the school year. This continuum not only makes certain that teachers and students are able to get started with the program right away, but that they are also supported throughout the year. Our continuum includes planning, professional learning, mid-year and end-of-year check-ins, follow up learning, embedded coaching, data analysis, and technical services.

HMH's blended professional learning model moves beyond the one-size-fits-all approach to include in-person and online support that is flexible, collaborative, and personalized to meet the needs of Hamilton County Schools. Together, we will help create meaningful learning



experiences for long-term, sustainable growth.

Implementation Planning and Check-Ins.

To support the sustainability of our programs and to ensure optimal implementation of the programs across all schools, HMH will collaborate with District leadership to create an implementation plan. This plan will include scope of work, implementation goals, the on-going monitoring of success towards those goals and implementation models. Other actions may include:

- Identifying implementation support team members
- Creating a planning checklist for the partnership
- Creating an assessment and progress monitoring calendar, including Mid and End-of-Year reporting with student achievement, program evaluation, and recommendations
- Conducting technology audit and dates for technology meeting and installation

Planning meetings at mid-year and end-of-year provide an opportunity to review growth and keep the implementation on track. An HMH Professional Learning Consultant works with teachers and leaders to analyze core reports from the management system to target individual students' needs and identify next steps for instruction, monitoring, and assessment based on report data.

Professional Learning

HMH offers highly adaptable and flexible professional learning resources and opportunities to help Hamilton Co School District teachers and leaders at all levels of experience successfully implement HMH programs, deepen content and pedagogical knowledge, and improve instructional practice.

Getting Started with READ 180 Universal

Audience: Teachers, Teacher leaders

Delivery: 2 Full Days; In Person

In this introductory two-day course, participants have meaningful, hands-on or virtual



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experiences to learn about their program’s organization, and design. Through direct instruction and guided practice, participants also experience program resources from both a student and teacher perspective. Teachers will build understanding and confidence to ensure a strong implementation. They will learn to support differentiation, assessment, and effective whole and small group instruction using program resources and instructional tools. In addition, they will learn the tools to enhance both their instructional delivery and student learning using HMH technology.

Getting Started with System 44 Next Generation

Audience: Teachers, Teacher leaders

Delivery: Full Day; In Person

Teachers are introduced to the clear instructional path in System 44 Next Generation and how it helps struggling readers achieve mastery of foundational skills in phonics, comprehension, and writing. The professional learning includes a differentiated path for participants using System 44 Next Generation in a READ 180 classroom. During training, teachers better understand how System 44 Next Generation raises student reading and writing achievement and increases college and career readiness. They will experience the Instructional Model from the students’ perspective and learn to use resources to effectively teach, manage, and assess each part of the Instructional Model. Training will address how to manage classes and enrollment, plan and teach effectively with the Teacher Dashboard, and how to use Multi-Tiered System of Supports resources and support IEPs. Before we finish, teachers will plan for the first three weeks, including administering and monitoring the *HMH Phonics Inventory*.

Getting Started with iRead

Delivery options: Full day, in person

Audience: Teachers, coaches, and administrators

This course introduces participants to *iRead* and the ways it personalizes learning for each child, ensures mastery of foundational reading skills, and puts all children on a predictable path to grade-level proficiency. Participants will understand how *iRead* uses adaptive



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technology to build foundational reading skills for all children, experience *iRead* from the students' perspective, and learn to use the Professional Guide to identify resources that enrich instruction. In addition, teachers will learn to efficiently manage classes, plan instruction, and monitor and assess progress with program technology. Before they leave, teachers will understand how to create a plan to seamlessly implement *iRead* with their core reading program.

Embedded Professional Learning

Beyond the *Getting Started* courses, professional learning embedded in the HMH program help teachers deepen their understanding of how to effectively implement the program with a focus on instruction, lesson planning, and leveraging high-impact strategies.

- ***Getting Started On-Demand Webinars.*** The on-demand *Getting Started with READ 180 Universal Webinar*, the on-demand *Getting Started with System 44 Next Generation Webinar*, and the on-demand *Getting Started with iRead* sessions complement *Getting Started* sessions and may be used as either an introduction or to enhance and extend learning. Teachers can work at their own pace to learn about the program's organization, student experience, teaching and planning with print and digital resources as well as assessment, data and reports. Teachers can revisit the webinar throughout the year, making it an excellent resource for professional learning communities to share strategies and suggestions for a successful program implementation.
- Comprehensive ***Professional Learning Guides*** support our *Getting Started* sessions, provide additional support throughout the implementation, and offer comprehensive overviews of the programs' architecture and instructional strategies.
- *Getting Started Your First Two Weeks* includes lessons and resources for your first two weeks in ***READ 180*** and ***System 44***.
- ***Teacher Central.*** An online experience provides teachers with digital teaching, lesson planning, professional development, progress monitoring tools, and support resources in a centralized location. The Teacher Central Resource Library contains downloadable resources for lessons and professional development, sorted by category.



Job-Embedded Coaching

HMH recognizes that professional growth occurs through a sustained learning process in which the personal needs of each participant are systematically and strategically elevated and supported. HMH makes it possible for you to provide teachers with that sustained, personalized learning process through our professional coaching services. HMH offers a blended approach to coaching, with a mix of in-person, on-site sessions and online touchpoints that offer contemporary flexibility and collaborative learning.

Professional coaching for individuals or teams provides opportunities to gain knowledge from an HMH consultant with expertise in our programs and in contemporary best practices. The key focus areas of coaching are instruction, lesson design, data-driven decision-making, and content. HMH's Professional Learning Consultants model high-impact instructional strategies; sharpen teachers' expertise by answering program and practice questions; lead grade-level program sessions centered on evidence of student learning; and help teachers select, monitor, and achieve goals.



In regular online touchpoints, HMMH's Professional Learning Consultants guide reflection on implementation and provide guidance that strengthens teachers' practice. With HMMH's professional coaching, Hamilton Co School District's teachers will have the sustained professional learning needed to cultivate significant growth.

Technical Services

The HMMH Technical Services team is committed to helping each district get the most out of its digital implementation. Through proactive technical guidance and ongoing support, our team provides the service needed to transform student learning with technology. We offer product support, technical staff training, installation, data services, and web-based hosting solutions to ensure programs work efficiently and with optimal results. Our technical experts tailor each implementation model to the district as they share best practices and lessons learned from working with districts around the country.

TechIntegrate is designed for customers who need specific, targeted assistance with technology issues. If a school or district needs custom implementation help on a pay-by-day basis, then *TechIntegrate* is the perfect solution.

Suggested Professional Learning Plan

Below please find a suggested professional learning plan and schedule in accordance with Hamilton Co School District tentative timeline. Actual plans will be created in collaboration with school and District leaders and based upon the needs of the individual schools. This plan includes training, resources, and professional learning opportunities available to the District and its teachers to support the curriculum implementation and use of related instructional materials, technology, and online resources.

<i>Hamilton Co School District</i>		
Timeline	Best Practices Professional Learning: Year 1*	Recommendation
September	Implementation Planning Meeting	<i>Included with Year 1 purchase</i>



September	Technical Services: <i>TechIntegrate</i>	Recommend one session per year
September	<i>Getting Started with READ 180 Universal</i>	Recommend one two-day, in person session for up to 35 teachers per session
September	<i>Getting Started with System 44 Next Generation</i>	Recommend one full day, in person session for up to 35 teachers per session
September	<i>Getting Started with iRead</i>	Recommend one full day, in person session for up to 35 teachers per session
Anytime	Embedded Professional Development	No limits
	Individual Coaching Individual Coaching brings the coaching experience into 1:1 context. It is a collaborative conversation between the teacher and an HMH Certified Coach, focused on deepening understanding of student work, student learning targets, instructional practices, goal setting, and action steps. The blended team coaching model includes: <ul style="list-style-type: none"> • 20 Individual Coaching sessions to be used in support of R180U & S44 	Recommend in person coaching 4 sessions per teacher
December/ January	Mid-year Check-in Meeting	<i>Included with Year 1 purchase</i>
May/June	End-of-Year Check-in Meeting	<i>Included with Year 1 purchase</i>

*A training plan will be customized from the above based on the District's needs annually for life of adoption.



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

MEMORANDUM

To: Executive Committee of the Board
Dr. Bryan Johnson, Superintendent

From: Dr. Nakia Towns Edwards, Chief of Staff
Stephanie Hinton, Executive Director of the Opportunity Zone

Date: September 19, 2019

Subject: Math in Focus Materials

Please consider approval of this request from Stephanie Hinton for the purchase of Math in Focus student workbooks, manipulatives and professional development training from Houghton Mifflin Harcourt. The total estimated cost for this request is \$55,480.80 for materials and professional development training which will be paid from the Tennessee Department of Education School Level Improvement Grant allocated for Calvin Donaldson Environmental Science Academy.

This supplemental math program will ensure teachers and students approach each math lesson with the enthusiasm and confidence that is proven to yield success. This approach is based on powerful visual models, engaging hands-on activities and a consistent K – 8 pedagogical approach. It empowers students to develop the critical-thinking skills, positive attitudes, and confidence needed to set the stage for achievement.

This proposal is broken down the following ways. \$38,292.00 will be used to purchase math workbooks for all students along with teacher additions. Additionally, \$8,788.80 will be used to purchase classroom sets of manipulatives for each grade level. The final cost is \$8,400.00 which will be used for teacher professional development sessions to train teachers to successfully utilize this program within their classrooms.

Thank you for your approval of this request.



Houghton Mifflin Harcourt

Proposal

Prepared For

Calvin Donaldson Elem School

927 W 37th St
Chattanooga TN 37410

For the Purchase of:

Math In Focus Non-CC 2018

Prepared By
Tricia M. Seely
tricia.seely@hnhco.com
Coupon Code: PRODPB15

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt
Coupon Code: PRODPB15

Attention:
Odom Rosalynda
odom_r@hcde.org
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Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hnhco.com

**Proposal for
Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

ISBN	Title	Price	Quantity	Value of all Materials
Grade K				
Student Resource				
1715626 9781328479785	2018 Math in Focus (STA) Student Resource Package with 1 Year Digital Grade K	\$31.90	80	\$2,552.00
<i>Package Includes:</i> <i>Math In Focus Student Edition, Book A Part 1 1 Year Print Subscription Grade K</i> <i>Math In Focus Student Edition, Book A Part 2 1 Year Print Subscription Grade K</i> <i>Math In Focus Student Edition, Book B Part 1 1 Year Print Subscription Grade K</i> <i>Math In Focus Student Edition, Book B Part 2 1 Year Print Subscription Grade K</i> <i>Math in Focus Student Edition and Resources Online 1 Year Digital Grade K</i>				
Total for Student Resource				\$2,552.00
Teacher Resource				
1734720 9781328630674	2018 Math in Focus (STA) Teacher Resource Package with 1 Year Digital Grade K	\$485.00	4	\$1,940.00
<i>Package Includes:</i> <i>Math In Focus Teacher Edition, Volume A Grade K</i> <i>Math In Focus Teacher Edition, Volume B Grade K</i> <i>Math In Focus Big Book, Volume A Grade K</i> <i>Math In Focus Big Book, Volume B Grade K</i> <i>Math In Focus Assessment Grade K</i> <i>Math In Focus Enrichment Blackline Master A Grade K</i> <i>Math In Focus Enrichment Blackline Master B Grade K</i> <i>Math In Focus Extra Practice Blackline Master A Grade K</i> <i>Math In Focus Extra Practice Blackline Master B Grade K</i> <i>Math In Focus Home to School Connection Book Grade K</i> <i>Teacher and Student Activity Cards Grade K</i> <i>Math in Focus Teacher Digital Management Center Online 1 Year Digital Grade K</i>				
Total for Teacher Resource				\$1,940.00
Total for Grade K				\$4,492.00
Grade 1				
Student Resource				
1734756 9781328631039	2018 Math in Focus (STA) Student Edition and Workbook Set with Digi+ with 1Year Digital Grade 1	\$58.00	80	\$4,640.00
<i>Package Includes:</i> <i>Math In Focus Student Edition, Book A Grade 1</i> <i>Math In Focus Student Edition, Book B Grade 1</i> <i>Math In Focus Student Workbook, Book A 1 Year Print Subscription Grade 1</i> <i>Math In Focus Student Workbook, Book B 1 Year Print Subscription Grade 1</i> <i>Math in Focus Student Edition and Resources Online 1 Year Digital Grade 1</i> <i>Math in Focus Online Digi+ Student 1 Year Digital Grade 1</i>				
Total for Student Resource				\$4,640.00
Teacher Resource				


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 odom_r@hcde.org
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 k12orders@hmhco.com

**Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

ISBN	Title	Price	Quantity	Value of all Materials
Grade 1				
1734721 9781328630681	2018 Math in Focus (STA) Teacher Resource Package Digi+ with 1 Year DigitalGrade 1	\$470.00	4	\$1,880.00
<i>Package Includes:</i> Math In Focus Teacher Edition, Book A Grade 1 Math In Focus Teacher Edition, Book B Grade 1 Math In Focus Enrichment Blackline Master A Grade 1 Math In Focus Enrichment Blackline Master B Grade 1 Math In Focus Extra Practice Blackline Master A Grade 1 Math In Focus Extra Practice Blackline Master B Grade 1 Math In Focus Reteach Blackline Master A Grade 1 Math In Focus Reteach Blackline Master B Grade 1 Math In Focus Assessments Grade 1 Math In Focus School-to-Home Connections Grade 1 Math in Focus Teacher Digital Management Center Online 1 Year Digital Grade 1 Math in Focus Online Digi+ Teacher 1 Year Grade 1				
Total for Teacher Resource				\$1,880.00
Total for Grade 1				\$6,520.00
Grade 2				
Student Resource				
1734757 9781328631046	2018 Math in Focus (STA) Student Edition and Workbook Set with Digi+ with 1Year Digital Grade 2	\$58.00	80	\$4,640.00
<i>Package Includes:</i> Math In Focus Student Edition, Book A Grade 2 Math In Focus Student Edition, Book B Grade 2 Math In Focus Student Workbook, Book A 1 Year Print Subscription Grade 2 Math In Focus Student Workbook, Book B 1 Year Print Subscription Grade 2 Math in Focus Student Edition and Resources Online 1 Year Digital Grade 2 Math in Focus Online Digi+ Student 1 Year Digital Grade 2				
Total for Student Resource				\$4,640.00
Teacher Resource				
1734722 9781328630698	2018 Math in Focus (STA) Teacher Resource Package Digi+ with 1 Year DigitalGrade 2	\$470.00	4	\$1,880.00
<i>Package Includes:</i> Math In Focus Teacher Edition, Book A Grade 2 Math In Focus Teacher Edition, Book B Grade 2 Math In Focus Enrichment Blackline Master A Grade 2 Math In Focus Enrichment Blackline Master B Grade 2 Math In Focus Extra Practice Blackline Master A Grade 2 Math In Focus Extra Practice Blackline Master B Grade 2 Math In Focus Reteach Blackline Master A Grade 2 Math In Focus Reteach Blackline Master B Grade 2 Math In Focus Assessments Grade 2 Math In Focus School-to-Home Connections Grade 2 Math in Focus Transition Guide Grades 2-5 Math in Focus Teacher Digital Management Center Online 1 Year Digital Grade 2 Math in Focus Online Digi+ Teacher 1 Year Grade 2				
Total for Teacher Resource				\$1,880.00
Total for Grade 2				\$6,520.00



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 k12orders@hmhco.com

**Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

ISBN	Title	Price	Quantity	Value of all Materials
Grade 3				
Student Resource				
1734758 9781328631053	2018 Math in Focus (STA) Student Edition and Workbook Set with Digi+ with 1Year Digital Grade 3	\$63.00	80	\$5,040.00
<i>Package Includes:</i> <i>Math In Focus Student Edition, Book A Grade 3</i> <i>Math In Focus Student Edition, Book B Grade 3</i> <i>Math In Focus Student Workbook, Book A 1 Year Print Subscription Grade 3</i> <i>Math In Focus Student Workbook, Book B 1 Year Print Subscription Grade 3</i> <i>Math in Focus Student Edition and Resources Online 1 Year Digital Grade 3</i> <i>Math in Focus Online Digi+ Student 1 Year Digital Grade 3</i>				
Total for Student Resource				\$5,040.00
Teacher Resource				
1734723 9781328630704	2018 Math in Focus (STA) Teacher Resource Package Digi+ with 1 Year DigitalGrade 3	\$470.00	4	\$1,880.00
<i>Package Includes:</i> <i>Math In Focus Teacher Edition, Book A Grade 3</i> <i>Math In Focus Teacher Edition, Book B Grade 3</i> <i>Math In Focus Enrichment Blackline Master A Grade 3</i> <i>Math In Focus Enrichment Blackline Master B Grade 3</i> <i>Math In Focus Extra Practice Blackline Master A Grade 3</i> <i>Math In Focus Extra Practice Blackline Master B Grade 3</i> <i>Math In Focus Reteach Blackline Master A Grade 3</i> <i>Math In Focus Reteach Blackline Master B Grade 3</i> <i>Math In Focus Assessments Grade 3</i> <i>Math In Focus School-to-Home Connections Grade 3</i> <i>Math in Focus Transition Guide Grades 2-5</i> <i>Math in Focus Teacher Digital Management Center Online 1 Year Digital Grade 3</i> <i>Math in Focus Online Digi+ Teacher 1 Year Grade 3</i>				
Total for Teacher Resource				\$1,880.00
Total for Grade 3				\$6,920.00
Grade 4				
Student Resource				
1734759 9781328631060	2018 Math in Focus (STA) Student Edition and Workbook Set with Digi+ with 1Year Digital Grade 4	\$63.00	80	\$5,040.00
<i>Package Includes:</i> <i>Math In Focus Student Edition, Book A Grade 4</i> <i>Math In Focus Student Edition, Book B Grade 4</i> <i>Math In Focus Student Workbook, Book A 1 Year Print Subscription Grade 4</i> <i>Math In Focus Student Workbook, Book B 1 Year Print Subscription Grade 4</i> <i>Math in Focus Student Edition and Resources Online 1 Year Digital Grade 4</i> <i>Math in Focus Online Digi+ Student 1 Year Digital Grade 4</i>				
Total for Student Resource				\$5,040.00
Teacher Resource				



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Attention:
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 odom_r@hcde.org
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 Orlando, FL 32819
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 k12orders@hmcocom

**Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

ISBN	Title	Price	Quantity	Value of all Materials
Grade 4				
1734724 9781328630711	2018 Math in Focus (STA) Teacher Resource Package Digi+ with 1 Year DigitalGrade 4	\$470.00	4	\$1,880.00
<i>Package Includes:</i>				
<i>Math In Focus Teacher Edition, Book A Grade 4</i>				
<i>Math In Focus Teacher Edition, Book B Grade 4</i>				
<i>Math In Focus Enrichment Blackline Master A Grade 4</i>				
<i>Math In Focus Enrichment Blackline Master B Grade 4</i>				
<i>Math In Focus Extra Practice Blackline Master A Grade 4</i>				
<i>Math In Focus Extra Practice Blackline Master B Grade 4</i>				
<i>Math In Focus Reteach Blackline Master A Grade 4</i>				
<i>Math In Focus Reteach Blackline Master B Grade 4</i>				
<i>Math In Focus Assessments Grade 4</i>				
<i>Math In Focus School-to-Home Connections Grade 4</i>				
<i>Math in Focus Transition Guide Grades 2-5</i>				
<i>Math in Focus Teacher Digital Management Center Online 1 Year Digital Grade 4</i>				
<i>Math in Focus Online Digi+ Teacher 1 Year Grade 4</i>				
Total for Teacher Resource				\$1,880.00
Total for Grade 4				\$6,920.00
Grade 5				
Student Resource				
1734760 9781328631077	2018 Math in Focus (STA) Student Edition and Workbook Set with Digi+ with 1Year Digital Grade 5	\$63.00	80	\$5,040.00
<i>Package Includes:</i>				
<i>Math In Focus Student Edition, Book A Grade 5</i>				
<i>Math In Focus Student Edition, Book B Grade 5</i>				
<i>Math In Focus Student Workbook, Book A 1 Year Print Subscription Grade 5</i>				
<i>Math In Focus Student Workbook, Book B 1 Year Print Subscription Grade 5</i>				
<i>Math in Focus Student Edition and Resources Online 1 Year Digital Grade 5</i>				
<i>Math in Focus Online Digi+ Student 1 Year Digital Grade 5</i>				
Total for Student Resource				\$5,040.00
Teacher Resource				
1734725 9781328630728	2018 Math in Focus (STA) Teacher Resource Package Digi+ with 1 Year DigitalGrade 5	\$470.00	4	\$1,880.00
<i>Package Includes:</i>				
<i>Math In Focus Teacher Edition, Book A Grade 5</i>				
<i>Math In Focus Teacher Edition, Book B Grade 5</i>				
<i>Math In Focus Enrichment Blackline Master A Grade 5</i>				
<i>Math In Focus Enrichment Blackline Master B Grade 5</i>				
<i>Math In Focus Extra Practice Blackline Master A Grade 5</i>				
<i>Math In Focus Extra Practice Blackline Master B Grade 5</i>				
<i>Math In Focus Reteach Blackline Master A Grade 5</i>				
<i>Math In Focus Reteach Blackline Master B Grade 5</i>				
<i>Math In Focus Assessments Grade 5</i>				
<i>Math In Focus School-to-Home Connections Grade 5</i>				
<i>Math in Focus Transition Guide Grades 2-5</i>				
<i>Math in Focus Teacher Digital Management Center Online 1 Year Digital Grade 5</i>				
<i>Math in Focus Online Digi+ Teacher 1 Year Grade 5</i>				
Total for Teacher Resource				\$1,880.00
Total for Grade 5				\$6,920.00



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Coupon Code: PRODPB15

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odom_r@hcde.org
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Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmhco.com

**Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

ISBN	Title	Price	Quantity	Value of all Materials
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<i>Proposal Summary</i>				
		<i>Subtotal Purchase Amount:</i>		\$38,292.00
		<i>Shipping & Handling (0.00%):</i>		\$0.00
		<i>Total Cost of Proposal (PO Amount):</i>		\$38,292.00



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k12orders@hmhco.com

**Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

Total Cost of Proposal (PO Amount): \$ 38,292.00

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:
Calvin Donaldson Elementary School
927 W 37th St
Chattanooga TN 37410-1207

Sold to:
Hamilton County School District
3074 Hickory Valley Rd
Chattanooga TN 37421-1273

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our standard shipping terms are FOB Shipping Point. The shipping term for your proposal is FOB Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution. For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 8/23/2019

Proposal Expiration Date:10/7/2019



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Odom Rosalynda
odom_r@hcde.org
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Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmhco.com



Houghton Mifflin Harcourt

Proposal

Prepared For

Calvin Donaldson Elem School

927 W 37th St
Chattanooga TN 37410

For the Purchase of:

Math In Focus Non-CC 2018

Prepared By
Tricia M. Seely
tricia.seely@hnhco.com

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

Attention:
Odom Rosalynda
odom_r@hcde.org
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Orlando, FL 32819
FAX: 800-269-5232
k12orders@hnhco.com

**Proposal for
Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

ISBN	Title	Price	Quantity	Value of all Materials
Grade K				
Manipulative Kit				
1099453 9780669027778	HMH Math in Focus; Singapore Math Manipulatives Kit Grade K	\$355.60	4	\$1,422.40
Total for Manipulative Kit				\$1,422.40
Total for Grade K				\$1,422.40
Grade 1				
Manipulative Kit				
1099422 9780669027761	Math in Focus: Singapore Math Manipulatives Kit Grade 1	\$537.95	4	\$2,151.80
Total for Manipulative Kit				\$2,151.80
Total for Grade 1				\$2,151.80
Grade 2				
Manipulative Kit				
1099421 9780669027730	Math in Focus: Singapore Math Manipulatives Kit Grade 2	\$500.00	4	\$2,000.00
Total for Manipulative Kit				\$2,000.00
Total for Grade 2				\$2,000.00
Grade 3				
Manipulative Kit				
1099449 9780669028133	Math in Focus: Singapore Math Manipulatives Kit Grade 3	\$461.95	4	\$1,847.80
Total for Manipulative Kit				\$1,847.80
Total for Grade 3				\$1,847.80
Grade 5				
Manipulative Kit				
1099437 9780669027785	Math in Focus: Singapore Math Manipulatives Kit Grade 5	\$341.70	4	\$1,366.80
Total for Manipulative Kit				\$1,366.80
Total for Grade 5				\$1,366.80

Proposal Summary	
Subtotal Purchase Amount:	\$8,788.80
Shipping & Handling (0.00%):	\$0.00
Total Cost of Proposal (PO Amount):	\$8,788.80



Houghton Mifflin Harcourt

Attention:
Odom Rosalynda
odom_r@hcde.org
HMH Confidential and Proprietary

Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmhco.com

**Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

Total Cost of Proposal (PO Amount): \$ 8,788.80

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:

Calvin Donaldson Elementary School
927 W 37th St
Chattanooga TN 37410-1207

Sold to:

Hamilton County School District
3074 Hickory Valley Rd
Chattanooga TN 37421-1273

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our standard shipping terms are FOB Shipping Point. The shipping term for your proposal is FOB Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 8/23/2019

Proposal Expiration Date:10/7/2019



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Attention:
Odom Rosalynda
odom_r@hcde.org
HMH Confidential and Proprietary

Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hnhco.com



Houghton Mifflin Harcourt

Proposal

Prepared For

Calvin Donaldson Elem School

927 W 37th St
Chattanooga TN 37410

For the Purchase of:

Math In Focus Non-CC 2018

Prepared By
Tricia M. Seely
tricia.seely@hnhco.com

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

Attention:
Odom Rosalynda
odom_r@hcde.org
HMH Confidential and Proprietary

Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hnhco.com

**Proposal for
Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

ISBN	Title	Price	Quantity	Value of all Materials
<u>Program Services</u>				
Coaching				
1523699 9780547983264	Math in Focus Individual Coaching Full Day Grade K-8 In Person	\$2,800.00	2	\$5,600.00
<i>HMH coaching provides the shoulder-to-shoulder support educators need to ensure continuous improvement over time. Our coaching model is student-centered and grounded in data and can focus on specific program implementations or emphasize overall skills and instructional practices.</i>				
Total for Coaching				\$5,600.00
Initial Implementation				
1523105 9780547983097	HMH Professional Development Mathematics Services Math in Focus Instructional Strategies Workshop 1 Day Grades K-8	\$2,800.00	1	\$2,800.00
<i>This first step in learning Math in Focus is an introduction to Singaporean pedagogy and philosophy, lesson structure, problem solving strategies, and the trajectory of Math in Focus. It includes a component and technology walk through as well as lesson planning. This session is the required first day of professional development (up to 35 participants per session).</i>				
Total for initial implementation				\$2,800.00
Total for Program Services				\$8,400.00

Proposal Summary	
Subtotal Purchase Amount:	\$8,400.00
Shipping & Handling (10.50%):	\$0.00
Total Cost of Proposal (PO Amount):	\$8,400.00



Houghton Mifflin Harcourt

Attention:
Odom Rosalynda
odom_r@hcde.org
HMH Confidential and Proprietary

Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmhco.com

**Calvin Donaldson Elem School
Math In Focus Non-CC 2018**

Total Cost of Proposal (PO Amount): \$ 8,400.00

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:
 Calvin Donaldson Elementary School
 927 W 37th St
 Chattanooga TN 37410-1207

Sold to:
 Hamilton County School District
 3074 Hickory Valley Rd
 Chattanooga TN 37421-1273

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our standard shipping terms are FOB Shipping Point. The shipping term for your proposal is FOB Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.
 Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.
 For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 8/23/2019

Proposal Expiration Date:10/7/2019



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Attention:
 Odom Rosalynda
 odom_r@hcde.org
 HMH Confidential and Proprietary

Customer Experience
 9205 South Park Center Loop
 Orlando, FL 32819
 FAX: 800-269-5232
 k12orders@hnhco.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/14/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.certrequest@Marsh.com Fax: 212-948-4377 CN101382656-STND-GAWU-19-20	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : ACE American Insurance Company</td> <td></td> <td>22667</td> </tr> <tr> <td>INSURER B : Indemnity Insurance Company of North America</td> <td></td> <td>43575</td> </tr> <tr> <td>INSURER C : ACE Property & Casualty Insurance Company</td> <td></td> <td>20699</td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A : ACE American Insurance Company		22667	INSURER B : Indemnity Insurance Company of North America		43575	INSURER C : ACE Property & Casualty Insurance Company		20699	INSURER D :			INSURER E :			INSURER F :	
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INSURER E :																					
INSURER F :																					
INSURED HOUGHTON MIFFLIN HARCOURT COMPANY AND ITS WHOLLY OWNED SUBSIDIARIES 125 HIGH STREET, SUITE 900 BOSTON, MA 02110																					

COVERAGES **CERTIFICATE NUMBER:** NYC-009217762-17 **REVISION NUMBER: 2**

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		HDO G71233571	05/15/2019	05/15/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 50,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY		ISA H25280210	05/15/2019	05/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS		G71523767 001	05/15/2019	05/20/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 SIR \$ 10,000
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	WLR C65892315 (CA)	05/15/2019	05/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
B		N/A	WLR C6589239A (AOS)	05/15/2019	05/15/2020	E.L. EACH ACCIDENT \$ 1,000,000
A			SCF C65892352 (WI)	05/15/2019	05/15/2020	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER HAMILTON COUNTY BOARD OF EDUCATION 3074 RICKORY VALLEY ROAD CHATTANOOGA, TN 37421	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Christopher J. King <i>Christopher J. King</i>
--	--

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Release and Waiver of Liability

Please read carefully. This is a legal document that affects your legal rights.

This Release and Waiver of Liability (the "Release") executed on this 27th day of August, 2019, by Houghton Mifflin Harcourt Publishing Company (the "Contractor") in favor of Hamilton County Department of Education and Opportunity Zone Schools/Hamilton (site of Contractor work), their officers, employees, and agents (collectively, "HCDE".)

The Contractor desires to work for HCDE and engage in the activities related to being a Contractor (the "Activities").

The Contractor hereby freely, voluntarily, and without duress executes this Release under the following terms:

1. **Release and Waiver.** Contractor does hereby release and forever discharge and hold harmless HCDE and its employees and assigns from any and all liability, claims, and demands of whatever kind or nature, either in laws or in equity, which arise or may hereafter arise from Contractor's Activities with HCDE.

Contractor understands that this Release discharges HCDE from any liability or claim that the Contractor may have against HCDE with respect to bodily injury, personal injury, illness, death, or property damage that may result from Contractor's Activities with HCDE, whether caused by the negligence of HCDE, or its employees, or otherwise. Contractor also understands that HCDE does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, auto or disability insurance in the event of injury or illness.

2. **Medical Treatment.** Contractor does hereby release and forever discharge HCDE from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Contractor's Activities with HCDE.

3. **Assumption of Risk.** The Contractor understands that the Activities include work that may be hazardous to the Contractor, including, but not limited to, lifting, loading and unloading, and transportation to and from the Contractor site.

Contractor hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases HCDE from all liability for injury, illness, death, or property damage resulting from the Activities.

4. **Insurance.** The Contractor understands that HCDE does not carry or maintain property, health, medical, auto or disability insurance coverage for any Contractor.

Each Contractor is expected and encouraged to obtain his or her own property, medical, liability, auto or health insurance coverage.

5. ~~Photographic Release.~~ Contractor does hereby grant and convey unto HCDE all right, title, and interest in any and all photographic images and video or audio recordings made by HCDE during the Contractor's activities with HCDE. laj

6. **Other.** Contractor expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Tennessee, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Tennessee. Contractor agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Contractor has executed this Release as of this day and year:

Date: 8/29/19 Contractor name (printed): Houghton Mifflin Harcourt Publishing Company

Witness: Nancy Condon Signature Contractor: Trina Anderson Signature



Hamilton County Department of Education
3074 Hickory Valley Rd
Chattanooga, TN 37421
(423) 498-6577

Memorandum

To: Hamilton County Board of Education

Bryan Johnson, Ed.D.
Superintendent

From: Brent Goldberg
Chief Business Officer

Kevin Bartenfield
Director of Purchasing

Date: September 19, 2019

Re: **Memorandum of Understanding with Life Touch for School Pictures**

We recommend LifeTouch National School Studio be approved by the Board. The MOU is for three years with option for an additional year with the same financial agreement.

Any student information will be handled in a secure manner and will be confidential between Hamilton County Schools and LifeTouch. We recommend approval of the MOU for the exclusive rights to all school photography beginning July 1, 2020. No funds are needed or requested with this agreement.

Attached is a copy of the proposed MOU.

Recommend approval as presented.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE HAMILTON COUNTY BOARD OF EDUCATION
CHATTANOOGA, TENNESSEE
AND
LIFETOUCH NATIONAL SCHOOL STUDIOS
CHATTANOOGA, TENNESSEE**

This Memorandum of Understanding (Hereinafter "MOU") is entered into by and between the **Hamilton County School Board**, hereinafter referred to as the **Board** and **Lifetouch National School Studios**, Name of Contractor, hereinafter referred to as the **Contractor**, is for the provision of providing photography services, as FURTHER defined in the "Scope of Services," below.

A. SCOPE OF SERVICES

1. Provide photography for approximately 79 schools and 45,000 students.
2. Elementary: Fall and Spring individual pictures and class group pictures, Kindergarten cap and gown program is optional between contractor and school principal.
3. Secondary: Fall individual pictures, proms and dances, sports and special events, seniors, yearbook pictures, and spring only when agreed upon between contractor and school principal.
4. Additional promotional (such as Santa Claus, Holiday, Grandparents, Father-Daughter dances) will be offered as an option between the contractor and school principal and \$1.50 per package sold will be given to the school by the contractor. (Minimum 60 packages sold to receive commission.)
5. Monies will be collected by the Contractor and a detailed accounting of all monies collected will be furnished to the Office of Director of Purchasing/Asset Management after the fall season and spring season.
6. A package will be made available to elementary students for \$15.00 or under in the fall and spring season.

B. ADDITIONAL SERVICES

1. Each Middle School will be provided:

Lifetouch School Portraits

- Up to 2 days of photography during the school year will be provided by the Contractor for yearbook pictures at no cost to the school. One day to be on retake day and the other on a sports picture day. This is available for schools that produce a yearbook each year. Any additional days will be charged to the school at \$150 per day. All events will be scheduled with the Contractor at least 15 business days prior to the event.
- ID cards can be provided upon request at the rate of \$3.00 per ID card provided.
- Each individual prom/dance event (minimum 60 paid packages), or sports photography job (minimum 60 paid packages) will result in the school receiving a commission of \$1.50 per paid individual package. This commission will be paid by the Contractor to the school at the end of the school year.
- One yearbook DVD will be provided at no charge to each school which publishes a yearbook. Student data will be provided within DVD to match data with images. If a 2nd DVD is required, there will be a charge to the school.

2. Each High School will be provided:

- Contractor will provide 10 photography days for yearbook related activity, including but not limited to (homecoming, prom, graduation, club day, sports packages, sports games, etc.) All days over 10 will be the responsibility of the school at a cost of \$150 per day. All events will be scheduled with the contractor at least 15 business days prior to the event.
- A non-framed composite of all graduating seniors (must have 90% photographed by Lifetouch for composite to be provided) will be provided to the school upon request of the principal. Request must be made prior to or during the school year of photography. Late requests for senior composites and other group composites will be billed based on the size of the composite.
- Picture ID cards will be furnished if requested by the Principal. There must be a requirement from principal for all students to have cards on their person each school day for them to be provided by Contractor. One yearbook DVD will be provided at no charge to each school who publishes a yearbook. Picture packages will be sorted by grade and returned to the school in approximately 2-3 weeks.
- Cap and gown, tuxes, and drapes will be provided by the Contractor.
- Packages for seniors in the standard Prestige senior program will have availability to include custom finish and retouching.

3. Other Services:

- Contractor will provide at no charge a composite of Hamilton County School Board upon request of The Director of Purchasing. One package per year of personal photographs will be provided at no charge to certain central office personnel, the Hamilton School Board Members, and to school staff members who request this on picture day. These packages cannot be swapped out to staff children.

Lifetouch School Portraits

- Three 8 x 10's of the Teacher of Excellence award winners, will be provided at no charge, four times a year totaling twelve 8 x 10's. Contractor will provide photographers for 2 county wide events and images on a DVD.

4. Additional Requirements:

- Contractor will be responsible for providing all promotional material.
- The Contractor will be responsible for all questions regarding student's pictures.
- Picture package must include the procedure in which to contact the Contractor.
- The Contractor will be responsible for scheduling enough photographers to handle all photographic sessions.
- Make-up sessions will be provided in the fall for all schools that produce a yearbook.
- The Contractor will not be allowed to raise the price of their photography packages as an overall average of more than 3.5 percent a year over the 2020-2021 school year prices.
- The Contractor will carry any adequate public liability and other appropriate forms of insurance.
- The Lifetouch exclusive, "Smilesafe Kids 24/7 Rapid Response Safety Program" will be provided to all students in grades K-12 for the 2020-2021 year, who had a fall picture taken.
- The Contractor will have all new employees go through extensive background checks, screening, and fingerprinting.
- The Contractor will provide a secure payment website for all credit card payments.
- The Contractor agrees to be responsible for all taxes incurred in performance of MOU.
- The Board shall have no liability except as specifically provided in the MOU.
- The Contractor shall comply with all applicable federal, state, and local taxes.
- The Contractor warrants that no part of the total amount shall be paid directly or indirectly to an employee or official of the Hamilton County School System, as wages, compensation, or gifts, in exchange for acting as an office, agent, employee, subcontractor, or consultant, to the Contractor, in connection with any work contemplated or performed relative to this MOU.
- The Contractor will make two (2) payments to Hamilton County Schools on or before December 15 and June 5 of each year based on fall and spring total sales.
- The Contractor will be responsible for having an office and working studio in Hamilton County and will keep it open and staffed during normal business hours, throughout the school year, and during the summer for senior portraits.
- The Contractor must provide upon request evidence of a comparable amount of existing school photography business customers as there is within the Hamilton County schools.
- The Board may terminate this agreement with or without cause at any time. The Board's Notice of Termination may provide The Contractor One hundred and twenty (120) days prior notice before it becomes effective. In the event of

Lifetouch School Portraits

termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.

- The Contractor will furnish all equipment, backgrounds, cameras, etc. and personnel to take school pictures for grades K-12 in Hamilton County Schools. This agreement includes school years of 2020-2021, 2021-2022, 2022-2023 and an option year for 2023-2024. This MOU will begin on July 1, 2020.
- The Contractor will make payments to Hamilton County Schools on or before December 15 and June 5 of each year based on fall and spring total sales.
- The total minimum payment for the school year is expected to be over \$250,000, but will be paid based on actual sales. \$182,500 will be paid by 12/15 of each year and the total actual calculated balance will be paid by 6/5 as the second payment.
- The second payment will be paid as an exact calculated amount by using the following percentages:
 - 1) Fall underclass package dollar sales paid at 50%, calculated on or by 12/10
 - 2) Fall senior portrait package dollar sales paid at 20%, calculated on or by 12/10
 - 3) Spring underclass package dollar sales paid at 50%, calculated on or by 6/1
 - 4) Class groups package dollar sales paid at 25%, calculated on or by 6/1
 - 5) Spring Senior Cap and Gown package dollar sales paid at 20%, calculated on or by 6/1

When the above 5 calculations are completed, the \$182,500 paid in December will be deducted from that total amount of calculated commissions for the year, leaving the total calculated balance amount to be paid on June 15 to Hamilton County Department of Education.


Lifetouch National School Studios Inc.

9/6/19
Date

Director of Purchasing/Asset Management

Date

Chief Financial Officer

Date

APPROVED:

Superintendent
Hamilton County Department of Education

Date

Lifetouch School Portraits

**Chairperson
Hamilton County Board of Education**

Date



**HAMILTON
COUNTY
SCHOOLS**

Purchasing Department
3074 Hickory Valley Road
Chattanooga, TN 37421
Phone 423-498-7030 Fax 423-498-6677

**HAMILTON COUNTY SCHOOLS
BID OPENING – AUGUST 15, 2019
PURCHASE OF MOTOR FUEL**

TABULATION SHEET

BIDDERS:

**Sweetwater Valley
Oil Co.**

Mansfield Oil Co.

Collins Oil Co.

JAT Oil Co.

ITEM NO.	QTY.	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	16,000 gal	Gasoline, Unleaded Regular,Conventional/Clear	1.7665	28,264.00	1.7621	28,193.60	1.7485	27,976.00	1.7890	28,624.00
	(For: Service Center)									

Recommend Award of Bid to: Collins Oil Company

Funds provided by: Warehouse Inventory Fund

2. Financial Reports

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Brent Goldberg, Chief Business Officer

DATE: September 19, 2019

SUBJECT: Monthly Financial Report

Attached is the monthly financial report comparing budget to actual through July, 2019. The presentation of the monthly financial statement compares actual year-to-date expenditures to the original adopted budget and the year-to-date amended budget.

**HAMILTON COUNTY SCHOOLS
REVENUE/OBLIGATIONS VS BUDGET
PERIOD ENDED
JULY, 2019**

REVENUES	General Purpose			Federal Programs			Self-Funded Programs			Child Nutrition			Grand Totals		
	Budget	Revised Budget	YTD Actual	Budget	Revised Budget	YTD Actual	Budget	Revised Budget	YTD Actual	Budget	Revised Budget	YTD Actual	Budget	Revised Budget	YTD Actual
LOCAL TAXES	230,600,000	230,600,000	2,738,552										230,600,000	230,600,000	2,738,552
LICENSES AND PERMITS	12,000	12,000	831										12,000	12,000	831
CHARGES FOR CURRENT SERVICES	543,000	543,000	107,829				3,814,990	3,814,990	540,380	3,699,602	3,699,602	(31,129)	8,057,592	8,057,592	617,080
OTHER LOCAL REVENUES	3,000,000	3,000,000	245,194				2,835,424	2,835,424	474,994	163,409	163,409	16,019	5,998,833	5,998,833	736,207
STATE OF TENNESSEE	173,110,000	173,110,000	16,811,557										173,110,000	173,110,000	16,811,557
OTHER STATE REVENUES	600,000	600,000	-							190,000	190,000	-	790,000	790,000	-
FEDERAL GOVERNMENT	850,000	850,000	85,562	30,939,539	30,939,539	(7,167,764)				17,051,674	17,051,674	-	48,841,213	48,841,213	(7,082,202)
OTHER SOURCES	1,285,000	1,285,000	-										1,285,000	1,285,000	-
RESERVES/FUND BALANCE	8,000,000	8,000,000	-						130,000				8,000,000	8,130,000	-
TOTAL REVENUES	418,000,000	418,000,000	19,989,525	30,939,539	30,939,539	(7,167,764)	6,650,414	6,780,414	1,015,374	21,104,685	21,104,685	(15,110)	476,694,638	476,824,638	13,822,025
EXPENDITURES															
REGULAR INSTRUCTION PROGRAM	207,590,129	207,590,129	2,477,435	8,746,312	8,746,312	78,372	2,434,817	2,564,817	41,073				218,771,258	218,901,258	2,596,880
SPECIAL EDUCATION INSTR PROG	42,092,235	42,092,235	3,209,293	4,748,150	4,748,150	1,042,300	300,000	300,000	20,689				47,140,385	47,140,385	4,272,282
VOCATIONAL ED INSTR PROG	8,941,335	8,941,335	211,173	475,526	475,526	4,167							9,416,861	9,416,861	215,340
ATTENDANCE	2,738,609	2,738,609	16,448										2,738,609	2,738,609	16,448
HEALTH SERVICES	4,848,133	4,848,133	17,116			10,000	42,500	42,500	1,392				4,890,633	4,890,633	28,508
OTHER STUDENT SUPPORT	13,847,708	13,847,708	202,607	3,414,555	3,414,555	36,747	75,655	75,655	-				17,337,918	17,337,918	239,354
REG INST SUPPORT	12,524,627	12,524,627	1,025,166	7,477,787	7,477,787	146,560	277,938	277,938	11,313				20,280,352	20,280,352	1,183,039
SPECIAL ED INST SUPPORT	3,387,635	3,387,635	41,767	3,281,875	3,281,875	524,284							6,669,510	6,669,510	566,051
VOCATIONAL ED INST SUPPORT	246,915	246,915	8,373	12,500	12,500	205							259,415	259,415	8,578
EDUCATION TECHNOLOGY	4,634,807	4,634,807	582,879	164,324	164,324	-							4,799,131	4,799,131	582,879
BOARD OF EDUCATION	6,199,378	6,199,378	144,025				-	-	75,000				6,199,378	6,199,378	219,025
OFFICE OF SUPERINTENDENT	2,285,392	2,285,392	84,493				91,230	91,230					2,376,622	2,376,622	84,493
OFFICE OF PRINCIPAL	28,496,993	28,496,993	690,800										28,496,993	28,496,993	690,800
FISCAL SERVICES	3,369,030	3,369,030	127,515				10,000	10,000	237				3,379,030	3,379,030	127,752
HUMAN RESOURCES	1,858,157	1,858,157	99,543										1,858,157	1,858,157	99,543
OPERATION OF PLANT	25,624,131	25,624,131	12,081,562										25,624,131	25,624,131	12,081,562
MAINTENANCE OF PLANT	9,493,178	9,493,178	466,860				-	-	15,499				9,493,178	9,493,178	482,359
TRANSPORTATION	18,940,008	18,940,008	13,978,431	266,340	266,340	-							19,206,348	19,206,348	13,978,431
CENTRAL AND OTHER	388,597	388,597	321,510										388,597	388,597	321,510
FOOD SERVICE										21,104,685	21,104,685	3,308,143	21,104,685	21,104,685	3,308,143
COMMUNITY SERVICES	470,311	470,311	11,104	491,184	491,184	(950)	3,222,512	3,222,512	131,531				4,184,007	4,184,007	141,685
EARLY CHILDHOOD EDUCATION	2,997,170	2,997,170	7,152				195,762	195,762	-				3,192,932	3,192,932	7,152
REGULAR CAPITAL OUTLAY	197,000	197,000	-										197,000	197,000	-
EDUCATION DEBT SERVICE	975,000	975,000	-										975,000	975,000	-
EDUCATION CAPITAL PROJECTS	3,000,000	3,000,000	-										3,000,000	3,000,000	-
CHARTER SCHOOLS (TRANSFERS)	12,853,522	12,853,522	-	1,860,986	1,860,986	-							14,714,508	14,714,508	-
TOTAL EXPENDITURES	418,000,000	418,000,000	35,805,252	30,939,539	30,939,539	1,841,685	6,650,414	6,780,414	296,734	21,104,685	21,104,685	3,308,143	476,694,638	476,824,638	41,251,814

3. Budget Amendments

a. Federal Grants and Self-Funded Programs

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Brent Goldberg, Chief Business Officer

DATE: September 19, 2019

SUBJECT: Budget Amendments – State Grants, Federal Grants and Self-Funded Programs

The following budget amendments for Federal Grants and Self-Funded Programs for FY2020 are recommended for your approval.

The Federal Programs budget is amended by items #1 – 12. Items #1, 5, and 11 are carryover awards from the prior year. Items #2 and 3 consist of carryover and current year awards. Items #4, 6 – 10, and 12 are current year awards.

The State Programs budget is amended by item #13. Item #13 consists of a current year award.

The Self-Funded Programs budget is amended by items #14 – 24 and consists of grants awarded by non-federal agencies and designed for a specific purpose. Items #14, 17, and 19 – 22 consist of carryover and current year contributions. Items #15 and 24 are current year contributions. Items #16, 18, and 23 consist of carryover contributions from the prior year.

1. Title II Diversity Innovation Grant, totaling \$3,747
2. Title IX McKinney-Vento Homeless Grant with transfers between line items and a net increase of \$43,619
3. Title III Immigrant Grant, with an increase of \$1,300
4. District Priority School Improvement Grant, with an increase of \$50,000
5. Additional Targeted Support and Improvement Grant, Title IA, totaling \$103,650
6. 21st CCLC Cohort 2019, totaling \$653,154
7. 21st CCLC Cohort 2017, with transfers between line items
8. 21st CCLC Cohort 2018, totaling \$306,980
9. CTE Perkins Vocational Grant, with transfers between line items and a net increase of \$66,537
10. CTE Perkins Reserve Pathways to High School Apprenticeships, totaling \$112,500

11. Title IV, Part A: Student Support and Academic Enrichment, totaling \$30,000
12. School Level Improvement Grant, with an increase of \$300,000
13. Competitive Priority School State Grant, totaling \$963,339
14. Telecommunications Recyclables Self-Funded Program, totaling \$661
15. Student Success Planning Self-Funded Program, with transfers between line items
16. Community Donations Self-Funded Program, totaling \$2,172
17. Maintenance Recyclables Self-Funded Program, totaling \$1,196
18. FRI Externship Self-Funded Program, totaling \$82,354
19. Future Ready Institutes Self-Funded Program, totaling \$561,081
20. FRI – Tyner Academy Self-Funded Program, totaling \$104,250
21. CLASS – Coalition of Large School Systems Self-Funded Program, totaling \$115,160
22. Benwood Foundation Self-Funded Program, with transfers between line items
23. CO Flower Fund Self-Funded Program, totaling \$8,322
24. Innovation & Choice Self-Funded Program, totaling \$20,000

**HAMILTON COUNTY DEPT OF EDUCATION
 FEDERAL PROGRAMS
 TITLE II DIVERSITY INNOVATION GRANT
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

Carryover budget at 7/1/19 was \$3,747.35.

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET 9/19/2019
21140000	41427189	FY19 Carryover	3,747

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET 9/19/2019
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Tyner Academy--Teaching Academy

21145163	51101345	Part-time Tutors (Teaching Academy Students)	930
21145163	51102011	Social Security	57
21145163	51102121	Medicare	13
Total 71100--Regular Instruction			1,000
21145163	52713141	Contracts with Public Carriers	2,747
Total 72710--Transportation			2,747
TOTAL GRANT			3,747

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 TITLE IX McKinney Vento Homeless Education
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

Carryover budget at 7/1/19 was \$7,619.26.
 FY2019-20 budget \$100,000.

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET		AMENDED
			DOCUMENT	INCREASE (DECREASE)	BUDGET 9/19/2019
21330000	41427149	Education for Homeless Children	64,000	36,000	100,000
21330000	41427149	FY19 Carryover		7,619	7,619
			64,000	43,619	- 107,619

USE OF FUNDS SUMMARY

71100	Regular Instruction	2,106	19,683	(1,105)	20,684
72120	Health Services	-	150	-	150
72130	Other Student Support	4,732	10,061	(8)	14,785
72210	Instructional Support	52,297	6,884	-	59,181
72710	Transportation	3,684	6,316	-	10,000
99100	Indirect Cost	1,181	1,638	-	2,819
Total Use of Funds		64,000	44,732	(1,113)	107,619

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET		AMENDED
			DOCUMENT	INCREASE (DECREASE)	BUDGET 9/19/2019
21331000	51101409	Teacher - Extended Contracts	-	7,825	7,825
21331000	51102011	Social Security	-	460	460
21331000	51102041	Retirement	-	789	789
21331000	51102121	Medicare	-	108	108
21331000	51103999	Other Contracted Services	-	5,500	5,500
21331000	51104291	Instructional Supplies & Materials	-	1,001	1,001
21331000	51104999	Other Supplies & Materials	2,106		(1,105) 1,001
21331000	51105999	Other Charges	-	4,000	4,000
Total 71100 - Regular Instruction		2,106	19,683	(1,105)	20,684
21331000	52123999	Other Contracted Services	-	150	150
Total 72120 - Health Services		-	150	-	150
21331000	52131301	Social Workers	4,000	8,500	12,500
21331000	52132011	Social Security	248	527	775
21331000	52132041	State Retirement	418	911	1,329
21331000	52132121	Employer Medicare	58	123	181
21331000	52132991	Long Term Disability	8		(8) -
Total 72130 - Other Student Support		4,732	10,061	(8)	14,785
21331000	52211899	Other Salaries & Wages	31,225	3,204	34,429
21331000	52212011	Social Security	1,936	199	2,135
21331000	52212041	State Retirement	4,581	577	5,158
21331000	52212061	Life Insurance	65		65
21331000	52212071	Medical Insurance	9,500		9,500
21331000	52212081	Dental Insurance	345		345
21331000	52212101	Unemployment Compensation	180		180
21331000	52212121	Employer Medicare	453	46	499
21331000	52212991	Long Term Disability	62	7	69
21331000	52213551	Travel	1,550	100	1,650
21331000	52214999	Other Supplies & Materials	150	150	300
21331000	52215241	Inservice/Staff Development	2,250	2,601	4,851
Total 72210 - Instructional Support		52,297	6,884	-	59,181
21331000	52713141	Contracts with Public Carriers	3,684	6,316	10,000
Total 72710 - Transportation		3,684	6,316	-	10,000
21331000	59005901	Indirect Cost	1,181	1,638	2,819
Total 99100 - Indirect Cost		1,181	1,638	-	2,819
TOTAL BUDGET			64,000	44,582	(1,113) 107,619

**HAMILTON COUNTY DEPT OF EDUCATION
 FEDERAL PROGRAMS
 TITLE III IMMIGRANT GRANT
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

Carryover budget at 7/1/19 was \$1,299.93.
 FY2019-20 budget \$15,122.

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020	INCREASE	AMENDED
			BUDGET 8/15/2019		BUDGET 9/19/2019
21440000	41427146	REVENUE	15,122		15,122
21440000	41427146	FY19 Carryover	-	1,300	1,300
			15,122	1,300	16,422

USE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020	INCREASE	AMENDED
			BUDGET 8/15/2019		BUDGET 9/19/2019
21441000	51101409	Teacher Extended Contract	2,860	1,099	3,959
21441000	51102011	Social Security	177	68	245
21441000	51102041	State Retirement	304	117	421
21441000	51102121	Employer Medicare	41	16	57
21441000	51104291	Instructional Supplies	11,740		11,740
Total 71100 - Regular Instruction			15,122	1,300	16,422
TOTAL BUDGET			15,122	1,300	16,422

**HAMILTON COUNTY DEPT OF EDUCATION
 FEDERAL PROGRAMS
 DISTRICT PRIORITY SCHOOL IMPROVEMENT GRANT
 BUDGET FISCAL YEAR 2019-2020**

Estimated carryover for the Budget Document was \$ 0. This will be amended to actual.
 FY2019-20 Budget \$1,750,000

21520000	41427141	REVENUE	1,700,000	50,000		1,750,000
21520000	41427141	FY19 Carryover	-			-
			1,700,000	50,000	-	1,750,000

USE OF FUNDS

71100 Regular Instruction	855,959	352,013	(384,306)	823,666
72130 Other Student Support	152,249	156,784	(87,848)	221,185
72210 Instructional Support	630,435	178,199	(145,842)	662,792
72710 Transportation	19,000	-	(19,000)	-
99100 Indirect Cost	42,357	-	-	42,357
Total Use of Funds	1,700,000	686,996	(636,996)	1,750,000

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASE	DECREASE	AMENDED BUDGET 9/19/2019
School Improvement Priority Schools						
21521000	51101881	Teacher Bonuses - Math	59,182		(54,182)	5,000
21521000	51102011	Social Security	3,669		(3,359)	310
21521000	51102041	Retirement	6,291		(5,760)	531
21521000	51102121	Medicare	858		(786)	72
21521000	51104291	READ 180		300,000		300,000
21521000	51104291	Math Supplies - IXL (HS and Middle School)		32,500		32,500
21521000	51104291	Instructional Supplies - CKLA and EL Printed Materials		12,500		12,500
21521000	51104291	Instructional Supplies	-	7,013		7,013
		Total 71100--Regular Instruction	70,000	352,013	(64,087)	357,926
21521000	52211053	Human Resources Coordinator (1)	35,500			35,500
21521000	52211053	Data Coordinator--(1)	43,900			43,900
21521000	52211881	Principal Retention Bonus (Match - Principal Incentive Grant)	-	14,400		14,400
21521000	52211899	Content Lead/Coach - K-5 ELA (1)	39,500			39,500
21521000	52211899	Content Lead/Coach - K-5 Math (1)	39,500			39,500
21521000	52211899	RTI Content Lead	39,500			39,500
21521000	52211899	1 New Teacher Coach	39,500		(33,953)	5,547
21521000	52211899	Content Lead/Coach 6-12 Math (1)	-	28,238		28,238
21521000	52211961	Stipends		22,760		22,760
21521000	52212011	Social Security	14,719	1,414		16,133
21521000	52212041	Retirement	28,690		(1,600)	27,090
21521000	52212061	Life Insurance	169	26		195
21521000	52212071	Health Insurance	24,700	3,800		28,500
21521000	52212081	Dental Insurance	897	138		1,035
21521000	52212101	Unemployment Compensation	468	72		540
21521000	52212121	Medicare	3,442	331		3,773
21521000	52212991	Other Fringe Benefits	475			475
21521000	52213081	Consultants	4,175	94,520		98,695
21521000	52214999	Staff Development Supplies		12,500		12,500
21521000	52215241	Staff Development	72,357		(41,407)	30,950
		Total 72210--Instructional Support	387,492	178,199	(76,960)	488,731
21521000	59005901	Indirect Costs	42,357			42,357
		Total 99100	42,357	-	-	42,357
		Total Priority School Initiatives	499,849	530,212	(141,047)	889,014

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASE	DECREASE	AMENDED BUDGET 9/19/2019
Brainerd High						
21525103	51101161	1 Full Time Certified Reading Specialist	50,000		(50,000)	-
21525103	51101161	1 Full Time Academic Lab Teacher	64,500		(32,500)	32,000
21525103	51101166	2 part-time interventionists (2 Reading)	34,104			34,104
21525103	51101345	3 Classified Math Tutors	38,002		(38,002)	-
21525103	51102011	Social Security	11,570		(5,735)	5,835
21525103	51102041	Retirement	12,171		(5,793)	6,378
21525103	51102061	Life Insurance	130		(65)	65
21525103	51102071	Health Insurance	19,000		(9,500)	9,500
21525103	51102081	Dental Insurance	690		(344)	346
21525103	51102101	Unemployment Compensation	360		(180)	180
21525103	51102121	Medicare	2,706		(1,341)	1,365
21525103	51102991	Other Fringes	229		(109)	120
21525103	51103999	Contracted Services	10,000			10,000
21525103	51104291	Instructional Supplies	8,000			8,000
		Total 71100--Regular Instruction	251,462	-	(143,569)	107,893
21525103	52133999	Contracted Services	44,000		(44,000)	-
		Total 72130--Other Student Support	44,000	-	(44,000)	-
21525103	52211899	ELA Coach	53,500			53,500
21525103	52212011	Social Security	3,317			3,317
21525103	52212041	Retirement	5,687			5,687
21525103	52212061	Life Insurance	65			65
21525103	52212071	Health Insurance	9,500			9,500
21525103	52212081	Dental Insurance	345			345
21525103	52212101	Unemployment Compensation	180			180
21525103	52212121	Medicare	776			776
21525103	52212991	Other Fringe Benefits	107			107
		Total 72210--Instructional Support	73,477	-	-	73,477
21525103	52713141	Contracts with Public Carriers	19,000		(19,000)	-
		Total 72710--Transportation	19,000	-	(19,000)	-
		Total School	387,939	-	(206,569)	181,370
The Howard School						
21525143	51101166	1 part-time interventionist (Math/Reading)	12,446		(12,446)	-
21525143	51101631	Educational Assistant (1)	17,200		(17,200)	-
21525143	51102011	Social Security	1,838		(1,838)	-
21525143	51102041	Retirement	2,479		(2,479)	-
21525143	51102061	Life Insurance	65		(65)	-
21525143	51102071	Health Insurance	9,500		(9,500)	-
21525143	51102081	Dental Insurance	345		(345)	-
21525143	51102101	Unemployment Compensation	180		(180)	-
21525143	51102121	Medicare	430		(430)	-
21525143	51102991	Other Fringes	33		(33)	-
21525143	51103999	Contracted Services	10,000			10,000
21525143	51104291	Instructional Supplies	8,000			8,000
		Total 71100--Regular Instruction	62,516	-	(44,516)	18,000
21525143	52131899	Behavior Management Specialist (1)	35,700		(35,700)	-
21525143	52131899	ESOL Transition Specialist (1)	-	59,529		59,529
21525143	52131899	Dean of Students (.5)	-	30,000		30,000
21525143	52132011	Social Security	2,213	3,338		5,551
21525143	52132041	Retirement	5,348	4,169		9,517
21525143	52132061	Life Insurance	65	32		97
21525143	52132071	Medical Insurance	9,500	4,750		14,250
21525143	52132081	Dental Insurance	345	173		518
21525143	52132101	Unemployment Comp.	180	90		270
21525143	52132121	Medicare	518	780		1,298
21525143	52132991	Other Fringes	71	103		174
		Total 72130--Other Student Support	53,940	102,964	(35,700)	121,204
		Total School	116,456	102,964	(80,216)	139,204

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASE	DECREASE	AMENDED BUDGET 9/19/2019
Dalewood Middle						
21526132	51101166	2 part-time interventionist (Math)	34,104			34,104
21526132	51101345	1 Classified Math Tutors	12,667			12,667
21526132	51102011	Social Security	2,900			2,900
21526132	51102121	Medicare	678			678
21526132	51104291	Instructional Supplies	8,000			8,000
		Total 71100--Regular Instruction	58,349	-	-	58,349
21526132	52131899	Behavior Management Specialist (1)	-	35,700		35,700
21526132	52132011	Social Security	-	2,213		2,213
21526132	52132041	Retirement	-	5,228		5,228
21526132	52132061	Life Insurance	-	65		65
21526132	52132071	Medical Insurance	-	9,500		9,500
21526132	52132081	Dental Insurance	-	345		345
21526132	52132101	Unemployment Comp.	-	180		180
21526132	52132121	Medicare	-	518		518
21526132	52132991	Other Fringes	-	71		71
		Total 72130--Other Student Support	-	53,820	-	53,820
		Total School	58,349	53,820	-	112,169
Orchard Knob Middle						
21526162	51101166	2 part-time interventionist (Math)	34,104			34,104
21526162	51101345	1 Classified Math Tutors	12,667			12,667
21526162	51102011	Social Security	2,900			2,900
21526162	51102121	Medicare	678			678
21526162	51104291	Instructional Supplies	8,000			8,000
		Total 71100--Regular Instruction	58,349	-	-	58,349
		Total School	58,349	-	-	58,349
Clifton Hills Elementary						
21527311	51104291	Instructional Supplies	8,000			8,000
		Total 71100--Regular Instruction	8,000	-	-	8,000
21527311	52211899	ELL Coach (1)	57,000			57,000
21527311	52212011	Social Security	3,534			3,534
21527311	52212041	Retirement	6,059			6,059
21527311	52212061	Life Insurance	65			65
21527311	52212071	Health Insurance	9,500			9,500
21527311	52212081	Dental Insurance	345			345
21527311	52212101	Unemployment Compensation	180			180
21527311	52212121	Medicare	827			827
21527311	52212991	Other Fringe Benefits	114			114
		Total 72210--Instructional Support	77,624	-	-	77,624
		Total School	85,624	-	-	85,624
Calvin Donaldson Elementary						
21527321	51101166	2 part-time interventionists	43,848			43,848
21527321	51101345	3 Classified Tutors	48,859			48,859
21527321	51102011	Social Security	5,748			5,748
21527321	51102121	Medicare	1,344			1,344
21527321	51104291	Instructional Supplies	8,000			8,000
		Total 71100--Regular Instruction	107,799	-	-	107,799
		Total School	107,799	-	-	107,799

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASE	DECREASE	AMENDED BUDGET 9/19/2019
Hardy Elementary						
21527411	51101166	2 part-time interventionist	43,848			43,848
21527411	51102011	Social Security	2,719			2,719
21527411	51102121	Medicare	636			636
21527411	51104291	Instructional Supplies	8,000			8,000
		Total 71100--Regular Instruction	55,203	-	-	55,203
21527411	52131899	Behavior Management Specialist (1)	36,000		(7,558)	28,442
21527411	52132011	Social Security	2,232		(465)	1,767
21527411	52132041	Retirement	5,393		(20)	5,373
21527411	52132061	Life Insurance	65			65
21527411	52132071	Medical Insurance	9,500			9,500
21527411	52132081	Dental Insurance	345			345
21527411	52132101	Unemployment Comp.	180			180
21527411	52132121	Medicare	522		(105)	417
21527411	52132991	Other Fringes	72			72
		Total 72130--Other Student Support	54,309	-	(8,148)	46,161
		Total School	109,512	-	(8,148)	101,364
Orchard Knob Elementary						
21527471	51101161	STEM Lab Teacher	65,000		(48,750)	16,250
21527471	51102011	Social Security	4,030		(3,023)	1,007
21527471	51102041	Retirement	6,910		(5,182)	1,728
21527471	51102061	Life Insurance	65		(48)	17
21527471	51102071	Health Insurance	9,500		(7,125)	2,375
21527471	51102081	Dental Insurance	345		(259)	86
21527471	51102101	Unemployment Compensation	180		(135)	45
21527471	51102121	Medicare	943		(707)	236
21527471	51102991	Other Fringe Benefits	130		(97)	33
21527471	51104291	Instructional Supplies	8,000			8,000
		Total 71100--Regular Instruction	95,103	-	(65,326)	29,777
21527471	52211899	Math Coach	69,000		(51,750)	17,250
21527471	52212011	Social Security	4,278		(3,209)	1,069
21527471	52212041	Retirement	7,335		(5,501)	1,834
21527471	52212061	Life Insurance	65		(49)	16
21527471	52212071	Health Insurance	9,500		(7,125)	2,375
21527471	52212081	Dental Insurance	345		(259)	86
21527471	52212101	Unemployment Compensation	180		(135)	45
21527471	52212121	Medicare	1,001		(751)	250
21527471	52212991	Other Fringe Benefits	138		(103)	35
		Total 72210--Instructional Support	91,842	-	(68,882)	22,960
		Total School	186,945	-	(134,208)	52,737
Woodmore Elementary						
21527501	51101161	STEM Lab Teacher	60,000		(50,000)	10,000
21527501	51102011	Social Security	3,720		(3,100)	620
21527501	51102041	Retirement	6,378		(5,315)	1,063
21527501	51102061	Life Insurance	65		(49)	16
21527501	51102071	Health Insurance	9,500		(7,125)	2,375
21527501	51102081	Dental Insurance	345		(259)	86
21527501	51102101	Unemployment Compensation	180		(135)	45
21527501	51102121	Medicare	870		(725)	145
21527501	51102991	Other Fringe Benefits	120		(100)	20
21527501	51104291	Instructional Supplies	8,000			8,000
		Total 71100--Regular Instruction	89,178	-	(66,808)	22,370
		Total School	89,178	-	(66,808)	22,370
		TOTAL GRANT	1,700,000	686,996	(636,996)	1,750,000

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 ADDITIONAL TARGETED SUPPORT AND IMPROVEMENT GRANT - TITLE I A
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

Carryover budget at 7/1/19 was \$103,650.

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
21690000	41427141	FY19 Carryover	103,650

USE OF FUNDS SUMMARY

71100	Regular Instruction	73,246
72210	Instructional Support	28,541
99100	Indirect Cost	1,863
TOTAL USE OF FUNDS		103,650

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
21690000	51104999	Other Supplies and Materials	40,746
21690000	51107221	Equipment	32,500
		Total 71100 - Regular Instruction	73,246
21690000	52211881	Bonus Payments	19,395
21690000	52212011	Social Security	1,203
21690000	52212041	State Retirement	2,062
21690000	52212121	Employer Medicare	281
21690000	52213081	Consultants	5,600
		Total 72210 - Instructional Support	28,541
21690000	59005901	Indirect Cost (2.69%)	1,863
		Total 99100	1,863
TOTAL BUDGET		103,650	

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 21st CENTURY COMMUNITY LEARNING CENTERS COHORT 2019 (Year 1)
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
21810000	41427147	Federal Through State	653,154

USE OF FUNDS SUMMARY

73300	Community Services	639,309
99100	Indirect Cost	13,845
	Total Award	653,154

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
<u>Chattanooga Preparatory School</u>			
21813935	53303999	Contracted Services	14,015
21813935	53305241	In Service/Staff Development	2,200
21813935	53305999	Other Charges - Salaries & Benefits	67,365
		Total 73300 - Community Services	83,580
21813935	59005901	Indirect Costs	1,871
		Total 99100 - Indirect Cost	1,871
		Total Chattanooga Preparatory School	85,451

Tyner Academy

21815163	53301161	Teacher	84,405
21815163	53302011	Social Security	5,233
21815163	53302041	State Retirement	8,973
21815163	53302121	Medicare	1,224
21815163	53303551	Travel	138
21815163	53303999	Contracted Services	23,638
21815163	53304999	Other Supplies	3,935
21815163	53305241	In Service/Staff Development	1,180
21815163	53305999	Other Charges	1,574
		Total 73300 - Community Services	130,300
21815163	59005901	Indirect Costs	2,869
		Total 99100 - Indirect Cost	2,869
		Total Tyner Academy	133,169

Chattanooga Girls Leadership Academy

21815303	53303999	Contracted Services	30,074
21815303	53304291	Instructional Supplies & Materials	1,000
21815303	53305241	In Service/Staff Development	2,200
21815303	53305999	Other Charges - Salaries & Benefits	74,885
		Total 73300 - Community Services	108,159
21815303	59005901	Indirect Costs	2,100
		Total 99100 - Indirect Cost	2,100
		Total Chattanooga Girls Leadership Acad	110,259

East Lake Academy

21816142	53301161	Teacher	34,993
21816142	53301899	Other Salaries	9,338
21816142	53302011	Social Security	2,749
21816142	53302041	State Retirement	5,119
21816142	53302121	Medicare	643
21816142	53303999	Contracted Services	15,177
21816142	53304291	Instructional Supplies & Materials	3,325
21816142	53304999	Other Supplies	1,000
21816142	53305241	In Service/Staff Development	375
21816142	53305999	Other Charges	1,932
Total 73300 - Community Services			74,651
21816142	59005901	Indirect Costs	1,600
Total 99100 - Indirect Cost			1,600
Total East Lake Academy			76,251

East Ridge Elementary

21817071	53301161	Teacher	90,490
21817071	53301899	Other Salaries	11,579
21817071	53302011	Social Security	6,328
21817071	53302041	State Retirement	11,354
21817071	53302121	Medicare	1,480
21817071	53303551	Travel	138
21817071	53303999	Contracted Services	13,252
21817071	53304999	Other Supplies	3,939
21817071	53305241	In Service/Staff Development	1,182
21817071	53305999	Other Charges	1,575
Total 73300 - Community Services			141,317
21817071	59005901	Indirect Costs	3,445
Total 99100 - Indirect Cost			3,445
Total East Ridge Elementary			144,762

Bess T. Shepherd Elementary

21817491	53301161	Teacher	49,600
21817491	53301899	Other Salaries	4,800
21817491	53302011	Social Security	3,373
21817491	53302041	State Retirement	5,991
21817491	53302121	Medicare	789
21817491	53303999	Contracted Services	28,623
21817491	53304999	Other Supplies	4,944
21817491	53305241	In Service/Staff Development	1,500
21817491	53305999	Other Charges	1,682
Total 73300 - Community Services			101,302
21817491	59005901	Indirect Costs	1,960
Total 99100 - Indirect Cost			1,960
Total Bess T. Shepherd Elementary			103,262
TOTAL BUDGET			653,154

**HAMILTON COUNTY DEPT OF EDUCATION
 FEDERAL PROGRAMS
 21st CENTURY COMMUNITY LEARNING CENTERS COHORT 2017 (Year 3)
 BUDGET FISCAL YEAR 2018-2019**

SOURCE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASE	(DECREASE)	AMENDED BUDGET 9/19/2019
21820000	41427147	Federal Through State	190,000			190,000

USE OF FUNDS SUMMARY

73300	Community Services	187,459	186,566	(187,459)	186,566
99100	Indirect Cost	2,541	893	-	3,434
	Total Award	190,000	187,459	(187,459)	190,000

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASES	(DECREASE)	AMENDED BUDGET 9/19/2019
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21821000	53301409	Teachers Extended Contracts	86,720		(86,720)	-
21821000	53301899	Other Salaries/Classified	15,000		(15,000)	-
21821000	53302011	Social Security	6,307		(6,307)	-
21821000	53302041	State Retirement	10,538		(10,538)	-
21821000	53302121	Medicare	1,475		(1,475)	-
21821000	53302991	Other Fringe Benefits	200		(200)	-
21821000	53303551	Travel	450		(450)	-
21821000	53303999	Contracted Services/Transportation	52,269		(52,269)	-
21821000	53304291	Instructional Supplies and Materials	2,500		(2,500)	-
21821000	53304999	Supplies	7,500		(7,500)	-
21821000	53305241	Staff Development	1,200		(1,200)	-
21821000	53305999	Other Charges (field trips, etc)	3,300		(3,300)	-
	Total 73300		187,459	-	(187,459)	-

21825053	53301409	Teachers Extended Contracts		150		150
21825053	53302011	Social Security		9		9
21825053	53302041	State Retirement		16		16
21825053	53302121	Medicare		2		2
21825053	53303999	Contracted Services/Transportation		29,823		29,823
	Total Red Bank High School		-	30,000	-	30,000

21826052	53301409	Site Coordinator		10,800		10,800
21826052	53301409	Teachers Extended Contracts		27,850		27,850
21826052	53302011	Social Security		2,396		2,396
21826052	53302041	State Retirement		4,109		4,109
21826052	53302121	Medicare		561		561
21826052	53303551	Travel		670		670
21826052	53303999	Contracted Services/Transportation		17,332		17,332
21826052	53304999	Supplies		1,914		1,914
21826052	53305241	Staff Development		836		836
21826052	53305999	Other Charges (field trips, etc)		336		336
	Total Red Bank Middle School		-	66,804	-	66,804

21827371	53301409	Teachers Extended Contracts		47,675		47,675
21827371	53301899	Other Salaries/Classified		10,000		10,000
21827371	53302011	Social Security		3,594		3,594
21827371	53302041	State Retirement		6,566		6,566
21827371	53302121	Medicare		836		836
21827371	53303551	Travel		665		665
21827371	53303999	Contracted Services/Transportation		11,753		11,753
21827371	53304999	Supplies		5,509		5,509
21827371	53305241	Staff Development		832		832
21827371	53305999	Other Charges (field trips, etc)		2,332		2,332
	Total East Brainerd Elementary		-	89,762	-	89,762

21821000	59005901	Indirect Costs (2.69 %)	2,541	893		3,434
	Total 99100		2,541	893	-	3,434

TOTAL			190,000	187,459	(187,459)	190,000
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**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 21st CENTURY COMMUNITY LEARNING CENTERS COHORT 2018 (Year 2)
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
21850000	41427147	Federal Through State	306,980

USE OF FUNDS SUMMARY

73300	Community Services	301,710
99100	Indirect Cost	5,270
	Total Award	306,980

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
21851000	53301899	Other Salaries - Project Director	26,550
21851000	53302011	Social Security	1,646
21851000	53302041	State Retirement	3,977
21851000	53302121	Medicare	385
	Total 73300 - Community Services		32,558

Brainerd High School

21855103	53301409	Teacher - Extended Contracts	27,101
21855103	53302011	Social Security	1,680
21855103	53302041	State Retirement	2,882
21855103	53302121	Medicare	393
21855103	53303999	Contracted Services	23,726
21855103	53304999	Other Supplies	2,100
21855103	53305999	Other Charges (field trips, etc)	1,600
	Total 73300 - Community Services		59,482

Dalewood Middle School

21856132	53301161	Teacher - Extended Contracts	33,412
21856132	53302011	Social Security	2,072
21856132	53302041	State Retirement	3,552
21856132	53302121	Medicare	484
21856132	53303999	Contracted Services	28,433
21856132	53304999	Other Supplies	2,100
21856132	53305999	Other Charges (field trips, etc)	1,600
	Total 73300 - Community Services		71,653

Orchard Knob Middle School

21856162	53301161	Teacher - Extended Contracts	33,412
21856162	53302011	Social Security	2,072
21856162	53302041	State Retirement	3,552
21856162	53302121	Medicare	484
21856162	53303999	Contracted Services	28,433
21856162	53304999	Other Supplies	2,100
21856162	53305241	In Service/Staff Development	1,600
	Total 73300 - Community Services		71,653

Calvin Donaldson Elementary

21857321	53301161	Teacher - Extended Contracts	31,680
21857321	53302011	Social Security	1,964
21857321	53302041	State Retirement	3,368
21857321	53302121	Medicare	459
21857321	53303999	Contracted Services	25,193
21857321	53304999	Other Supplies	2,100
21857321	53305999	Other Charges	1,600
	Total 73300 - Community Services		66,364

21850000	59005901	Indirect Costs	5,270
	Total 99100 - Indirect Cost		5,270

TOTAL BUDGET 306,980

**HAMILTON COUNTY DEPT OF EDUCATION
 FEDERAL PROGRAMS
 CARL PERKINS VOCATIONAL GRANT
 BUDGET FISCAL YEAR 2019-2020**

USE OF FUNDS SUMMARY
 FY2019-20 budget \$816,537.17.

ORGANIZATION KEY	OBJECT KEY	DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASE	(DECREASE)	AMENDED BUDGET 9/19/2019
23010000	41427131	REVENUE	750,000	66,537		816,537

USE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASE	(DECREASE)	AMENDED BUDGET 9/19/2019
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Vocational Instruction

23013000	51301161	Teacher on Special Assignment	60,273	929		61,202
23013000	51302011	Social Security	3,737	58		3,795
23013000	51302041	State Retirement	6,305	201		6,506
23013000	51302061	Life Insurance	65			65
23013000	51302071	Medical Insurance	9,500			9,500
23013000	51302081	Dental Insurance	345			345
23013000	51302101	Unemployment Compensation	180			180
23013000	51302121	Medicare	874	13		887
23013000	51302991	Other Fringe Benefits	121	1		122
23013000	51303999	Contracted Services (leases)	12,000		(3,000)	9,000
23013000	51304291	Instructional Supplies & Materials	42,000			42,000
23013000	51304999	Supplies & Materials: student certifications	17,000		(7,000)	10,000
23013000	51305999	Other Charges: CTE Course Tuition	-	15,000		15,000
23013000	51307301	Vocational Equipment	323,126	80,346		403,472
		Total 71300	475,526	96,548	(10,000)	562,074

Other Student Support

23013000	52131899	Technology Personnel	67,803	4,945		72,748
23013000	52131961	Teacher Stipends for PD/Lead Teachers	16,000	14,000		30,000
23013000	52132011	Social Security	5,196	1,174		6,370
23013000	52132041	State Retirement	8,766	5,321		14,087
23013000	52132061	Life Insurance	65			65
23013000	52132071	Medical Insurance	9,500			9,500
23013000	52132081	Dental Insurance	345			345
23013000	52132101	Unemployment Compensation	180			180
23013000	52132121	Medicare	1,215	275		1,490
23013000	52132991	Other Fringe Benefits	168		(22)	146
23013000	52133551	Travel (CTSO Students & Teachers)	50,000			50,000
23013000	52133999	Contracted Services (ACT)	24,000		(24,000)	-
23013000	52133999	Contracted Services (CTSO Bus)	4,000		(4,000)	-
23013000	52135241	Staff Development	67,643		(22,643)	45,000
		Total 72130	254,881	25,715	(50,665)	229,931

Vocational Instructional Staff Support--Administrative

23013000	52235241	Staff Development	10,000	2,000		12,000
23013000	52237901	Other Equipment	2,500		(500)	2,000
		Total 72230	12,500	2,000	(500)	14,000

23013000	59005901	Indirect Costs (1.88%)	7,093	3,439		10,532
		Total 99100	7,093	3,439	-	10,532

TOTAL BUDGET

750,000	127,702	(61,165)	816,537
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**HAMILTON COUNTY DEPT OF EDUCATION
 FEDERAL PROGRAMS
 CTE PERKINS RESERVE PATHWAYS TO HS APPRENTICESHIPS
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
23060000	41427131	REVENUE	<u>112,500</u>

USE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
23061000	51304999	Other Supplies and Materials	10,000
23061000	51305999	Other Charges	<u>51,000</u>
		Total 71300 - Vocational Education Program	<u>61,000</u>
23061000	52233999	Other Contracted Services	30,000
23061000	52235241	In-Service/Staff Development	10,000
23061000	52235999	Other Charges	<u>11,500</u>
		Total 72230 - Voc Educ Program Support Svcs	<u>51,500</u>
		TOTAL BUDGET	<u><u>112,500</u></u>

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 TITLE IV, PART A: STUDENT SUPPORT AND ACADEMIC ENRICHMENT
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

Carryover budget at 7/1/19 was \$30,000.

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
23940000	41427590	FY19 Carryover	<u><u>30,000</u></u>

USE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
23940000	51101409	Extended Contract	20,824
23940000	51102011	Social Security	1,291
23940000	51102041	State Retirement	2,213
23940000	51102121	Medicare	302
23940000	51104291	Instructional Supplies	4,000
		Total 71100 - Regular Instruction	<u><u>28,630</u></u>
23940000	52211961	In-Service/Stipend	270
23940000	52212011	Social Security	17
23940000	52212041	State Retirement	29
23940000	52212121	Medicare	4
23940000	52215241	Staff Development	1,050
		Total 72210 - Instructional Support	<u><u>1,370</u></u>
		TOTAL BUDGET	<u><u>30,000</u></u>

**HAMILTON COUNTY DEPT OF EDUCATION
 FEDERAL PROGRAMS
 SCHOOL LEVEL IMPROVEMENT GRANT
 BUDGET FISCAL YEAR 2019-2020**

Estimated carryover for Budget Document was \$0. This will be amended to actual.
 FY2019-20 Budget \$1,125,000.

23970000	41427141	REVENUE	825,000	300,000	1,125,000
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Use of Funds Summary

71100	Regular Instruction	506,574	147,076	(97,619)	556,031
72130	Other Student Support	124,067	169,725	(47,517)	246,275
72210	Instructional Support	170,122	147,558	(30,250)	287,430
72710	Transportation	9,344	2,252	(5,102)	6,494
99100	Indirect Costs	14,893	13,877	-	28,770
	Total Use of Funds	825,000	480,488	(180,488)	1,125,000

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASES	DECREASES	AMENDED BUDGET 9/19/2019
The Howard School						
23975143	51101161	Teacher Transition Academy (1)	40,000	6,276		46,276
23975143	51101166	Interventionist PT	-			-
23975143	51101409	Teacher Extended Contract	53,084		(39,659)	13,425
23975143	51101631	Educational Assistants - Bi Lingual (1)	17,250		(17,250)	-
23975143	51101881	Teacher Bonuses	52,700	26,350		79,050
23975143	51101899	Other Salaries	2,957	2,343		5,300
23975143	51102011	Social Security	10,290		(1,359)	8,931
23975143	51102041	Retirement	18,212		(2,801)	15,411
23975143	51102061	Life Insurance	65			65
23975143	51102071	Health Insurance	9,500			9,500
23975143	51102081	Dental Insurance	345			345
23975143	51102101	Unemployment Compensation	180			180
23975143	51102121	Medicare	2,406		(371)	2,035
23975143	51102991	Other Fringes	115	23		138
23975143	51105999	Other Charges	5,472		(5,472)	-
23975143	51107221	Equipment - Regular Instruction	10,176		(10,176)	-
		Total 71100--Regular Instruction	222,752	34,992	(77,088)	180,656
23975143	52131881	Teacher Bonuses	-	19,050		19,050
23975143	52131899	At Risk Graduation Coach	-	62,000		62,000
23975143	52132011	Social Security	-	5,025		5,025
23975143	52132041	Retirement	-	8,616		8,616
23975143	52132061	Life Insurance	-	65		65
23975143	52132071	Health Insurance	-	9,500		9,500
23975143	52132081	Dental Insurance	-	345		345
23975143	52132101	Unemployment Compensation	-	180		180
23975143	52132121	Medicare	-	1,175		1,175
23975143	52132991	Other Fringes	-	120		120
23975143	52134999	Other Supplies and Materials	1,238		(713)	525
		Total 72130--Other Student Support	1,238	106,076	(713)	106,601
23975143	52211881	Assistant Principal Retention Bonus	30,000		(15,000)	15,000
23975143	52211961	Professional Development Stipends	3,273	41,902		45,175
23975143	52212011	Social Security	2,063	2,598		4,661
23975143	52212041	Retirement	3,480	4,511		7,991
23975143	52212121	Medicare	482	608		1,090
23975143	52215999	Other Charges	5,000		(5,000)	-
		Total 72210--Instructional Support	44,298	49,619	(20,000)	73,917
23975143	52713141	Contracts with Public Carriers	1,860	2,252		4,112
		Total 72710--Transportation	1,860	2,252	-	4,112
23975143	59005901	Indirect Costs	4,852	4,862		9,714
		Total 99100	4,852	4,862	-	9,714
		Total Howard	275,000	197,801	(97,801)	375,000

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASES	DECREASES	AMENDED BUDGET 9/19/2019
Orchard Knob Middle School						
23976162	51101409	Teacher Extended Contract	24,000		(13,250)	10,750
23976162	51101631	Educational Assistant - PT (2) ELA and Math	15,000	3,750		18,750
23976162	51101881	Teacher Bonuses	95,500			95,500
23976162	51101899	Other Salaries	600		(600)	-
23976162	51101981	Substitute	-	5,808		5,808
23976162	51102011	Social Security	8,375		(295)	8,080
23976162	51102041	Retirement	12,588		(1,322)	11,266
23976162	51102121	Medicare	1,960		(64)	1,896
23976162	51103999	Contracted Services	-	5,000		5,000
23976162	51104291	Instructional Supplies & Materials	6,000		(5,000)	1,000
23976162	51105999	Other charges: field trips	1,366	634		2,000
		Total 71100--Regular Instruction	165,389	15,192	(20,531)	160,050
23976162	52131881	Retention Bonus	-	2,000		2,000
23976162	52131899	Guidance Counselor (1)	28,000	31,931		59,931
23976162	52131899	Other Salaries - Extended Contracts	17,823		(4,610)	13,213
23976162	52132011	Social Security	2,841	1,818		4,659
23976162	52132041	Retirement	2,150	5,850		8,000
23976162	52132061	Life Insurance	-	65		65
23976162	52132071	Health Insurance	-	9,500		9,500
23976162	52132081	Dental Insurance	-	345		345
23976162	52132101	Unemployment Compensation	-	180		180
23976162	52132121	Medicare	665	430		1,095
23976162	52132991	Other Fringes	-	120		120
23976162	52134999	Other Supplies and Materials	-	1,000		1,000
23976162	52135999	Other Charges	-	1,500		1,500
		Total 72130--Other Student Support	51,479	54,739	(4,610)	101,608
23976162	52211881	Assistant Principal Retention Bonus	20,000			20,000
23976162	52211881	Teacher Bonus	-	4,000		4,000
23976162	52211899	RTI Coach (1)	-	27,854		27,854
23976162	52211899	Other Salaries - Extended Contracts	-	1,240		1,240
23976162	52211961	Professional Development Stipends	14,444	3,656		18,100
23976162	52212011	Social Security	2,135	2,279		4,414
23976162	52212041	Retirement	3,603	4,015		7,618
23976162	52212061	Life Insurance	-	65		65
23976162	52212071	Health Insurance	-	9,500		9,500
23976162	52212081	Dental Insurance	-	345		345
23976162	52212101	Unemployment Compensation	-	180		180
23976162	52212121	Medicare	499	533		1,032
23976162	52212991	Other Fringes	-	111		111
23976162	52215241	In Service/Staff Development	5,000	1,874		6,874
		Total 72210--Instructional Support	45,681	55,652	-	101,333
23976162	52713141	Contracts with Public Carriers	7,484		(5,102)	2,382
		Total 72710--Transportation	7,484	-	(5,102)	2,382
23976162	59005901	Indirect Costs	4,967	4,660		9,627
		Total 99100	4,967	4,660	-	9,627
		Total Orchard Knob Middle School	275,000	130,243	(30,243)	375,000

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET DOCUMENT	INCREASES	DECREASES	AMENDED BUDGET 9/19/2019
Calvin Donaldson Elementary						
23977321	51101345	Tutors - Part time (4)	-	59,160		59,160
23977321	51101881	Teacher Bonuses	100,000	15,000		115,000
23977321	51102011	Social Security	6,200	4,555		10,755
23977321	51102041	Retirement	10,460	1,725		12,185
23977321	51102121	Medicare	1,450	1,075		2,525
23977321	51103999	Other Contracted Services	-	14,200		14,200
23977321	51104291	Instructional Supplies & Materials	323	1,177		1,500
Total 71100--Regular Instruction			118,433	96,892	-	215,325
23977321	52131899	Student Success Advocate FT (1)	50,000		(34,906)	15,094
23977321	51231899	Educational Assistant - PT	-	8,910		8,910
23977321	52132011	Social Security	3,100		(1,643)	1,457
23977321	52132041	Retirement	7,335		(5,190)	2,145
23977321	52132061	Life Insurance	65			65
23977321	52132071	Medical Insurance	9,500			9,500
23977321	52132081	Dental Insurance	345			345
23977321	52132101	Unemployment Compensation	180			180
23977321	52132121	Medicare	725		(384)	341
23977321	52132991	Other Fringes	100		(71)	29
Total 72130--Other Student Support			71,350	8,910	(42,194)	38,066
23977321	52211881	Retention/Recruitment Bonus	10,000			10,000
23977321	52211899	Instructional Coach - Math (1)	-	25,283		25,283
23977321	52211961	Professional Development Stipends	31,100	780		31,880
23977321	52212011	Social Security	2,548	1,616		4,164
23977321	52212041	Retirement	4,299	2,840		7,139
23977321	52212061	Life Insurance	-	65		65
23977321	52212071	Health Insurance	-	9,500		9,500
23977321	52212081	Dental Insurance	-	345		345
23977321	52212101	Unemployment Compensation	-	180		180
23977321	52212121	Medicare	596	378		974
23977321	52213081	Consultants	25,000		(10,250)	14,750
23977321	52215241	In-Service / Staff Development	6,600	1,300		7,900
Total 72210--Instructional Support			80,143	42,287	(10,250)	112,180
23977321	59005901	Indirect Costs	5,074	4,355		9,429
Total 99100			5,074	4,355	-	9,429
Total Calvin Donaldson Elementary			275,000	152,444	(52,444)	375,000
TOTAL GRANT			825,000	480,488	(180,488)	1,125,000

**HAMILTON COUNTY DEPT OF EDUCATION
STATE PROGRAMS
COMPETITIVE PRIORITY SCHOOL STATE GRANT
BUDGET FISCAL YEAR 2019-2020**

FY2019-20 Budget \$963,339.

12040000 41416590 OTHER STATE EDUCATION REVENUE 963,339

USE OF FUNDS

71100 Regular Instruction	372,914
72130 Other Student Support	398,729
72210 Instructional Support	151,491
72710 Transportation	16,770
99100 Indirect Cost	23,435
Total Use of Funds	963,339

ORGANIZATION	OBJECT	EXPENDITURE DESCRIPTION	FY2020 BUDGET 9/19/2019
KEY	CODE		

The Howard School

12045143	51101161	Certified Bi-Lingual ESL Instructor (1)	48,651
12045143	51101161	Certified Lead Instructor Project Rise (211 day) (1)	50,566
12045143	51101166	1 part-time interventionist (ESL)	15,930
12045143	51101166	2 part time Interventionist	31,860
12045143	51102011	Social Security	9,114
12045143	51102041	Retirement	10,545
12045143	51102061	Life Insurance	130
12045143	51102071	Health Insurance	19,000
12045143	51102081	Dental Insurance	690
12045143	51102101	Unemployment Compensation	360
12045143	51102121	Medicare	2,132
12045143	51102991	Other Fringes	198
		Total 71100--Regular Instruction	189,176

12045143	51231231	Bi-Lingual Counselor (1)	42,970.00
12045143	52131899	Behavior Management Specialist (1)	30,118.00
12045143	52131899	College and Career Advisor (1)	32,566.00
12045143	52132011	Social Security	6,551.00
12045143	52132041	Retirement	13,782.00
12045143	52132061	Life Insurance	195.00
12045143	52132071	Medical Insurance	28,500.00
12045143	52132081	Dental Insurance	1,035.00
12045143	52132101	Unemployment Comp.	540.00
12045143	52132121	Medicare	1,532.00
12045143	52132991	Other Fringes	211.00
		Total 72130--Other Student Support	158,000

12045143	59005901	Indirect Costs	8,351
		Total 99100	8,351

Total School **355,527**

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET 9/19/2019
Orchard Knob Middle			
12046162	51101161	Certified Teacher (Middle Grades)	54,997
12046162	51101409	Extended Contracts	5,000
12046162	51101631	Educational Assistant (2)	39,021
12046162	51102011	Social Security	6,139
12046162	51102041	Retirement	11,582
12046162	51102061	Life Insurance	195
12046162	51102071	Health Insurance	28,500
12046162	51102081	Dental Insurance	1,035
12046162	51102101	Unemployment Compensation	540
12046162	51102121	Medicare	1,436
12046162	51102991	Other Fringes	188
12046162	51103999	Contracted Services	9,654
12046162	51104291	Instructional Supplies	16,107
12046162	51105999	Other Charges - Field Experiences	8,240
		Total 71100--Regular Instruction	182,634
12046162	52131899	Behavior Management Specialist (2)	70,030.00
12046162	52132011	Social Security	4,342.00
12046162	52132041	Retirement	10,293.00
12046162	52132061	Life Insurance	130.00
12046162	52132071	Medical Insurance	19,000.00
12046162	52132081	Dental Insurance	690.00
12046162	52132101	Unemployment Comp.	360.00
12046162	52132121	Medicare	1,015.00
12046162	52132991	Other Fringes	140.00
12046162	52135241	Staff Development	6,120.00
		Total 72130--Other Student Support	112,120
12046162	52211961	Stipends	25,000
12046162	52212011	Social Security	1,550
12046162	52212041	Retirement	2,657
12046162	52212121	Medicare	363
		Total 72210--Instructional Support	29,570
12046162	527103141	Contracts with Public Carriers	16,770
		Total 72710 -- Transportation	16,770
12046162	59005901	Indirect Costs	8,359
		Total 99100	8,359
		Total School	349,453

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2020 BUDGET 9/19/2019
Woodmore Elementary			
12047501	51101981	Substitutes	1,026.00
12047501	51102011	Social Security	63.00
12047501	51102121	Medicare	15.00
Total 71100--Regular Instruction			1,104.00
12047501	52131899	Behavior Management Specialist (1)	35,156.00
12047501	52131899	Community Schools Specialist (1)	31,382.00
12047501	52132011	Social Security	4,125.00
12047501	52132041	Retirement	9,781.00
12047501	52132061	Life Insurance	130.00
12047501	52132071	Medical Insurance	19,000.00
12047501	52132081	Dental Insurance	690.00
12047501	52132101	Unemployment Comp.	360.00
12047501	52132121	Medicare	965.00
12047501	52132991	Other Fringes	133.00
12047501	52133081	Consultant	26,887.00
Total 72130--Other Student Support			128,609
12047501	52211899	Academic Coach - Literacy (1)	64,675
12047501	52212011	Social Security	4,010
12047501	52212041	Retirement	6,875
12047501	52212061	Life Insurance	65
12047501	52212071	Health Insurance	9,500
12047501	52212081	Dental Insurance	345
12047501	52212101	Unemployment Compensation	180
12047501	52212121	Medicare	938
12047501	52212991	Other Fringe Benefits	129
12047501	52215241	Staff Development	35,204
Total 72210--Instructional Support			121,921
12047501	59005901	Indirect Costs	6,725
Total 99100			6,725
Total School			258,359
TOTAL GRANT			963,339

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAM
 TELECOMMUNICATIONS RECYCLABLES
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
10000000	30004555	Restricted for Education	441
34160000	40004990	Other Local Revenues	220
Total Source of Funds			661

USE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34160000	52814999	Other Supplies & Materials	661
Total 72810 - Central and Other			661
Total Budget			661

Note: The actual carryforward balance as of 6/30/2019 is \$441.17

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 STUDENT SUCCESS PLANNING
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET		AMENDED BUDGET
			7/18/2019	INCREASE (DECREASE)	9/19/2019
34180000	41434570	Contributions & Gifts	336,000		336,000

USE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET		AMENDED BUDGET
			7/18/2019	INCREASE (DECREASE)	9/19/2019
34180000	52131232	Integrated Student Support Program Manager	59,006		59,006
34180000	52132011	Social Security	3,658		3,658
34180000	52132041	Retirement	6,272		6,272
34180000	52132061	Life Insurance	65		65
34180000	52132071	Medical Insurance	9,500		9,500
34180000	52132081	Dental Reimbursement	345		345
34180000	52132101	Unemployment Compensation	180		180
34180000	52132121	Medicare	856		856
34180000	52132991	Long Term Disability	118		118
34180000	52133999	Other Contracted Services	256,000		254,130
34180000	52135241	Staff Development	-	1,870	1,870
Total 72130 - Other Student Support			336,000	1,870	336,000
TOTAL BUDGET			336,000	1,870	336,000

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 COMMUNITY DONATIONS - SCHOOLS
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
10000000	30004555	Restricted For Education	2,172
Total Source of Funds			2,172

USE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34270000	52213081	Consultants	750
34270000	52214291	Instructional Supplies	93
34270000	52214999	Other Supplies and Materials	1,029
34270000	52215241	In-Service/Staff Development	100
34270000	52215999	Other Charges	200
Total 72210 - Instructional Support			2,172
TOTAL BUDGET			2,172

Note: The actual carryforward balance as of 6/30/2019 is \$2,172.41.

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAM
 MAINTENANCE RECYCLABLES
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
10000000	30004555	Restricted For Education	1,045
34280000	40004990	Other Local Revenues	151
		Total Source of Funds	1,196

USE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34280000	52624999	Other Supplies & Materials	1,196
		Total 72620 - Maintenance of Plant	1,196

Note: The FY19 carryover balance is \$1,044.89 as of June 30, 2019.

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 FRI EXTERNSHIP PROGRAM
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
10000000	30004555	Restricted for Education	82,354

USE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34380000	52211961	Stipends	25,208
34380000	52212011	Social Security	1,563
34380000	52212041	Retirement	2,680
34380000	52212121	Medicare	366
34380000	52213999	Other Contracted Services	8,000
34380000	52214999	Other Supplies and Materials	15,000
34380000	52215241	In Service/Staff Development	19,537
34380000	52215999	Other Charges	10,000
		Total 72210 - Instructional Support	82,354

Note: The FY19 carryover balance is \$82,354.27 as of June 30, 2019.

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 FUTURE READY INSTITUTES
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34465083	41434570	Contributions and Gifts (BCBS for Soddy Daisy HS)	250,000
10000000	30004555	Restricted for Education	311,081
Total Source of Funds			561,081

USE OF FUNDS SUMMARY

71100	Regular Instruction	198,425
71300	Vocational Education Program	157,697
72130	Other Student Support	5,000
72210	Instructional Support	134,460
72620	Maintenance of Plant	45,499
72710	Transportation	20,000
Total Use of Funds		561,081

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34460000	51307301	Equipment	15,000
Total 71300 - Vocational Education			15,000
34460000	52215241	Staff Development	35,000
Total 72210 - Instructional Support			35,000
Total - Future Ready Institute			50,000

34465053	51101409	Teachers - Extended Contract	9,000
34465053	51103361	Maintenance & Repairs Equipment	8,000
34465053	51104291	Instructional Supplies	15,500
34465053	51104999	Other Supplies/Materials - Tables, Chairs, Shelving	11,414
34465053	51105999	Other - Student Competition Fees/Materials	24,500
34465053	51107221	Equipment - Computers, TVs, Specialized Equipment	11
Total 71100 - Regular Instruction			68,425
34465053	51304999	Other Supplies/Materials - Early Postsecondary Fees	15,000
34465053	51305999	Other - Work Based Learning/Summer Internships	15,000
Total 71300 - Vocational Education			30,000
34465053	52211961	Stipends	12,682
34465053	52212011	Social Security	786
34465053	52212041	State Retirement	1,348
34465053	52212121	Employer Medicare	184
34465053	52215241	In Service/Staff Development	34,460
Total 72210 - Instructional Support			49,460
34465053	52625999	Other Charges	15,499
Total 72620 - Maintenance of Plant			15,499
34465053	52713141	Contract with Public Carriers	10,000
Total 72710 - Transportation			10,000
Total - Red Bank High School			173,384

34465083	51101409	Teachers - Extended Contract	9,000
34465083	51103361	Maintenance & Repairs Equipment	10,000
34465083	51104291	Instructional Supplies	15,500
34465083	51104999	Other Supplies/Materials - Tables, Chairs, Shelving	21,000
34465083	51105999	Other - Student Competition Fees/Materials	24,500
34465083	51107221	Equipment - Computers, TVs, Specialized Equipment	50,000
		Total 71100 - Regular Instruction	<u>130,000</u>
34465083	51304999	Other Supplies/Materials - Early Postsecondary Fees	15,000
34465083	51305999	Other - Work Based Learning/Summer Internships	15,000
		Total 71300 - Vocational Education	<u>30,000</u>
34465083	52211961	Stipends	12,682
34465083	52212011	Social Security	786
34465083	52212041	State Retirement	1,348
34465083	52212121	Employer Medicare	184
34465083	52215241	In Service/Staff Development	35,000
		Total 72210 - Instructional Support	<u>50,000</u>
34465083	52625999	Other Charges	30,000
		Total 72620 - Maintenance of Plant	<u>30,000</u>
34465083	52713141	Contract with Public Carriers	10,000
		Total 72710 - Transportation	<u>10,000</u>
		Total - Soddy Daisy High School	<u><u>250,000</u></u>
34465103	51301409	Stipend - Evening/Summer Program	10,160
34465103	51302011	Social Security	630
34465103	51302041	State Retirement	1,063
34465103	51302121	Employer Medicare	147
34465103	51304999	Other Supplies/Materials - AMPA Curriculum and Testing	3,000
34465103	51307301	Equipment - Advanced Manufacturing	42,500
		Total 71300 - Vocational Education	<u>57,500</u>
34465103	52133999	Contracted Services - Student Transportation	5,000
		Total 72130 - Other Student Support	<u>5,000</u>
		Total - Brainerd High School	<u><u>62,500</u></u>
34465153	51307301	Equipment - Advanced Manufacturing	25,197
		Total 71300 - Vocational Education Program	<u>25,197</u>
		Total - Lookout Valley Middle/High School	<u><u>25,197</u></u>
		TOTAL BUDGET	<u><u>561,081</u></u>

Note: The FY19 carryover balance is \$311,080.53 as of June 30, 2019.

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 FRI - TYNER ACADEMY
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34505163	41434570	Contributions and Gifts	75,779
10000000	30004555	Restricted for Education	28,471
Total Source of Funds			<u>104,250</u>

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34505163	51101961	Stipends	7,460
34505163	51102011	Social Security	461
34505163	51102041	Retirement	804
34505163	51102121	Medicare	108
34505163	51103999	Other Contracted Services	5,600
34505163	51104291	Instructional Materials	8,000
34505163	51107221	Equipment - Reg Instruction	40,272
		Total 71100 - Regular Instruction	<u>62,705</u>
34505163	52215241	In Service/Staff Development	30,000
34505163	52215999	Other Charges	4,000
		Total 72210 - Instructional Support	<u>34,000</u>
34505163	52625999	Other Charges	7,545
		Total 72620 - Maintenance of Plant	<u>7,545</u>
TOTAL BUDGET			<u>104,250</u>

Note: The FY19 carryover balance is \$28,471.35 as of June 30, 2019.

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 CLASS (COALITION OF LARGE SCHOOL SYSTEMS)
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
10000000	30004555	Restricted for Education	40,160
34540000	41434570	Contributions & Gifts	75,000
Total Source of Funds			115,160

USE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34540000	52313999	Other Contracted Services	115,160
Total 72310 - Board of Education			115,160
TOTAL BUDGET			115,160

Note: The actual carryforward balance as of 6/30/2019 is \$40,160.39.

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 BENWOOD FOUNDATION
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	AMENDED BUDGET 8/15/2019	INCREASE	(DECREASE)	AMENDED BUDGET 9/19/2019
10000000	30004555	Restricted For Education	130,000			130,000
34720000	41434570	Contributions & Gifts	65,000			65,000
Total Source of Funds			195,000	-	-	195,000

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	AMENDED BUDGET 8/15/2019	INCREASE	(DECREASE)	AMENDED BUDGET 9/19/2019
34720000	51104291	Instructional Supplies	40,000		(40,000)	-
		Total 71100 - Regular Instruction Program	40,000	-	(40,000)	-
34720000	52211961	In Service/Stipends	12,682			12,682
34720000	52212011	Social Security	786			786
34720000	52212041	State Retirement	1,348			1,348
34720000	52212121	Employer Medicare	184			184
34720000	52215241	In Service/Staff Development	10,000		(10,000)	-
34720000	52215999	Other Charges	-	50,000		50,000
		Total 72210 - Regular Instruction Support	25,000	50,000	(10,000)	65,000
Total Budget - Innovation Cohorts			65,000	50,000	(50,000)	65,000
34726102	51103995	Software	299			299
34726102	51104291	Instructional Supplies	16,665			16,665
34726102	51107221	Equipment - Instructional	83,036			83,036
		Total 71100 - Regular Instruction Program	100,000	-	-	100,000
Total Budget - Howard MS xfactor Lab			100,000	-	-	100,000
34726102	51103995	Software	325			325
34726102	51104291	Instructional Supplies	24,001			24,001
34726102	51107221	Equipment - Instructional	5,674			5,674
		Total 71100 - Regular Instruction Program	30,000	-	-	30,000
Total Budget - Howard MS STEM Collaboratory			30,000	-	-	30,000
TOTAL BUDGET BENWOOD			195,000	50,000	(50,000)	195,000

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 CO FLOWER FUND
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
10000000	300045555	Restricted for Education	8,322

USE OF FUNDS

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34870000	52815999	Other Charges	8,322
		Total 72810 - Central Office and Other	8,322

Note: The FY19 carryover balance is \$8,321.93 as of June 30, 2019.

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 INNOVATION & CHOICE
 BUDGET FISCAL YEAR 2019-2020**

SOURCE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34960000	41434570	Contributions & Gifts	20,000

USE OF FUNDS SUMMARY

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	FY2020 BUDGET 9/19/2019
34960000	52213999	Other Contracted Services	15,000
34960000	52214999	Other Supplies & Materials	3,000
34960000	52215999	Other Charges	2,000
Total 72210 - Regular Educ Instructional Support			20,000
TOTAL BUDGET			20,000

b. Priority Schools Principal Incentive State Grant

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Brent Goldberg, Chief Business Officer

DATE: September 19, 2019

SUBJECT: Budget Amendments –Priority Schools Principal Incentive State Grant

The attached budget amendment for the Priority Schools Principal Incentive State Grant for FY2020 is recommended for your approval. Six priority school principals are eligible for the retention bonus.

**HAMILTON COUNTY DEPT OF EDUCATION
 OPPORTUNITY ZONE
 PRIORITY SCHOOLS PRINCIPAL INCENTIVE GRANT
 BUDGET FISCAL YEAR 2019-2020**

18040000 41426590 OTHER STATE EDUCATION REVENUE 70,764

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	FY2019 BUDGET 9/19/2019
---------------------	----------------	-------------------------	-------------------------------

Dalewood Middle

18236132	52211881	Principal Retention Bonus	9,971
18236132	52212011	Social Security	618
18236132	52212041	Retirement	1,060
18236132	52212121	Medicare	145
Total 72210--Instructional Support			11,794

Note: \$2,400 matched in District Priority School Improvement Grant

Clifton Hills Elementary

18237311	52211881	Principal Retention Bonus	9,971
18237311	52212011	Social Security	618
18237311	52212041	Retirement	1,060
18237311	52212121	Medicare	145
Total 72210--Instructional Support			11,794

Note: \$2,400 matched in District Priority School Improvement Grant

Calvin Donaldson Environmental Science

18237321	52211881	Principal Retention Bonus	9,971
18237321	52212011	Social Security	618
18237321	52212041	Retirement	1,060
18237321	52212121	Medicare	145
Total 72210--Instructional Support			11,794

Note: \$2,400 matched in District Priority School Improvement Grant

Hardy Elementary

18237411	52211881	Principal Retention Bonus	9,971
18237411	52212011	Social Security	618
18237411	52212041	Retirement	1,060
18237411	52212121	Medicare	145
Total 72210--Instructional Support			11,794

Note: \$2,400 matched in District Priority School Improvement Grant

Orchard Knob Elementary

18237471	52211881	Principal Retention Bonus	9,971
18237471	52212011	Social Security	618
18237471	52212041	Retirement	1,060
18237471	52212121	Medicare	145
Total 72210--Instructional Support			11,794

Note: \$2,400 matched in District Priority School Improvement Grant

Woodmore Elementary

18237501	52211881	Principal Retention Bonus	9,971
18237501	52212011	Social Security	618
18237501	52212041	Retirement	1,060
18237501	52212121	Medicare	145
Total 72210--Instructional Support			11,794

Note: \$2,400 matched in District Priority School Improvement Grant

TOTAL GRANT **70,764**

4. Fund Balance Proposal

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

ACTION ITEM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Brent Goldberg, Chief Business Officer

DATE: September 19, 2019

SUBJECT: FY 20 – Appropriation of Fund Balance

Board Approval is recommended to appropriate fund balances as detailed below.

Re-appropriate Committed Fund Balance appropriated during FY19 but not used until FY 20.

Source of Funds:		
1000000-30004655	Fund Balance Committed for Education	\$1,185,200
Use of Funds:		
18070000 – 52817091	Equipment – Printing	\$285,000
19050000 – 52253999	Contracted Services – Software	\$300,000
19050000 – 52257221	Equipment – Information Technology	\$600,200

Appropriate Unassigned Fund Balance in the amount of \$5,750,000 for uses identified below.

Source of Funds:		
1000000 – 30009000	Fund Balance Unassigned	\$5,750,000
Use of Funds:		
18210000 – 59005901	Transfer – Capital (Sale Creek Stadium)	\$2,500,000
19030000 – 53401404	Salary Bonus (Excellence 555)	\$2,500,000
18260001 – 52237901	STEM Equipment (Digital Fabrication)	\$750,000

Appropriate Committed and Unassigned Fund Balance to Committed and Assigned Fund Balance for Technology/Textbooks.

1000000 – 30004655	Fund Balance Committed for Education	(\$411,758)
1000000 – 30009000	Fund Balance Unassigned	(\$1,189,045)
1000000 – 30004660	Fund Balance Committed for Instruction	\$200,803
1000000 – 30004755	Fund Balance Assigned for Education	\$1,400,000

Fund Balance Proposal 2019.09

	Fund Balance Audited 6/30/18	Fund Balance Projected 6/30/19	Fund Balance Actual Unaudited 6/30/19	Fund Balance Proposed Use 9/19/19 (Notes 2 & 3)	Fund Balance Proposed Allocation 9/19/19 (Note 4)	Fund Balance Projected 9/30/19
Nonspendable	61,657		144,428	-	-	144,428
Restricted for Education - Self Funded Grants	2,798,233	2,191,522	2,366,695	-	-	2,366,695
Restricted for Instruction - Career Ladder	27,597	27,597	63,619	-	-	63,619
Committed for Education - Encumbrances	5,757,433	7,757,433	7,545,248	-	-	7,545,248
Committed for Education - Telecommunications	911,758	-	411,758	-	(411,758)	-
Committed for Education - Technology (Note 1)	-	-	1,185,200	(1,185,200)	-	-
Committed for Instruction - Textbooks	4,299,197	4,299,197	4,299,197	-	200,803	4,500,000
Assigned for Education - Technology/Safety/Textbooks	7,100,000	2,100,000	2,100,000	-	1,400,000	3,500,000
Unassigned	40,779,761	38,698,230	45,899,443	(5,750,000)	(1,189,045)	38,960,398
Total Fund Balance	61,735,636	55,073,979	64,015,588	\$ (6,935,200)	\$ -	57,080,388
<i>% of Operating Budget</i>	13.21%	11.79%	13.70%			12.22%
Minimum Required - 3% of Operating Budget	14,015,619	14,015,619	14,015,619			14,015,619
<i>Tennessee Code Annotated (TCA) 49-3-352</i>						
Amount in Excess of Minimum Required	47,720,017	41,058,360	49,999,969			43,064,769
FY 20 Combined Operating Budget	\$ 475,187,307					
<i>(excluding proposed use of fund balance)</i>	\$ (8,000,000)					
	<u>\$ 467,187,307</u>					
Note 1 - This represents FY 19 Fund Balance Appropriation not yet used. Will be used during FY 20.						
Note 2 - Re-appropriate funds for technology (\$1,185,200) from FY 19 to FY 20.						
Note 3 - Appropriate Unassigned Fund Balance for Sale Creek Stadium (\$2.5 Million), STEM Digital Fabrication (\$750,000), and \$555 Bonus (\$2.5 million)						
Note 4 - Commit/Assign fund balance for technology/textbooks.						

5. Board Policy First and Final Reading

a. Board Policy 3.500 - Food Service Management

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Bryan Johnson
Superintendent

FROM: Brent Goldberg
Chief Business Officer

Kristen Nauss
Director of Child Nutrition

DATE: September 19, 2019

RE: First and Final Reading
Proposed Policy Revisions

Based on administration review of policy related to Food Services, the following recommendations have been made for first and final reading.

- Board Policy 3.500 – Food Service Management. The policy change will allow high school students to charge one meal per meal service per school day.

These revisions are presented for Board approval via first and final reading at the September regular session.

Hamilton County Board of Education

Monitoring: Review: Annually in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 12/13/18
		Rescinded:	Revised: 09/19/19

1
2 School food service will be operated on a nonprofit basis and will comply with all rules and
3 regulations pertaining to health, sanitation, internal accounting procedures, and service of foods and
4 will meet all state and federal¹ requirements necessary for participation.

5
6 The system's food service director will oversee the program. The cafeteria manager, in cooperation
7 with the school principal, is responsible for administering the Child Nutrition program in individual
8 schools. All products and services necessary for the operation of the food service department shall
9 be procured under the direction of the cafeteria manager.

10
11 School food service receipts will be used only to pay regular food service operating costs. When food
12 service facilities are used by outside agencies, an adequate fee approved by the Board will be charged
13 and the manager will ensure that no USDA commodities or supplies provided for the regular program
14 are used.

15
16 The principal shall correlate the food service program with areas of instruction.

17
18 Students will be permitted to bring their lunches from home and to purchase beverages and incidental
19 items at school.

20 21 **FREE OR REDUCED PRICE MEALS**

22
23 The criteria and procedures for determining a student's need and steps in securing for students no-
24 cost or reduced-cost lunches as established at the state/federal level will be outlined and made
25 known by the principal.

26
27 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
28 students who pay the regular price. Their names will not be made known to any person except such
29 staff member(s) as needed to make the special arrangements for them.

30 31 **COMPETITIVE FOODS/VENDING MACHINES**

32
33 Applicable State Law and State regulations will apply to any sale of food and beverages during
34 school hours (competitive foods). Revenue from the sale of food purchased from the school food
35 service account will be deposited to the food service account.

36
37 The sale of all competitive foods and beverages to students during the school hours, including
38 vending machines, shall be limited to those approved by the Secretary of Agriculture and controlled
39 by the principal.

40

1 Vending machines accessible to students in the schools will be controlled so that they will not offer
2 competition to the school lunch program or encourage poor eating habits.

3
4 Vending machines may be operated by the school without restriction in the employee lounge for
5 employee use only.

6 7 **SANITATION**

8
9 The Food Service Director and managers shall be responsible for implementing regulations from
10 the Department of Health and seeing that school cafeterias meet acceptable standards of
11 cleanliness at all times.

12 13 **MEAL CHARGES**

14
15 It is the intent of the Board that the School Nutrition Program provides the opportunity for each
16 student to have a nutritious meal every day. However, if circumstances require it, **some** students may
17 charge their **lunch meal** in accordance with the following:

- 18 1. Elementary and middle school students will be allowed to charge.
- 19 2. High school students may ~~not charge their lunches~~ **charge meals such that the charge**
20 **balance does not exceed \$40.**
- 21 3. **Only one meal may be charged per meal service per school day.**
- 22 4. Adult charges are not allowed with the exception of principal approved, special event and/or
23 Teacher Appreciation Day.
- 24 5. A la Carte items may not be charged.
- 25 6. A la Carte purchases cannot be made if there is a negative charge balance.
- 26 7. Procedures to be used system-wide to collect overdue charges shall be designed, distributed,
27 and monitored by the School Nutrition Department.

28
29 Procedures for implementing local board policies are on file in the district food services procedures
30 **manual.**

31 32 33 34 35 36 37 38 39 Legal Reference:

- 40 1. *Child Nutrition & Food Distribution,*
- 41 2. 210.11 Competitive Food Services (1994)

Cross References:

- 42 1. Deposit of Funds 2.500
- 43 2. Financial Reports and Records 2.701
3. Wellness Policy 3.501

E. Chief Talent Officer - Keith Fogleman

1. Sick Leave Bank Trustee Recommendation

HAMILTON COUNTY SCHOOLS
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

MEMORANDUM

TO: Hamilton County Board of Education

FROM: Keith Fogleman, Chief Talent Officer

DATE: September 19, 2019

SUBJECT: Sick Leave Bank Trustee Recommendation

I am recommending one employee to serve as a Trustee for the Classified Sick Leave Bank. The employee will serve a three-year term. The name and a brief bio is included under confidential cover.

This employee has a reputation among their peers for professionalism and confidentiality. It is my recommendation that you approve this appointment.

Please do not hesitate to contact me if you have any questions.

F. Chief of Staff - Dr. Nakia Towns Edwards
1. Board Policies - First Reading

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Bryan Johnson
Superintendent

FROM: Dr. Nakia Towns Edwards
Chief of Staff

DATE: September 19, 2019

RE: First Reading
Proposed Policy Revisions

Based on administration review of policies related to Students, the following recommendations have been made, please see attached proposed revisions for impacted board policies as outlined below.

No.	Policy #	Policy Title	Proposed Revisions
1.	6.203	School Admissions	Revise language to reflect new State Law TCA 36-6-402 – regarding joint custody.
2.	6.205	Student Assignments	Update language to reflect the open enrollment and/or Magnet schools applications opening for each school year.
3.	6.209	Child Custody/Parent Access	Revise language to include all school officials.
4.	6.300	Code of Behavior and Discipline	Revised to include language regarding parent/guardian acknowledgement, and student acknowledgement in grades 6-12.
5.	6.3021	Student Disciplinary Procedures	New policy to create uniformity across the district and address specific issues that agrees with the updated version of our Student Code of Acceptable Behavior and Discipline.

No.	Policy #	Policy Title	Proposed Revisions
6.	6.3022	Student Disciplinary Appeals	New policy to create uniformity across the district and address specific issues that agrees with the updated version of our Student Code of Acceptable Behavior and Discipline.
7.	6.3023	Disciplinary Procedures for Students Receiving Special Education	New policy to create uniformity across the district and address specific issues that agrees with the updated version of our Student Code of Acceptable Behavior and Discipline.
8.	6.310	Alternative School	New policy to address PC 465 regarding alternative school placement.
9.	6.415	Student Suicide Prevention	Revise language on notification after a suicide attempt or threat.
10.	6.502	Foreign Exchange	Revise language to clarify conditions to accept foreign exchange students.
11.	6.503	Homeless Students	Extensive revision and reorganization of language to reflect efficient procedures and add clarity.

These revisions are presented for Board approval upon a second and final reading at the October regular session.

a. Board Policy 6.203 - School Admissions

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 06/20/13
		Rescinded:	Revised: 09/19/19

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration; ¹
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record;
3. Evidence of state-required immunization; ³
4. Proof of residence;
5. ~~Proof of court-ordered custody for a child living with a divorced parent, custodian or guardian.~~
In the case of a child not living with both parents:
 - a. If the child lives with a divorced parent, a copy of the parenting plan; or
 - b. If the child lives with a custodian or guardian, a copy of an appropriate court order; or
 - c. If the child lives with an appointed caregiver, a properly executed power of attorney setting forth some extreme hardship that renders the parent or guardian unable to care for the child; provided that the school administration shall have the authority to inquire into the validity of the hardship and the residence of the caregiver; and further provided that the Superintendent of Schools or his designee shall have final authority to determine the validity of any power of attorney.

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

A student may transfer into the school system at any time during the year if his/her parent(s) caregiver or legal guardian moves his/her residence into the school system. Students may be disenrolled if the parent/caregiver/guardian gives a false address.

Unless a student enrolls in a school of choice, e.g., magnet school, open enrollment school, or charter school, the Office of Student Services will assign the student to the appropriate school based upon the Board of Education's zoning plan and the actual residence of the student's custodial parent, caregiver or legal guardian. If the student's parents, caregiver or guardians have joint custody or some other arrangement whereby the student occupies more than one residence during the course of a month, then the Office of Student Services will assign a student to a school

1 based upon the residence where the student spends most of the school nights during any given
2 month. In the case of a hardship, the parent, caregiver or guardian may appeal the assignment to
3 the Superintendent of Schools or his designee whose decision shall be final. In the case of a child
4 who spends an equal number of school nights with each parent, the parents shall designate which
5 residence shall be used for purposes of determining school assignment.
6

7 When a student enrolls in a school of choice, that student commits to attending that school for the
8 entire school year. Absent unusual circumstances, the student may not withdraw from a school of
9 choice before the end of the school year and enroll back into his or her zoned school. In the case
10 of a hardship, the parents, caregiver, or guardians may ask the Superintendent of Schools to waive
11 this policy. The Superintendent's decision shall be final.
12

13 Parents of students who enter school who have been judged delinquent for an offense involving
14 murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the
15 principal in writing. This information shall be shared only with school employees who have
16 responsibility for classroom instruction of the student. Such information is otherwise confidential and
17 shall not be released to others except as required by law. The written notification shall not become a
18 part of the student's record.⁵
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41 Legal References:

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- 43 1. TCA 49-6-3008(b)
- 44 2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
- 45 3. TCA 49-6-5001(c)
- 46 5. TCA 49-6-3051

Cross References:

- Student Transportation 3.400
Homeless Students 6.503
Students in Foster Care 6.505

b. Board Policy 6.205 - Student Assignments

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date: 04/20/17
		Rescinded:	Revised: 09/19/19

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TO SCHOOLS

~~Students, including those in 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 open enrollment schools and/ or magnet schools applications open November 1 and January 30 of each school year.¹

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 an alleged victim 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.²

Legal References:

- 1. TCA 49-6-3102-3103
- 2. Public Acts of 2015, Chapter No. 286

Cross References:

c. Board Policy 6.209 - Child Custody/Parent Access

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Child Custody/Parental Access	Descriptor Code: 6.209	Issued Date: 12/16/04
		Rescinded:	Revised: 09/19/19

1
2 The Board presumes that the person who enrolls a student in school is the student's custodial parent.
3 Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school
4 district holds responsible for the education and welfare of that child.

5
6 Parents or guardians shall have the right to receive information contained in school records concerning
7 their minor child. ¹ The Board, unless informed otherwise, assumes there are no restrictions regarding
8 the non-custodial parent's right to be kept informed of the student's progress and activities. If
9 restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be
10 requested to submit a certified copy of the court order which curtails these specific rights.

11
12 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be
13 given access to all of the student's educational records including but not limited to the student's
14 cumulative file and the student's special education file, if applicable. ²

15
16 No ~~principal or teacher~~ school official shall permit a change in the physical custody of a child at school
17 unless:

- 18
19 1. The person seeking custody of the child presents the school official with a certified
20 copy of a valid court order from a Tennessee court designating the person who has
21 custody of the child; and
22
23 2. The person seeking custody shall give the school official reasonable advance notice of
24 his/ her intent to take custody of the child at school. ³
25

26 The individual who has official custody of a child controls access of all other individuals to the child
27 at school, unless a court order specifies otherwise. A copy of all court orders, such as a restraining
28 order, which affects access to a child, shall be on file at school.
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Legal References:

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38 1. 20 U.S.C. § 1232g
39 (Family Educational Rights and Privacy Act of 1974)
40 2. TCA 49-6-902
41 3. TCA 36-6-105

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Cross References:

Student Records 6.600-604

d. Board Policy 6.300 - Code of Behavior and Discipline

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Code of Behavior and Discipline	Descriptor Code: 6.300	Issued Date: 12/16/04
		Rescinded:	Revised: 09/19/19

1
2 The director of schools shall be responsible for the overall implementation and supervision of the
3 Board's Code of Behavior and Discipline and shall ensure that students at all schools are subject to a
4 uniform and fair application of the Code.

5
6 The principal of each school shall be responsible for implementation and administration in his/her
7 school and shall apply the Code uniformly and fairly to each student at the school without partiality
8 and discrimination.

9
10 The Board delegates to the director of schools the responsibility of developing more specific codes of
11 behavior and discipline which are appropriate for each level of school, namely, elementary, middle,
12 junior high and senior high. The development of each code shall involve principals and faculty members
13 of each level of school and shall be consistent with the content of the Board's Code.

14
15 A copy of the Code shall be posted at each school and guidance counselors shall be supplied copies for
16 discussion with students. The code shall be referenced in all school handbooks. All teachers, adminis-
17 trative staff and parents shall be provided copies of the Code.¹ **A parent or guardian for each student**
18 **must acknowledge that they have reviewed and understand the Code during the registration and**
19 **enrollment process. In grades 6 through 12, students must also acknowledge the Code, and schools are**
20 **responsible for ensuring this process is complete, as well as maintaining appropriate records.**

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Legal References:

39
40 1. Student and Employee Safe Environment
41 Act of 1996 ; TCA 49-6-4011, et. al.

38 _____
Cross References:

e. Board Policy 6.3021 - Student Disciplinary Procedures

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Student Disciplinary Procedures	Descriptor Code: 6.3021	Issued Date: 05/19/19
		Rescinded:	Revised:

1 Any administrator may suspend any student from school, from any school-related activity on or off
2 campus, from a specific class or classes (i.e., in-school suspension), or from riding a school bus for any
3 misconduct prejudicial to good order and discipline, including, but not limited to, any misconduct
4 described more particularly in the Board's Code of Acceptable Behavior and Discipline or Zero
5 Tolerance policies, or any misconduct that violates the law.¹

6 **PROCEDURES FOR SUSPENSIONS²**

7
8
9 Unless the student's continued presence in the school, class or school-related activity presents an
10 immediate danger to the student or other persons or property, no principal shall suspend any student
11 until that student has been advised of the nature of his/her misconduct, questioned about it, and
12 allowed to give an explanation.

13
14 Upon suspension of any student, including an in-school suspension in excess of one (1) day, the
15 principal shall make an immediate attempt to contact the parent or guardian to inform him or her of the
16 suspension, the reason for the suspension, and any conditions on readmission to the school. Within
17 twenty-four (24) hours, the principal shall provide this same information in writing to the Chief
18 Operations Officer (COO) or designee.

19
20 The student shall not be sent home before the end of the school day unless the parent or guardian has
21 been contacted.

22 **SUSPENSIONS IN EXCESS OF FIVE (5) DAYS:³**

23
24
25 For any suspension in excess of five (5) days, whether in-school or out-of-school, the principal shall
26 develop a behavioral intervention plan. If the student is one with a disability, the principal shall notify
27 the case manager and collaborate with the student's IEP team or Section 504 committee.

28 **SUSPENSIONS IN EXCESS OF TEN (10) DAYS:⁴**

29
30
31 If at the time of the suspension the principal determines that an offense has been committed which, in
32 the judgment of the principal, would justify a suspension for more than ten (10) days, he/she may
33 suspend the student unconditionally for a specified period of time or upon such terms and conditions as
34 are deemed reasonable.

35
36 The principal shall immediately give written or actual notice to the parent or guardian and the student
37 of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed,
38 orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or
39 guardian, the student, or any person holding a teaching license who is employed by the school system

1 if requested by the student. The appeal from this decision shall be to the Disciplinary Hearing
2 Authority per Board Policy No. 6.3022.

3
4 If the suspension occurs during the last ten (10) days of any term or semester, the student shall be
5 permitted to take such final examinations or submit such required work as necessary to complete the
6 course of instruction for that semester, subject to conditions prescribed by the principal.⁵

7
8 Students found to be eligible for special education shall only be suspended in accordance the Board
9 Policy No. 6.3023 governing such suspensions.

10 **IN-SCHOOL SUSPENSIONS⁶**

11
12
13 For purposes of this Policy, in-school suspensions include any removal of a student from a regular
14 class or classes and assigning that student to a restricted class, night school, or some other program at
15 the same school.

16
17 Students given an in-school suspension in excess of one (1) day shall attend either special classes
18 attended only by students being disciplined for misconduct or be placed in an isolated area appropriate
19 for study.

20
21 Personnel responsible for in-school suspension will see that each student is supervised at all times and
22 has textbooks and classwork assignments from his/her regular teachers. Students given in-school
23 suspension shall be required to complete academic assignments and shall receive credit for work
24 completed.

25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 **Legal References:**

¹ T.C.A. § 49-6-3401(a) and (b)

² T.C.A. § 49-6-3401(c)

³ T.C.A. § 49-6-3401(c)(3)

⁴ T.C.A. § 49-6-3401(c)(4)

⁵ T.C.A. § 49-6-3401(d)

⁶ T.C.A. § 49-6-3401(b)

f. Board Policy 6.3022 - Student Disciplinary Appeals

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Student Disciplinary Appeals	Descriptor Code: 6.3022	Issued Date: 09/19/19
		Rescinded:	Revised:

1 **DISCIPLINARY HEARING AUTHORITY¹**

2
3 A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended
4 for more than ten (10) school days. The DHA will have the authority to determine accountability for
5 any disciplinary case and, subject to the provisions of T.C.A. § 49-6-3401 and Board Policy Nos. 6.300
6 and 6.301, appropriate consequences.

7 **CONSTITUTION OF THE DHA**

8
9
10 The DHA will operate under the office of the Chief Operating Officer (COO). Each year in July, the
11 Board will appoint up to nine (9) licensed employees to serve on the DHA. Three members of the
12 DHA will constitute a quorum for the hearing of any case.

13
14 The COO or designee shall appoint a chair of the DHA from the members appointed by the Board.
15 The chair will be trained appropriately in the conduct of disciplinary hearings.

16
17 The chair shall schedule a hearing within forty-eight (48) hours of the timely request of a student,
18 parent, guardian, or teacher acting on the student's behalf. In no event will the hearing be scheduled
19 more than ten (10) days after the commencement of the suspension.

20
21 The chair shall assign members of the DHA to sit as the panel hearing each case. The chair is
22 responsible for having the hearing recorded or transcribed.

23 **CONDUCT OF THE HEARING**

24
25
26 During the hearing, the chair will announce on the record the purpose of the hearing, including the
27 nature of the offense, the date the offense occurred, and the date the appeal was lodged. The chair will
28 ask each member of the DHA to introduce himself/herself on the record and will then ask the
29 administrators and the student to introduce themselves as well. The chair will then describe the
30 process the DHA will observe during the course of the hearing.

31
32 The administration will set forth the basis for its belief that the student is accountable for misconduct
33 warranting a suspension in excess of ten (10) days. This explanation may consist of a summary of any
34 investigation presented by the charging administrator, or it may consist of one or more witnesses as the
35 administration deems appropriate. The DHA may ask such questions as it deems necessary to ensure a
36 clear understanding of the case. Neither the student nor his parents/guardians may cross-examine the
37 administration or the administration's witnesses.

38
39 After the administration has presented its charges and the DHA has questioned the administrators and
40 their witnesses to their satisfaction, the student may respond. The student may speak on his/her behalf

1 and may call such witnesses as are willing to speak for the student. The DHA may question the
2 student and anyone speaking on the student's behalf.

3
4 While the student may have counsel present during the hearing, counsel may not examine or cross-
5 examine any witnesses, nor may counsel advocate on behalf of the student.²

6
7 After the administration and the student have both explained their respective positions, the DHA shall
8 retire to deliberate off the record and to make a decision. The first issue for the DHA to decide is
9 whether the student engaged in the misconduct alleged. If the DHA sustains the allegation, then,
10 except in the case of a zero-tolerance offense set forth in Board Policy No. 6.309, the DHA has the
11 authority to decide the appropriate consequence within the scope set forth in Board Policy No. 6.300,
12 which provides for the student Code of Acceptable Behavior and Discipline.

13
14 Upon reaching a decision, the DHA shall reconvene on the record and shall announce one of the
15 following decisions:³

- 16
17 1. To affirm the decision of the school principal;
- 18
19 2. To order removal of the suspension unconditionally;
- 20
21 3. To order removal of the suspension upon such terms and conditions as it deems reasonable;
- 22
23 4. To remand the student to an alternative placement; or
- 24
25 5. To suspend the student for a specified period of time.

26
27 The DHA shall provide the student, parent/guardian, and administration of its written decision no later
28 than five (5) days of the hearing. As part of this notice, the DHA shall explain the right of the parties
29 to appeal to the COO, as the designee of the director of schools, and the Board. In the case of a zero-
30 tolerance offense, the notice shall indicate that the COO has the sole discretion whether to modify the
31 statutory 365-day suspension.

32 33 34 **APPEAL TO THE CHIEF OPERATIONS OFFICE⁴**

35
36 Any student, parent/guardian, or administrator who is dissatisfied with the decision of the DHA has the
37 right to lodge an appeal with the COO, who shall serve as the designee of the director of schools.
38 He/she shall have broad discretion to decide a student's accountability and appropriate consequences.
39 He/she shall have sole discretion to modify 365-day suspensions established by state law and Board
40 policy.

41 42 **APPEAL TO THE BOARD OF EDUCATION⁵**

43
44 If the student, parent/guardian, or administrator is dissatisfied with the decision of the COO, he/she
45 may request the Board review the decision. As part of any such review, the COO and the chair of the
46 DHA shall prepare the record, a summary of the proceedings and explanation of any decision, and a
47 summary of the position of the administration and the student or parent/guardian, and submit these to
48 the Board under seal.

1
2 The Board, at its next regular meeting, shall vote whether to sustain the decision of on the record, to
3 reverse or modify the decision on the record, or to grant a new hearing. The Board does not have the
4 jurisdiction to modify the consequences for a zero-tolerance offense.

5
6 If the Board votes to grant a new hearing, any such hearing shall be closed to the public unless the
7 student or parent/guardian, within five (5) days, requests that the hearing be open. Any such hearing
8 shall operate as would any DHA hearing except that, in the event of an open hearing, the Board shall
9 not retire to deliberate. At the conclusion, the Board may affirm the decision of the COO or modify
10 the decision of the COO, to include the imposition of a more severe consequence.

11 12 **OVERSIGHT OF THE STUDENT DISCIPLINARY PROCESS**

13
14 The COO shall establish procedures pursuant to which all cases of discipline are overseen by his/her
15 office. These procedures will include means whereby principals report any suspension, including in-
16 school suspensions in excess of one day, to his/her office; forms whereby parents/guardians are aware
17 of their students' suspension and their rights to appeal; and a process whereby the panels of the DHA
18 are aware of similar cases within the district that might serve as precedent to ensure consistent
19 application of the Board's Code of Acceptable Behavior and other Board policies.

20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 **Legal References:**

¹ T.C.A. § 49-6-3401(c)(4) and (5)

² Newsome v. Batavia Local School District, 842 F.2d 920 (6th Cir. 1988)

³ T.C.A. § 49-6-3401(6)

⁴ T.C.A. § 49-6-3401(6)

⁵ T.C.A. § 49-6-3401(6)

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

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Disciplinary Procedures for Students Receiving Special Education	Descriptor Code: 6.3023	Issued Date: 09/19/19
		Rescinded:	Revised:

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

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.

At any time an administrator determines that a student with disabilities should be suspended for five (5) days, or if any given suspension, when added to previously imposed suspensions, exceeds the total of five days, the principal shall have the student's case manager convene an IEP team or Section 504 committee meeting as soon as practicable for the purpose of developing a behavioral intervention plan (BIP) and, if necessary, revising the IEP or Section 504 plan. 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 appropriately. 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.

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 ask the Office of Exceptional Education (in the case of a student receiving services under the IDEA) or Student Services (in the case of a student receiving services under Section 504) to convene a manifestation determination review (MDR) to determine whether the student conduct's was a manifestation of his disability such that the student cannot be held responsible for his/her actions. The MDR shall operate in accordance with this policy and the requirements of federal law.

MANIFESTATION DETERMINATION REVIEW

The MDR will consist of the parents/guardians of the student, the principal or his/her designee, someone from the Office of Exceptional Education or Student Services, 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. 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 any behavioral

1 intervention plan (BIP). The MDR shall also consider whether the student's behavior might be a
2 manifestation of any suspected disability voiced by any parent/guardian or considered by any member
3 of the IEP team or Section 504 committee.
4

5 **For behavior that is a manifestation:**

6
7 If the MDR is unable to rule out a known or suspected disability as a cause of or a direct and
8 substantial factor in the student's misconduct, then it shall take appropriate steps to address the
9 educational needs of the student, including conducting an FBA (unless the MDR determines that any
10 recent FBA is adequate), the developments or the refining of a BIP, and the revision of any IEP or 504
11 plan.
12

13 Except as set forth below, the student may not be suspended or removed from the existing educational
14 placement but must "stay put" in that placement unless the IEP team or Section 504 committee,
15 including the parents/guardians, agree that a more restrictive placement is appropriate for the
16 implementation of the BIP so that the student may receive a free appropriate public education.
17

18 **For behavior that is not a manifestation:**

19
20 If the MDR can rule out a known or suspected disability as a cause or direct and substantial factor in
21 the student's misconduct, then the MDR shall adjourn. The student may be disciplined as would any
22 student without disabilities per Board Policy Nos. 300 and 3021, which provide for the student Code of
23 Acceptable Behavior and Discipline.
24

25 In the case of a student receiving services under the IDEA, the case manager will coordinate with the
26 Chief Operations Officer (COO) to ensure that the student will continue to receive any services
27 required by the IEP during the time of his/her suspension. The case manager shall convene an IEP
28 team meeting to discuss the change of placement if such a meeting is necessary to provide a free
29 appropriate public education.
30

31 In the case of a student receiving services under Section 504, services will cease during the period of
32 any out-of-school suspension. If the student is remanded to an alternative educational setting and
33 services are required to enable the student to participate in the program, the case manager will
34 coordinate these services with the COO.
35

36 **EXCEPTIONS TO "STAY-PUT"**

37
38 Irrespective of whether a student's conduct may be a manifestation of his/her disability, a student may
39 be suspended to an interim alternative educational placement for up to forty-five (45) days for:
40

- 41 • Carrying or possessing a dangerous weapon as defined in 18 U.S.C. § 930 on school
42 property or at a school function;
- 43 • Knowingly using or possessing or selling or soliciting the sale of illegal drugs on school
44 property or at a school function; or
- 45 • Inflicting serious bodily injury, meaning an injury with a substantial risk of death,
46 extreme physical pain, protracted and obvious disfigurement, or protracted loss or
47 impairment of the function of a bodily member, organ or mental faculty, while on
48 school property or at a school function.

1
2 An interim alternative educational placement shall not automatically be forty-five (45) days but shall
3 be in conformity with consequences imposed on students without disabilities. The case manager shall
4 coordinate with the COO how to provide services to any students assigned to an interim alternative
5 educational placement.

6 7 **APPEAL RIGHTS FOR STUDENTS WITH DISABILITIES**

8
9 Any student or parent/guardian who disputes that the student violated the Code of Acceptable
10 Behavior, Board policy, or state law; or who disagrees with the decision of
11 the MDR that the student's behavior was not a manifestation of a known or suspected disability; or
12 who objects to the consequences imposed by the administrator may request a hearing before the
13 disciplinary hearing authority, the COO, and the Board of Education pursuant to Board Policy No.
14 6.3022.

15
16 Alternatively, a student or parent/guardian may request a due process hearing before an administrative
17 law judge.

18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 **Legal References:**

40
41 ¹ 34 C.F.R. § 300.530(b)(1)

42 ² T.C.A. § 49-6-3401(c)(3)

43 ³ 34 C.F.R. § 300.530(e)

44 ⁴ 34 C.F.R. § 300.530(e)(1)

45 ⁵ 34 C.F.R. § 300.530 and (f)

46 ⁶ 34 C.F.R. § 300.530(d)(1)

47 ⁷ 34 C.F.R. § 300.530(g)

48 ⁸ 34 C.F.R. § 300.532

49

h. Board Policy 6.310 - Alternative School

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Alternative School Program	Descriptor Code: 6.310	Issued Date: 09/19/19
		Rescinded:	Revised:

OPERATION

The Board shall operate an alternative school program for students in grades six through twelve (6-12) who have been suspended from regular school programs.¹ Alternative school programs shall be operated in accordance with state law and the Rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional programs at the student's home school.²

The director of schools, or his/her designee, shall develop procedures that provide appropriate educational opportunities for all students assigned to an alternative education program. These educational opportunities shall utilize Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based instructional techniques, and provide the resources necessary to foster student learning and achievement.³

Annually, the director of schools or his/her designee shall submit the following information to the Department of Education:³

1. Alternative school(s) or program(s) currently in operation in the district;
2. Number and grade level of students served in an alternative education program;
3. Primary reason for student assignment to an alternative education program; and
4. Number of faculty and staff serving each alternative education program.

ASSIGNMENT

Placement in an alternative education setting shall be reserved for students who have been suspended from attending regular school programs for disciplinary reasons. Subject to more specific requirements of state and federal law, and taking into consideration the impact of exclusionary discipline practices, the director of schools and/or the disciplinary hearing authority (DHA) have discretion to remand suspended students to an alternative education setting.⁴

Prior to the assignment of the student to an alternative school program, the director of schools or the DHA shall provide written notice to the student's parent/guardian stating the reason for the student's placement. Attendance in an alternative education setting shall be voluntary.⁵

If a student has an IEP, a Section 504 plan, or is suspected of having a disability, all state and federal laws, rules, and regulations related to special education shall be followed.

1 The director of schools or his/her designee shall monitor and regularly evaluate the academic progress
2 of each student enrolled in an alternative education program.

3
4 **TRANSITION PLANS**

5
6 The director of schools or his/her designee shall develop procedures regarding the implementation of
7 transition plans for the integration of students entering and exiting the program.⁶
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42 **Legal References:**

¹ T.C.A. § 49-6-3402(a)
² T.C.A. § 49-6-3402(b)
³ State Board of Education Policy 2.302
⁴ T.C.A. § 49-6-3401(c)(5); T.C.A. § 49-6-3401(g)(3)
⁵ T.C.A. § 49-6-3402(c)
⁶ T.C.A. § 49-6-3402(h)

i. Board Policy 6.415 - Student Suicide Prevention

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	Issued Date: 04/20/17
		Rescinded:	Revised: 09/19/19

1
2 The board is committed to protecting the health and well-being of all students and understands that
3 physical, behavioral, and emotional health are integral components of student achievement. Students
4 are strongly encouraged to report if they, or a friend, who may be struggling with thoughts of suicide
5 and/or may be in need of help. Students will be provided information regarding The National Suicide
6 Prevention Lifeline 1-800-273-8255 (TALK).

7
8 The Hamilton County School District in recognition of the need to protect the health, safety and welfare
9 of its students, to promote healthy development, to safeguard against the threat or attempt of suicide
10 among school aged youth, and to address barriers to learning, hereby adopts this policy. This policy
11 corresponds with and supports other federal, state and local efforts to provide youth with prevention
12 education, early identification and intervention, and access to all local resources to promote health and
13 prevent personal harm or injury.

14 15 **PREVENTION**

16
17 All certified school-based employees shall either attend the annual in-service training in suicide
18 prevention or participate in other equivalent training approved by the director of schools. The training
19 shall include, but not be limited to, identification of risk factors, warning signs, intervention and
20 response procedures, referrals, and postvention.

21
22 The director of schools shall identify a district suicide prevention coordinator(s) responsible for
23 planning and coordinating the implementation of this policy. Each school-assigned school counselor
24 will act as a point of contact for issues relating to suicide prevention and policy implementation.

25 26 * Prevention Education

27 Students will receive age appropriate lessons in their classrooms through health education on
28 the importance of safe and healthy choices, as well as help seeking strategies for self or
29 others.

30 Lessons will contain information on comprehensive health and wellness, including
31 emotional, behavioral and social skills development. Lessons are taught by health and
32 physical education teachers, school counselors, and, or community service providers.
33 Students who are in need of intervention will be referred to the school counselor, and/or
34 community counseling agencies.

35 36 **INTERVENTION**

37
38 Any employee who has reason to believe that a student is at risk of suicide shall report such belief to
39 the principal or designee and school counselor. Upon notification, the principal or designee shall ensure
40 the student is placed under adult supervision and the parent/guardian shall be contacted. Emergency

1 medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal
2 or designee shall contact the director of schools or designee as soon as practicable.

3
4 Upon notification, the principal or designee shall ensure the student is placed under adult supervision.
5 Emergency medical services shall be contacted immediately if an in-school suicide attempt
6 occurs. The principal or designee shall contact the director of schools or designee as soon as
7 practicable. Prior to contacting the student's parent/guardian, the director of schools or designee shall
8 determine if there could be further risk of harm resulting from parent/guardian notification. If
9 parent/guardian notification could result in further risk of harm or endanger the health or well-being of
10 the student, then local law enforcement and the Department of Children's Service shall be contacted.

11 **POSTVENTION**

12
13
14 Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis
15 Management plan. In the event the incident occurs on the school campus, refer to guidelines noted in
16 the HCDE Emergency Preparedness Plan. At a minimum, the Crisis Management plan shall address
17 the following:

- 18
- 19 1. Verification of death;
- 20 2. Preparation of postvention response to include support services;
- 21 3. Informing faculty and staff of a student death;
- 22 4. Informing students that a death has occurred;
- 23 5. Providing information on the resources available to students;
- 24

25 The Crisis Team shall work with teachers to identify the students most likely to be impacted by the
26 death in order to provide additional assistance and counseling if needed. The director of schools or
27 designee shall be responsible for all media inquiries.

28 29 * Staff Training and Responsibilities

30 All staff are responsible for safeguarding the health and safety of students. All staff are
31 expected to exercise sound professional judgement, use caution and demonstrate extreme
32 sensitivity throughout any crisis situation. All school personnel should be knowledgeable of
33 the signs of youth depression/suicide.

34
35 Any staff member who is originally made aware of any threat or witnesses any attempt
36 towards self-harm, that is written, drawn, spoken or threatened, will immediately notify the
37 principal or their designee and school counselor. Any threat in any form must be treated as
38 real and dealt with immediately. No student should be left alone during crisis. The district's
39 suicide crisis response procedures will be implemented.

j. Board Policy 6.502 - Foreign Exchange

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Foreign Exchange Students	Descriptor Code: 6.502	Issued Date: 12/16/04
		Rescinded:	Revised: 09/19/19

1
2 Any foreign student is eligible for acceptance into the foreign exchange student program, provided
3 she/he is participating through any agency endorsed by the Council on Standards for International
4 Educational Travel and is sponsored by an individual or organization and has a J-1 visa.¹ Before
5 approval ~~by the Board to enroll in a local district school~~, the exchange program representative must
6 make written application on behalf of the student in the local school serving the host family. No foreign
7 exchange student shall be brought into the United States by the sponsor unless s/he has been accepted
8 **in writing** as a student by the ~~director of schools/ designee~~ **principal** of the school in which she/he is
9 to be enrolled. The school ~~may shall~~ accept the student after determining the following:

- 10 1. The student will have a sufficient command of the English language to enable them to
11 participate in the general curriculum **in grades 9-12**;
- 12 2. Appropriate curriculum offerings can be provided for the student **in grades 9-12**; and
- 13 3. An overcrowded situation will not be further aggravated.
- 14 4. ~~The student shall be enrolled by the 20th day of the school year.~~
- 15 5. ~~There are no more than four (4) foreign exchange students enrolled in the school for that~~
16 ~~year.~~

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22
23 Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid
24 student visa, the following documentation:

- 25 1. Citizenship;
 - 26 2. Birthdate; (Must be at least fifteen (15) years of age and must not have obtained
27 eighteen (18) years of age upon enrollment)
 - 28 3. Health/immigration records;
 - 29 4. Custody (including phone number, name and address of person responsible for the
30 student); and
 - 31 5. School records, including a transcript of academics (in English). (The student must not
32 have graduated from high school or its equivalent)
- 33
34
35
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38

1 Admission requirements and all other considerations and expectations shall be the same for foreign
2 students as for United States students. ~~Students will be accepted only in grades 9-12. No more than~~
3 ~~four (4) foreign students shall be placed in one school.~~ (Students may only participate in an exchange
4 program for one (1) school year.)

5
6 Students must have had acceptable academic achievement in their native countries and must have been
7 screened for maturity and ability to get the maximum benefit from an exchange program. Exchange
8 students must have an adequate command of the English language and be able to function without
9 special assistance in regular classes.

10
11 The principal shall be responsible for assignment to the appropriate grade level.

12
13 Each school shall name a faculty member as a student representative to serve as a liaison between the
14 school and exchange program agency and as an advisor to exchange students.

15
16 The sponsoring individual/organization shall provide evidence to the school that the student will receive
17 adequate financial support for the duration of his/her stay. Exchange students shall not be eligible for
18 free or reduced-price lunches, nor shall schools hold fund-raising events to pay expenses incurred by
19 exchange students. Foreign exchange student will be responsible for all school fees and expenses.

20
21 Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the district
22 has temporary guardianship and the student lives in the home of that guardian. Exchange students on
23 an F-1 visa are required to pay tuition at the established district rate. F-1 visa student admission is
24 limited to secondary schools and attendance may not exceed twelve (12) months.

25
26 Organizations or host families or students are subject to having their relationship with the Board
27 terminated due to violations of policy or rules and regulations.

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41 _____
42 Legal References:

- 43 1. 22 CFR §514.2
44 2. Immigration and Nationality Act § 214(3)(m)(1)

41 _____
42 Cross References:

43 School Admissions 6.203

k. Board Policy 6.503 - Homeless Students

Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date: 05/18/17
		Rescinded:	Revised: 09/19/19

1
2 Under federal law, homeless children must have access to an appropriate public education, including
3 preschool, and be given a full opportunity to meet state and local standards. They must be included in
4 state and district-wide assessments and accountability systems.

5
6 Information regarding this policy will be included in the Hamilton County Student Handbook which
7 will be distributed to all students annually and upon enrollment. Information about the rights of
8 homeless children and youth will be posted in every school in the system as well as other places where
9 homeless children and families receive services.

10 11 **A. Definitions**

12
13 *Homeless children and youth* refers to children and youth who are otherwise legally entitled to or
14 eligible for a free public education, including preschool, yet who lack a fixed, regular, and adequate
15 nighttime residence, including:

- 16
17 • Children and youth who are sharing the housing of other persons due to loss of housing,
18 economic hardship, or similar reason; are living in motels, hotels, campgrounds, or
19 trailer parks due to lack of alternative adequate accommodations; are living in
20 emergency or transitional shelters; or are abandoned in hospitals.
- 21 • Children and youth who have a primary nighttime residence that is a private or public
22 place not designed for or ordinarily used as regular sleeping accommodations for human
23 beings.
- 24 • Children and youth who are living in a car, public spaces, abandoned buildings,
25 substandard housing, bus or train stations, or similar settings.
- 26 • Migratory children and youth who are living in a situation described above.

27
28 A child or youth shall be considered homeless for as long as he or she is in a living situation described
29 that is not fixed, regular, and adequate. Eligibility for McKinney-Vento services will be evaluated at
30 the beginning of every school year.

31
32 *Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is also
33 living in a homeless situation as defined above.

34
35 *Enroll and enrollment* mean attending school and participating fully in school activities.

36
37 *School of origin* means the school the child or youth attended when permanently housed, or the last
38 school attended. This includes the designated receiving school at the next grade level for all feeder
39 schools when a student completes the final grade level served by the school of origin. Preschools are
40 also considered school of origin when they establish a feeder school pattern.

1 *Liaison* is the staff person designated by the Hamilton County Schools as the person responsible for
2 carrying out the duties assigned to the liaison by the McKinney-Vento Act. The liaison is to assist
3 homeless children and youth to enroll and succeed in school and ensure that homeless children and
4 youth receive educational services for which they are eligible, including head start and Even Start
5 programs, preschool programs (if offered to others), and referrals to health care, dental, mental health
6 and other appropriate services.

7 8 **B. Identification**

9
10 In collaboration with school personnel and community organizations, the liaison designated for the
11 school system will identify homeless children in the district, both in and out of school. The liaison will
12 train school personnel on possible indicators of homelessness, sensitivity in identifying homeless
13 families and youth, and procedures for forwarding information indication homelessness to the
14 liaison. The liaison will also instruct school registrars and secretaries to inquire about possible
15 homelessness upon the enrollment in school. Community partners in identification may include the
16 following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare
17 departments, and other social services agencies, street outreach teams, faith-based organizations,
18 truancy and attendance officers, local homeless coalitions, and legal services.

19 20 **C. School selection**

21
22 Each homeless child has the right to remain at his or her school of origin or to attend the school for
23 which the child is zoned based upon where the child is actually living. Maintaining a student in his or
24 her school of origin is important for both the student and our district. Therefore, in determining the
25 school that is in the child's or youths best interest to attend, school personnel must presume that staying
26 in the school of origin is in the child's or youths best interest unless it is against the wishes of the
27 parent, guardian, or unaccompanied homeless youth. Student-centered factors must be considered,
28 including factors related to the impact of mobility on the achievement, education, health, and safety of
29 the student. Students may remain at their schools of origin the entire time they are homeless and until
30 the end of any academic year in which they acquire stable housing. The same applies if a child or
31 youth loses his or her housing between academic years.

32
33 In determining what is in the child's best interest, the school system will within parameters set forth by
34 the McKinney Vento Act comply with the request made by a parent or guardian or unaccompanied
35 youth regarding school selection. If a school decided not to allow the child to enroll at the school
36 selected by the parent, guardian, or unaccompanied youth, the school will provide a written
37 explanation of the school's decision to the parent, guardian, or unaccompanied youth. The written
38 explanation must also inform the parent or guardian of his/her right to appeal the decision. The parent
39 or guardian, or unaccompanied youth shall be referred to the liaison who shall carry out the dispute
40 process.

41 42 **D. Enrollment**

43
44 Consistent, uninterrupted education is vital for academic achievement. Due to the realities of
45 homelessness and mobility, homeless students may not have school enrollment documents readily
46 available. Nonetheless, the school selected for enrollment must immediately enroll any homeless child.

1 Enrollment may not be denied or delayed due to lack of any document normally required for
2 enrollment, including:

- 3
- 4 • Proof of residency, including residency affidavit
- 5 • Transcripts/school records (The enrolling school must contact the student's previous school to
6 obtain school records. Initial placement of students whose records are not immediately
7 available can be made based on the student's age and information gathered from the student,
8 parent, and previous schools or teachers.)
- 9 • Immunizations or immunization/health/medical. physical records. Health records may often be
10 obtained from previous schools or state registries, and school- or community-based clinics can
11 initiate immunizations when needed. Students coming from areas where natural disasters have
12 occurred may never be able to provide immunization records, but it should be assumed that
13 they had the immunizations necessary to attend public school in their state.
- 14 • Proof of custody of guardianship
- 15 • Birth certificate
- 16 • Any other document requirements
- 17 • Unpaid school fees
- 18 • Lack of uniforms or clothing that conforms to dress codes
- 19 • Missing application or enrollment deadlines during any period of homelessness
- 20 • Any factor related to the students living situation

21

22 Homeless unaccompanied youth must also be immediately enrolled in school. They must either enroll
23 themselves or be enrolled by a parent, non-parent caretaker, older sibling, or liaison.

24

25 The school at which the homeless student enrolls shall immediately contact the last school attended to
26 obtain academic or relevant records. If the child needs immunizations or medical records, the school
27 shall contact the liaison. The liaison shall assist in obtaining immunizations or medical records, as
28 necessary.

29

30 **E. Transportation**

31

32 Without appropriate transportation, a student may not be able to continue attending his or her school of
33 origin. To avoid such forced school transfers, at the parent's, guardian's or unaccompanied youth's
34 request, transportation shall be provided to and from the school of origin for a homeless
35 child. Transportation shall be provided for the entire time the child or youth has a right to attend that
36 school, as defined above, including during pending disputes. The liaison shall request transportation to
37 and from the school of origin for unaccompanied youth.

38

39 School contacts and the liaison shall assist in arranging transportation requests. If a homeless student is
40 living and attending school in this district, the Hamilton County Schools shall arrange
41 transportation. If the homeless student is living in this district but attending school in another, or
42 attending school in this district but living in another, the Hamilton County Schools will seek a shared
43 reimbursement of transportation expenses from the other school district or, if applicable, be financially
44 responsible for a portion of the other school districts expenses in transporting the homeless
45 student. Inter-district disputes shall not result in a student in transition missing school. If such a

1 dispute arises, this district will arrange transportation and immediately bring the matter to the attention
2 of the State Coordinator for the Education of Homeless Children and Youth.

3
4 Homeless students shall also be provided with other transportation services comparable to those
5 offered to housed students.

6 7 **F. Services**

8
9 All homeless children and youth in Hamilton County Schools will be enrolled and receive instruction
10 in the same schools and classrooms as all other students enrolled. They will not be isolated or
11 stigmatized by any activities of the school system. Homeless children shall be provided appropriate
12 services comparable to services offered to other students in the school, including:

- 13
- 14 • Transportation
- 15 • Title I
- 16 • Educational services for which the student meets eligibility criteria, including special education
17 and related services and programs for English language learners.
- 18 • Vocational and technical education programs
- 19 • Gifted and talented programs
- 20 • School nutrition programs
- 21 • Before and after school care (if offered and available to others)
- 22

23 The Hamilton County Schools will follow state procedures to ensure that homeless children and youth
24 who are out of school are identified and accorded equal access to appropriate secondary education and
25 support services. School personnel shall refer homeless children to appropriate health care services,
26 including dental and mental health services. The liaison will assist the school in making such referrals,
27 as necessary. The liaison and school personnel must inform unaccompanied homeless youth of their
28 status as independent students for college financial aid and that they may obtain assistance to receive
29 verification for the FAFSA.

30
31 School personnel must also inform parents of all educational and related opportunities available to
32 their children and provide parents with meaningful opportunities to participate in their children's
33 education. All parent information required by any provision of this policy must be provided in a form,
34 manner, and language understandable to each parent.

35 36 **G. Disputes**

37
38 If a dispute arises over any issue covered in this policy, including eligibility, the homeless student shall
39 be immediately admitted to the school in which enrollment is sought, pending final resolution of the
40 dispute. The student shall also have the right to all appropriate educational services, transportation,
41 and school nutrition programs.

42
43 The school where the dispute arises shall provide the parent, guardian, or unaccompanied youth with a
44 written explanation of its decision and the right to appeal and shall immediately refer the parent or
45 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

1 entitled and shall resolve the dispute as expeditiously as possible. The parent, guardian, or
2 unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of
3 the dispute. The liaison shall keep records of all disputes in order to determine whether particular
4 issues or schools are repeatedly delaying or denying the enrollment of children and youth in
5 transition.

6
7 The parent, guardian, or unaccompanied youth, or school district may appeal the liaison's decision as
8 provided in the state's dispute resolution process.

9 10 **H. Free Meals**

11
12 To help ensure that children and youth in transition are available for learning, the U.S. Department of
13 Agriculture has determined that all homeless children are automatically eligible for free meals. On the
14 day a homeless child enrolls in school, the enrolling school must submit the student's name to the food
15 services office.

16 17 **I. Title I**

18
19 Homeless children are automatically eligible for comparable Title I services, regardless of what school
20 they attend. The Hamilton County School System shall reserve such funds as are necessary to provide
21 services comparable to those provided to Title I student to homeless children attending non-
22 participating schools. The amount reserved shall be determined by a formula based upon the per-pupil
23 Title I expenditure and developed jointly with the liaison and the Title I director. Reserved funds will
24 be used to provide educational-related support services to homeless children.

25
26 Our district's Title I plan will be coordinated with our McKinney-Vento services, through a
27 collaboration between the Title I director and the liaison. Homeless children shall be assessed,
28 reported on, and included in accountability systems, as required by federal law and U.S. Department of
29 Education regulations and guidance.

30 31 **J. Training**

32
33 The school system liaison will conduct training and awareness activities for the appropriate school
34 system employees. The training and activities will be designed to increase staff awareness of
35 homelessness, facilitate identification and immediate enrollment, ensure compliance with this policy,
36 and increase sensitivity to homeless children and youth. The liaison has appointed the school social
37 workers/truancy officer as the building point of contact for homeless education. The building level
38 contact will lead and coordinate their school's compliance with this policy and the McKinney-Vento
39 Act, and will receive training from the district liaison at least annually.

40 41 **K. Coordination**

42
43 The Hamilton County School System and its liaison shall coordinate with and seek support from the
44 state coordinator for the Education of Homeless Children, local social service agencies and other
45 agencies or programs providing services to homeless children and families in order to eliminate

1 barriers to the identification, enrollment, attendance and academic success of homeless children and
2 youth.

3 4 **L. Pre-school**

5
6 Homeless children between the ages three (3) and five (5) before August 15 who also have disabilities,
7 will be referred for pre-school services under the Individuals with Disabilities Education Act
8 (IDEA). Homeless children with disabilities under age three (3) will be referred for at-risk services
9 under Part C of IDEA and screened to determine if referrals for additional Part C services are
10 appropriate. The liaison will collaborate with Head Start and Even Start programs and other pre-
11 school programs within the district to ensure that children in transition can access those programs.
12

13 **M. Privacy**

14
15 Schools must treat information about a homeless child's or youth's living situation as a student
16 education record, subject to all the protections of the Family Educational Rights and Privacy Act
17 (FERPA).
18

19
20 ~~A homeless student shall have equal access to the same free, appropriate public education as provided
21 to other children and youths.¹~~

22
23 ~~Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.²~~

24 ~~Homeless students include:²~~

- 25
26 ~~1. Students who are sharing the housing of other persons due to loss of housing, economic
27 hardship or a similar reason; students living in motels, hotels, trailer parks or camping
28 grounds due to the lack of alternative adequate accommodations; students living in
29 emergency or transitional shelters; or students abandoned in hospitals.~~
- 30 ~~2. Students who have a primary nighttime residence that is a public or private place not
31 designed for or ordinarily used as a regular sleeping accommodation for human beings.~~
- 32 ~~3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard
33 housing, bus or train stations or similar settings; and~~
- 34 ~~4. Migratory students who are living in circumstances described above.~~
35

36 **ENROLLMENT**

37
38 ~~Homeless students shall be immediately enrolled, even if the student is unable to produce records
39 normally required for enrollment (i.e. academic records, immunization records, health records,
40 proof of residency), or missed the district's application or enrollment deadlines.³ Parents/guardians
41 are required to submit contact information to the district's homeless coordinator.³~~
42

43 **PLACEMENT**

1 For the purposes of this policy, school of origin shall mean the school that the student attended when
2 permanently housed or the school in which the student was last enrolled, including a preschool/pre-k
3 program.⁹ School of origin shall also include the designated receiving school at the next grade level
4 when the student completes the final grade level served by the school of origin.⁹

5
6 Placement shall be determined based on the student's best interest.⁴ At all times, a strong
7 presumption that keeping the student in the school of origin is in the student's best interest shall be
8 maintained, unless doing so would be contrary to a request made by the student's parent/guardian
9 or the student in the case of an unaccompanied youth.⁵ When determining placement, student-
10 centered factors, including but not limited to impact of mobility on achievement, education, health,
11 and safety shall be considered.⁵ The choice regarding placement shall be made regardless of
12 whether the student lives with their homeless parents/guardians or has been temporarily placed
13 elsewhere.⁶

14
15 If it is not in the student's best interest to attend the school of origin, or the school requested by the
16 parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written
17 explanation of the reasons for the determination, in a manner and form that is understandable to the
18 parent/guardian or unaccompanied youth.⁵ The written explanation shall include a statement regarding
19 the right to appeal the placement decision.⁵ If the placement decision is appealed, the district shall refer
20 the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the
21 dispute resolution process as expeditiously as possible and in accordance with the law.⁷ Upon notice of
22 an appeal, the director of schools shall immediately enroll the student in the school in which
23 enrollment was sought pending a final resolution of the dispute, including all available appeals.⁷

24 25 RECORDS

26
27 Records ordinarily kept by the school shall be maintained for all homeless students. Information
28 regarding a homeless student's living situation shall be treated as a student education record, and shall
29 not be considered directory information.⁸

30 31 SERVICES¹⁰

32
33 The director of schools shall ensure that each homeless student is provided services comparable to
34 those offered to other students within the district, including transportation, special education services,
35 programs in career and technical education (CTE), programs for gifted and talented students, and
36 school nutrition.

37
38 The director of schools shall designate a district homeless coordinator who shall ensure this policy is
39 implemented throughout the district. The homeless coordinator shall ensure:

- 40
41 1. Homeless students are quickly identified and have access to education and support
42 services, to include Head Start and district pre-k programs;
- 43 2. Coordination with local social service agencies and other entities providing services
44 to homeless students;

- 1 3. ~~Coordinate transportation, transfer of records, and other interdistrict activities with~~
- 2 ~~other school districts;~~
- 3 4. ~~Coordinate transportation to the school of origin or choice for homeless students;~~
- 4 5. ~~Refer homeless students and their families to health care services, dental services,~~
- 5 ~~mental health and substance abuse services, and housing services;~~
- 6 6. ~~Assist homeless students in obtaining immunizations, medical or immunization~~
- 7 ~~records, and any additional assistance that may be needed;~~
- 8 7. ~~Public notice of the educational rights of homeless students is disseminated in~~
- 9 ~~places frequented by parents/guardians of homeless students, including schools,~~
- 10 ~~shelters, public libraries, and soup kitchens; and~~
- 11 8. ~~Unaccompanied youth are enrolled and informed of their status and independent~~
- 12 ~~students.~~

16 ~~The director of schools shall develop procedures to ensure that homeless students are recognized~~
 17 ~~administratively and that the appropriate and available services are provided for these students. The~~
 18 ~~director shall ensure professional development is provided to school personnel providing services to~~
 19 ~~homeless students.~~

Legal References:	Cross References:
1. 42 USCS §§ 11431 to 11435; McKinney Vento	Student Transportation 3.400
Education Assistance Improvements Act of 2001, Part C, § 721	
2. McKinney Vento Act, as amended by ESSA (Pub	Parental Involvement 4.502
L. 114-95), § 725	Promotion and Retention 4.603
3. McKinney Vento Act, as amended by ESSA (Pub.	School Admissions 6.203
L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)	Migrant Students 6.504
4. McKinney Vento Act, as amended by ESSA (Pub.	Students in Foster Care 6.505
L. 114-95, § 722(g)(3)(A)	
5. McKinney Vento Act, as amended by ESSA (Pub.	
L. 114-95, § 722(g)(3)(B)	
6. McKinney Vento Act, as amended by ESSA (Pub.	
L. 114-95, § 722(g)(3)(F)	
7. McKinney Vento Act, as amended by ESSA (Pub.	
L. 114-95, § 722(g)(3)(E)	
8. McKinney Vento Act, as amended by ESSA (Pub.	
L. 114-95, § 722(g)(3)(G)	
9. McKinney Vento Act, as amended by ESSA (Pub.	
L. 114-95, § 722(g)(3)(I)	
10. McKinney Vento Act, as amended by ESSA (Pub.	
L. 114-95, § 722(g)(4) — (6)	

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Legal references

1. McKinney Vento Education Assistance Improvements Act of 2001, Part C, 721

Cross References

- Student Transportation 3.400
- Parental Involvement 4.502
- Promotion and Retention 4.603
- School Admissions 6.203
- Migrant Students 6.504

X. Administrative Business Matters

A. Chief Talent Officer - Keith Fogleman

1. **Request for Cafeteria Monitor at Thrasher Elementary

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

MEMORANDUM

TO: Hamilton County Board of Education
Dr. Bryan Johnson, Superintendent

FROM: Keith Fogleman, Chief Talent Officer
Dr. Justin Robertson, Chief Schools Officer

DATE: September 19, 2019

RE: Request for Cafeteria Monitor at Thrasher Elementary

We request approval for a part-time Cafeteria Monitor at Thrasher Elementary. The Cafeteria Monitor will provide assistance monitoring students during lunch. This position will be funded by the Mountain Education Foundation for the 2019-20 school year.

Thank you for your approval of this request.

Enclosure: Mountain Education Foundation letter of intent

Post Office Box 81
Signal Mountain, Tennessee 37377
o 423.517.0772 f 423.517.0773
www.meftoday.org



September 3, 2019

To Whom It May Concern:

Thrasher Elementary School is interested in hiring a cafeteria monitor for 10 hours per week at \$10.00 per hour, for a maximum of \$4500 during the 2019-2020 school year. The Mountain Education Foundation has budgeted and intends to reimburse HCDE/Thrasher fully for this position.

Please let me know if you need further information. Thank you.

Wishing you all the best for this 2019-20 school year,

Hilarie H. Robison

Hilarie Hicks Robison
Executive Director
hrobison@meftoday.org

XI. Board Matters

A. Chairman Joe Wingate - Superintendent Evaluation

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

MEMORANDUM

TO: Hamilton County Board of Education

FROM: Joe Wingate, Board Chairman

DATE: September 19, 2019

RE: Superintendent Evaluation

The Board will discuss with Dr. Johnson his evaluation and response.

Hamilton County School Board

Performance Evaluation of Superintendent of Schools

September 19, 2019

Rating Scale

- 1 = Significantly below expectations
- 2 = Area of focus
- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations

Strategic Planning	Jenny Hill	Steve Highlander	Karitsa Jones	Kathy Lennon	Tucker McClendon	Tiffany Robinson	Joe Smith	Rhonda Thurman	Joe Wingate
Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	5	4	5	5	5	5	5	5	5
Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	5	3	5	5	4	3	4	1	5
Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	3	3	5	4	3	3	5	1	3

Student Achievement									
Identify and implement necessary organizational changes that support student achievement.	5	5	5	5	4	5	4	3	5
Implement supports for areas identified with student academic performance.	5	3	5	5	4	5	5	3	5
Identify and implement necessary organizational changes that support student subgroups achievement.	5	3	5	5	4	5	5	3	5

Staff and Personnel Relationships	JH	SH	KJ	KL	TM	TR	JS	RT	JW
Implement (formerly read: Develop) an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	4	3	4	5	4	4	4	2	5
Implement (formerly read: Develop) long-term recruitment strategy to increase availability of qualified teachers.	4	3	4	5	4	5	4	4	5
Develop comprehensive behavior management training for all teachers.	4	2	4	3	3	4	4	4	3
Refine (formerly read: Implement) induction program for all new teachers and develop plans for providing new teachers with mentoring support.	5	5	5	5	5	5	5	4	5

School Leadership									
Continue implementing (formerly read: Identify/Implement) leadership development for school and district leaders.	5	2	4	4	3	3	5	3	5

Post-Secondary Opportunities									
Increase (formerly read: Develop a plan) career and technical education offerings for students.	5	5	4	5	4	5	5	4	5
Increase engagement (formerly read: Engage) with business and industry to increase student opportunities for exposure to post-secondary.	5	5	5	5	5	5	5	4	5

Business and Finance									
Strengthen relationship with funding body and county mayor.	4	3	4	4	5	4	5	2	4
Engage funding body in planning for long-term capital and operational needs.	3	3	4	3	2	2	4	3	4

Board Relationship	JH	SH	KJ	KL	TM	TR	JS	RT	JW
Keeps board members informed on issues, needs, and operation of the school system.	4	3	5	5	4	5	5	4	5
Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	4	4	5	5	3	4	5	3	5
Keeps board informed of employment, promotion, demotion, transfer, and dismissal of personnel.	4	2	5	4	4	5	5	4	5
Follows through on initiatives and strategies communicated to the Board of Education.	4	4	5	5	4	5	5	3	5

TOTAL SCORE	83	65	88	87	74	82	89	60	79.76
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AVERAGE	4.37	3.42	4.63	4.58	3.89	4.32	4.68	3.16	4.20
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Overall Average	4.20
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Signature: 
 Dr. Bryan Johnson, Superintendent

Date: 9/12/19

Signature: 
 Joe Wingate, Board Chairman

Date: 9/19/19

Evaluation Completed by Jenny Hill, School Board District 6

Jenny Hill

Hamilton County School Board

Performance Evaluation of Superintendent of Schools

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year.

Rating Scale

- 1 = Significantly below expectations
- 2 = Area of focus
- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations

The following competencies will be weighted at 70% of the final evaluation score

Strategic Planning	Score	Comments
1. Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	5	The HCDE strategic plan is bold and includes the necessary KPIs to hold our system accountable for progress in every area.
2. Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	5	I am pleased with the professionalism of the recommended firm, their ordered approach, and their "out of the box" ideas for finding efficiency within our system.
3. Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	3	As the plan moves forward Dr. Johnson will need to be certain to include significant community input – both from the school/neighborhood community as well as experts in finance and real estate.

Student Achievement	Score	Comments
1. Identify and implement necessary organizational changes that support student achievement.	5	Dr. Johnson's steadfast faith in the abilities of our students and teachers paired with bold organizational changes delivered outstanding academic improvement in our district over the last year.
2. Implement supports for areas identified with student academic performance.	5	
3. Identify and implement necessary organizational changes that support student subgroups achievement.	5	

Staff and Personnel Relationships	Score	Comments
1. Implement an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	4	HR has made significant strides toward recruitment and retention in the last year.
2. Implement long-term recruitment strategy to increase availability of qualified teachers.	4	
3. Develop comprehensive behavior management training for all teachers.	4	
4. Refine induction program for all new teachers and develop plans for providing new teachers with mentoring support.	5	The New Teacher Academy has made a huge impact on teacher retention. It's creative and thoughtful. Kudos to the team!

School Leadership	Score	Comments
1. Continue implementing leadership development for school and district leaders.	5	Principals regularly share with me the leadership training they're receiving. Great leaders are guiding our schools toward our academic achievement goals.

Post-Secondary Opportunities	Score	Comments
1. Increase career and technical education offerings for students.	5	Hamilton County Schools is increasing career and technical offerings at a blistering pace. Honestly, it can be hard to keep up with all the new opportunities our students have from month to month! Future Ready Institutes show potential to be the modern answer to technical education.
2. Increase engagement with business and industry to increase student opportunities for exposure to post-secondary.	5	

Business and Finance	Score	Comments
1. Strengthen relationship with funding body and county mayor.	4	The relationship Dr. Johnson has built with our County Mayor is invaluable. More work must be done to build similar trust with the County Commission.
2. Engage funding body in planning for long-term capital and operational needs.	3	The relationship Dr. Johnson has built with our County Mayor is invaluable. More work must be done to build similar trust with the County Commission.

Board Relationship	Score	Comments
1. Keeps board members informed on issues, needs, and operation of the school system.	4	I appreciate how promptly Dr. Johnson makes the board aware of important issues. Further, he is available to meet as necessary and is always prepared.

2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	4	
3. Keeps board informed of employment, promotion, demotion, transfer, and dismissal of personnel.	4	
4. Follows through on initiatives and strategies communicated to the Board of Education	4	

***The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).**

Focus Five	Score	Comments
1. 3 rd Grade ELA 2019 Target – 35.6 %	1	
2. Algebra I On Track 2019 Target – 25.1 %	1	
3. % of Students Completing 1+ EPSO 2019 Target – 36.8 %		Waiting on data
4. Average ACT Composite 2019 Target – 20%		Waiting on data
5. Graduation Rate 2019 Target – 87 %		Waiting on data

Hamilton County School Board

Performance Evaluation of Superintendent of Schools

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year.

Rating Scale

- 1 = Significantly below expectations
- 2 = Area of focus
- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations

The following competencies will be weighted at 70% of the final evaluation score

DSH (went over fiscal in pen)

Strategic Planning	Score	Comments
1. Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	4	
2. Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	3	
3. Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	3	<p><i>- More transparency needed.</i> <i>- eg. Tyner MS conversion money spent on architects, now!</i></p>

Student Achievement	Score	Comments
1. Identify and implement necessary organizational changes that support student achievement.	5	
2. Implement supports for areas identified with student academic performance.	3	
3. Identify and implement necessary organizational changes that support student subgroups achievement.	3	- Specificity on subgroups would help - Concerns for rural underprivileged

Staff and Personnel Relationships	Score	Comments
1. Implement an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	3	- Recruiting is good - work needed on retention - too many early departures (salary advancement)
2. Implement long-term recruitment strategy to increase availability of qualified teachers.	3	- Initial work is good, but "long term" not evident yet
3. Develop comprehensive behavior management training for all teachers.	2	- Training needs to be more proactive & less reactive
4. Refine induction program for all new teachers and develop plans for providing new teachers with mentoring support.	5	very good

School Leadership	Score	Comments

1. Continue implementing leadership development for school and district leaders.	2	Local successful educators need more opportunities to advance
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Post-Secondary Opportunities	Score	Comments
1. Increase career and technical education offerings for students.	5	
2. Increase engagement with business and industry to increase student opportunities for exposure to post-secondary.	5	

Business and Finance	Score	Comments
1. Strengthen relationship with funding body and county mayor.	3	good relations with county mayor, but stronger relationships needed w/Comm
2. Engage funding body in planning for long-term capital and operational needs.	3	CO-planning with the Commission is needed more

Board Relationship	Score	Comments
1. Keeps board members informed on issues, needs, and operation of the school system.	3	good in many areas, too many short notifications
2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	4	
3. Keeps board informed of employment,	2	Better communication before replacing top level appointments

promotion, demotion, transfer, and dismissal of personnel.		see previous page
4. Follows through on initiatives and strategies communicated to the Board of Education	4	

DS Hildebrand *DS Hildebrand*

***The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).**

Below not finalized from stat 4

Focus Five	Score	Comments
1. 3 rd Grade ELA 2019 Target – 35.6 %		
2. Algebra I On Track 2019 Target – 25.1 %		
3. % of Students Completing 1+ EPSO 2019 Target – 36.8 %		
4. Average ACT Composite 2019 Target – 20%		
5. Graduation Rate 2019 Target – 87 %		

Hamilton County School Board

Performance Evaluation of Superintendent of Schools

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year.

Rating Scale

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- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations

The following competencies will be weighted at 70% of the final evaluation score

Strategic Planning	Score	Comments
1. Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	5	
2. Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	5	
3. Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	5	

Karissa M. Jones

Student Achievement	Score	Comments
1. Identify and implement necessary organizational changes that support student achievement.	5	
2. Implement supports for areas identified with student academic performance.	5	
3. Identify and implement necessary organizational changes that support student subgroups achievement.	5	

Staff and Personnel Relationships	Score	Comments
1. Implement an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	4	
2. Implement long-term recruitment strategy to increase availability of qualified teachers.	4	
3. Develop comprehensive behavior management training for all teachers.	4	
4. Refine induction program for all new teachers and develop plans for providing new teachers with mentoring support.	5	

School Leadership	Score	Comments
1. Continue implementing leadership development for school and district leaders.	4	

Post-Secondary Opportunities	Score	Comments
1. Increase career and technical education offerings for students.	4	
2. Increase engagement with business and industry to increase student opportunities for exposure to post-secondary.	5	

Business and Finance	Score	Comments
1. Strengthen relationship with funding body and county mayor.	4	
2. Engage funding body in planning for long-term capital and operational needs.	4	

Board Relationship	Score	Comments
1. Keeps board members informed on issues, needs, and operation of the school system.	5	

2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	5	
3. Keeps board informed of employment, promotion, demotion, transfer, and dismissal of personnel.	5	
4. Follows through on initiatives and strategies communicated to the Board of Education	5	

***The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).**

Focus Five	Score	Comments
1. 3 rd Grade ELA 2019 Target – 35.6 %	1	
2. Algebra I On Track 2019 Target – 25.1 %	1	
3. % of Students Completing 1+ EPSO 2019 Target – 36.8 %	1	
4. Average ACT Composite 2019 Target – 20%	1	
5. Graduation Rate 2019 Target – 87 %	1	

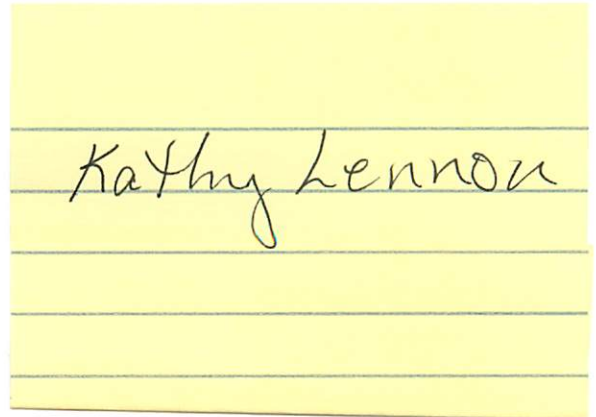
Hamilton County School Board

Performance Evaluation of Superintendent of Schools

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year.

Rating Scale

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- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations



Kathy Lennon

The following competencies will be weighted at 70% of the final evaluation score

Strategic Planning	Score	Comments
1. Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	5	Dr. Johnson keeps the strategic plan/ Future Ready 2023 as our focal point. It defines and guides the budget and decisions we make to support our students, teachers, administrators, & staff.
2. Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	5	On July 23, 2019 MGT Consulting Group held a joint meeting of Hamilton County Commission and Hamilton County Board of Education. It was a preliminary look at a 10-year facilities master plan
3. Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	4	MGT Held a joint presentation on July 23rd. At this time I think this is an area of strength, as we have not moved forward with developing a comprehensive building plan.

Student Achievement	Score	Comments
1. Identify and implement necessary organizational changes that support student achievement.	5	Learning Communities, Partnerships, Focus Five Performance Targets, Curriculum Guides
2. Implement supports for areas identified with student academic performance.	5	Clear Learning Targets, Newcomer Center at Howard, Expanding the Arts, Project Search, STEM, eLabs
3. Identify and implement necessary organizational changes that support student subgroups achievement.	5	Dr. Johnson has given principals autonomy so they can be flexible and provide opportunities for students in their schools to succeed. Three year Plan for Students with Special Needs.

Staff and Personnel Relationships	Score	Comments
1. Implement an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	5	Great Teachers and Leaders – Keith Fogelman and staff have done an excellent job attracting and retaining top talent across educational and operational areas.
2. Implement long-term recruitment strategy to increase availability of qualified teachers.	5	Reset Posting Timeline, Early Hiring, Expanded Recruitment Efforts and Data Tracking and Monitoring
3. Develop comprehensive behavior management training for all teachers.	3	Excellent job on Code of Acceptable Behavior for Students. I would like to see a District wide training for the Code of Acceptable Behavior. Consistency across the district for all leaders, teachers, staff, and administrators.
4. Refine induction program for all new teachers and develop plans for providing new teachers with mentoring support.	5	The New Teacher Academy, New Teacher Mentors, and New Teacher Network are instrumental in teacher retention.

School Leadership	Score	Comments
1. Continue implementing leadership development for school and district leaders.	4	We should always offer leadership development for school and district leaders. Dr. Johnson has built a strong leadership team.

Post-Secondary Opportunities	Score	Comments
1. Increase career and technical education offerings for students.	5	Under Dr. Johnson's leadership HCS has increased Post-Secondary opportunities.
2. Increase engagement with business and industry to increase student opportunities for exposure to post-secondary.	5	Business and industry opportunities for students have increased under Dr. Johnson's leadership.

Business and Finance	Score	Comments
1. Strengthen relationship with funding body and county mayor.	4	Dr. Johnson has a strong relationship with the county mayor.
2. Engage funding body in planning for long-term capital and operational needs.	3	

Board Relationship	Score	Comments
1. Keeps board members informed on issues, needs, and operation of the school system.	5	Dr. Johnson does an excellent job of communicating with board members each week. If a issue comes up he notifies board members.

2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	5	
3. Keeps board informed of employment, promotion, demotion, transfer, and dismissal of personnel.	4	
4. Follows through on initiatives and strategies communicated to the Board of Education	5	

***The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).**

Focus Five	Score	Comments
1. 3 rd Grade ELA 2019 Target – 35.6 %	1	2019 Target – 35.6% 2019 Results – 36.4%
2. Algebra I On Track 2019 Target – 25.1 %	1	2019 Target – 25.1% 2019 Results – 27.6%
3. % of Students Completing 1+ EPSO 2019 Target – 36.8 %	1*	2019 Target – 36.2% 2019 Results – 38.5 % (preliminary)
4. Average ACT Composite 2019 Target – 20%	1*	2019 Target – 20% 2019 Results – 19.6 % (preliminary)
5. Graduation Rate 2019 Target – 87 %	1*	2019 Target – 87.1% 2019 Results – 86.6% (preliminary)

*** Preliminary**



Hamilton County School Board

Performance Evaluation of Superintendent of Schools

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year.

Rating Scale

- 1 = Significantly below expectations
- 2 = Area of focus
- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations

The following competencies will be weighted at 70% of the final evaluation score

Strategic Planning	Score	Comments
1. Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	5	Future Ready 2023 is the foundation of our districts success and Dr. Johnson has done a remarkable job in sticking to this plan over the past year.
2. Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	4	We have seen the early results of the external audit by MGT which provided a much needed deep dive into our systems infrastructure.
3. Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	3	I hope to see this is the next 6 months after the final MGT report.

Student Achievement	Score	Comments
1. Identify and implement necessary organizational changes that support student achievement.	4	I have been pleased with the overall changes Dr. Johnson has made in the last year.
2. Implement supports for areas identified with student academic performance.	4	
3. Identify and implement necessary organizational changes that support student subgroups achievement.	4	

Staff and Personnel Relationships	Score	Comments
1. Implement an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	4	I have been very pleased with the recruiting plan that Dr. Johnson and staff have put into place this past year. I would like to see more on retaining specially at the school level.
2. Implement long-term recruitment strategy to increase availability of qualified teachers.	4	We have made great strides in the past year in terms of recruitment over the best year. I hope we keep on this track.
3. Develop comprehensive behavior management training for all teachers.	3	I think we can make this more of a focus to ensure we are giving our teachers the full training they deserve.
4. Refine induction program for all new teachers and develop plans for providing new teachers with mentoring support.	5	This to me has been a highlight over the past year. Would love to see feedback from first year teachers on this program.

School Leadership	Score	Comments
1. Continue implementing leadership development for school and district leaders.	3	We have seen some changes with leadership development in the past year. This is something I would like to see us expand and be more robust in doing.

Post-Secondary Opportunities	Score	Comments
1. Increase career and technical education offerings for students.	4	This has been a major focus of the board and Dr. Johnson has carried the torch in making this a priority of the district.
2. Increase engagement with business and industry to increase student opportunities for exposure to post-secondary.	5	Dr. Johnson has brought in the business industry to expand the career and technical education options in Hamilton County. Major strong point over the past year.

Business and Finance	Score	Comments
1. Strengthen relationship with funding body and county mayor.	5	Dr. Johnson has made every attempt to be as open and accessible with our funding body and mayor over the past year.
2. Engage funding body in planning for long-term capital and operational needs.	3	We have started this process and I'm looking forward to this process in the next year.

Board Relationship	Score	Comments
1. Keeps board members informed on issues, needs, and operation of the school system.	4	Dr. Johnson keeps the board update and informed of any issues, needs and operational problems.
2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	3	Dr. Johnson offers his professional advice when needed.
3. Keeps board informed of employment, promotion, demotion, transfer, and dismissal of personnel.	4	
4. Follows through on initiatives and strategies communicated to the Board of Education	4	

***The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).**

Focus Five	Score	Comments
1. 3 rd Grade ELA 2019 Target – 35.6 %	1	As we do not have the state issued data for these target these scores are based on internal estimates and are subject to change.
2. Algebra I On Track 2019 Target – 25.1 %	1	As we do not have the state issued data for these target these scores are based on internal estimates and are subject to change.
3. % of Students Completing 1+ EPSO 2019 Target – 36.8 %	1	As we do not have the state issued data for these target these scores are based on internal estimates and are subject to change.
4. Average ACT Composite 2019 Target – 20%	0	As we do not have the state issued data for these target these scores are based on internal estimates and are subject to change.
5. Graduation Rate 2019 Target – 87 %	0	As we do not have the state issued data for these target these scores are based on internal estimates and are subject to change.

Hamilton County School Board

Performance Evaluation of Superintendent of Schools

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year.

Rating Scale

- 1 = Significantly below expectations
- 2 = Area of focus
- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations

The following competencies will be weighted at 70% of the final evaluation score

Strategic Planning	Score	Comments
1. Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	5	Even though we collaborated on the plan 2 years ago, I am happy that you constantly refer back to the strategic plan and initiatives when making decisions as well as presenting plans/programs/opportunities to the board and community.
2. Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	3	I am pleased that the initial assessment was done, however, I would like to see your team making bolder strides in getting a final plan together.
3. Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	3	See above. We obviously have work to do on this.

Student Achievement	Score	Comments
1. Identify and implement necessary organizational changes that support student achievement.	5	
2. Implement supports for areas identified with student academic performance.	5	You have made great progress in this area for all students with only the resources available to the district.
3. Identify and implement necessary organizational changes that support student subgroups achievement.	5	

Staff and Personnel Relationships	Score	Comments
1. Implement an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	4	I think we could continue to do better in attracting minority teachers
2. Implement long-term recruitment strategy to increase availability of qualified teachers.	5	
3. Develop comprehensive behavior management training for all teachers.	4	I think you're on the right track with PD opportunities
4. Refine induction program for all new teachers and develop plans for providing new teachers with mentoring support.	5	

School Leadership	Score	Comments
1. Continue implementing leadership development for school and district leaders.	3	I am not as familiar with the work around this as I would like to be, there fore I rated it a 3.

Post-Secondary Opportunities	Score	Comments
1. Increase career and technical education offerings for students.	5	Awesome job! Now we just need to continue to increase the number of students taking advantage of FRIs.
2. Increase engagement with business and industry to increase student opportunities for exposure to post-secondary.	5	

Business and Finance	Score	Comments
1. Strengthen relationship with funding body and county mayor.	5	You have done good work around this. I appreciate your relationship with the mayor and many of the commissioners.
2. Engage funding body in planning for long-term capital and operational needs.	2	I think we (you and the board) need to spend more time on this. We will need to be more intentional in pulling the commission into these conversations.

Board Relationship	Score	Comments
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1. Keeps board members informed on issues, needs, and operation of the school system.	5	
2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	4	
3. Keeps board informed of employment, promotion, demotion, transfer, and dismissal of personnel.	5	
4. Follows through on initiatives and strategies communicated to the Board of Education	5	

***The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).**

Focus Five	Score	Comments
1. 3 rd Grade ELA 2019 Target – 35.6 %	5	Exceeded goal
2. Algebra I On Track 2019 Target – 25.1 %	5	Exceeded goal
3. % of Students Completing 1+ EPSO 2019 Target – 36.8 %	5	Exceeded goal
4. Average ACT Composite 2019 Target – 20%	5	Did not exceed goal but came very close!

5. Graduation Rate 2019 Target – 87 %	5	Very close to target goal!
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Joe S. 

Hamilton County School Board

Performance Evaluation of Superintendent of Schools

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year.

Rating Scale

- 1 = Significantly below expectations
- 2 = Area of focus
- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations

The following competencies will be weighted at 70% of the final evaluation score

Strategic Planning	Score	Comments
1. Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	5	
2. Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	4	
3. Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	5	

Hamilton County School Board

Performance Evaluation of Superintendent of Schools

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year:

Rating Scale

- 5 = significantly above expectations
- 4 = Area of strength
- 3 = At expectations
- 2 = Area of focus
- 1 = significantly below expectations

The following competencies will be weighted at 70% of the final evaluation score:

Score	Competency
5	1. Develop a strategic plan in collaboration with the Board of Education that addresses key performance indicators for the next 5 years.
4	2. Monitor, measure, and evaluate the progress of the strategic plan for capital needs.
3	3. Develop a comprehensive strategic plan that includes a clear vision, mission, and core values, and is aligned with the Board of Education's strategic plan for the next 5-10 years.

Student Achievement	Score	Comments
1. Identify and implement necessary organizational changes that support student achievement.	4	
2. Implement supports for areas identified with student academic performance.	5	
3. Identify and implement necessary organizational changes that support student subgroups achievement.	5	

Staff and Personnel Relationships	Score	Comments
1. Implement an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	4	
2. Implement long-term recruitment strategy to increase availability of qualified teachers.	4	
3. Develop comprehensive behavior management training for all teachers.	4	
4. Refine induction program for all new teachers and develop plans for providing new teachers with mentoring support.	5	

School Leadership	Score	Comments
1. Continue implementing leadership development for school and district leaders.	5	

Post-Secondary Opportunities	Score	Comments

Student Achievement	Score	Score Comments
1. Identify and implement necessary organizational changes that support student achievement	4	
2. Implement supports for well-identified students needing performance	4	
3. Identify and implement necessary organizational changes that support student achievement	4	

Staff and Personnel Relationships	Score	Score Comments
1. Implement an effective recruitment plan to attract and retain talented educators to support schools and district goals	4	
2. Implement programs that use an array of human capital strategies to increase the number of qualified teachers	4	
3. Develop compensation and benefits management plans for all teachers	4	
4. Retain effective teachers for all new teachers and develop plans for providing new teachers with mentoring support	4	

School Leadership	Score	Score Comments
1. Continue implementing leadership development for school and district leaders	4	

Post-secondary Opportunities	Score	Score Comments

1. Increase career and technical education offerings for students.	5	
2. Increase engagement with business and industry to increase student opportunities for exposure to post-secondary.	5	

Business and Finance	Score	Comments
1. Strengthen relationship with funding body and county mayor.	5	
2. Engage funding body in planning for long-term capital and operational needs.	4	

Board Relationship	Score	Comments
1. Keeps board members informed on issues, needs, and operation of the school system.	5	
2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	5	
3. Keeps board informed of employment, promotion, demotion, transfer, and dismissal of personnel.	5	
4. Follows through on initiatives and strategies communicated to the Board of Education	5	

***The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).**

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	1. Increase student and technical education offering for	
	2. Increase expenditure with business and industry to increase student opportunities for externship to post-secondary.	

Score	Comments	Business and Finance
		1. Strengthen relationship with funding body and funding matter.
		2. Support funding body in planning for long-term capital and operational needs.

Score	Comments	Board Relationship
		1. Keep board members informed on issues, needs and operation of the school system.
		2. Offer professional advice to the board on items requiring board action with appropriate recommendations based on thorough study and analysis.
		3. Keep board informed of employment promotion, retention, transfer and financial of personnel.
		4. Follow through on matters of and analyzes committed to the board in Education.

The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).

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Focus Five	Score	Comments
1. 3 rd Grade ELA 2019 Target – 35.6 %		
2. Algebra I On Track 2019 Target – 25.1 %		
3. % of Students Completing 1+ EPSO 2019 Target – 36.8 %		
4. Average ACT Composite 2019 Target – 20%		
5. Graduation Rate 2019 Target – 87 %		

Score/Comments	Focus Five
	1. Financial Literacy 2019 Target - 33.0%
	2. Algebra I on Track 2019 Target - 22.1%
	3. % of students completing 14 EPSC 2019 Target - 50.0%
	4. Average ACT Composite 2019 Target - 20.5
	5. Graduation Rate 2019 Target - 87.5%

Hamilton County School Board

Performance Evaluation of Superintendent of Schools

Phonda L. Thurman

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year.

Rating Scale

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- 2 = Area of focus
- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations

The following competencies will be weighted at 70% of the final evaluation score

Strategic Planning	Score	Comments
1. Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	5	
2. Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	1	We paid \$500,000 for a plan that has always been done in-house for free. The plan was so extravagant, it will never be done. We should have completed something on the 1999 facilities plan and put the \$500,000 to do some
3. Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	1	repairs & upgrades greatly needed in our schools. *a football field at Scale Creek for example. By the time this plan could ever be completed, it would be obsolete.

Student Achievement	Score	Comments
1. Identify and implement necessary organizational changes that support student achievement.	3	
2. Implement supports for areas identified with student academic performance.	3	
3. Identify and implement necessary organizational changes that support student subgroups achievement.	3	<p><i>I am still struggling with the idea that a focus on "white privilege" in any way necessary for student achievement.</i></p> <p><i>I hope in the future, all PD sessions are vetted and aligned with academics.</i></p>

Staff and Personnel Relationships	Score	Comments
1. Implement an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	2	<p><i>I feel that giving teachers a bonus instead of a raise may have hurt our recruiting efforts. Also being dishonest with the Board about the survey ^{was} not good.</i></p>
2. Implement long-term recruitment strategy to increase availability of qualified teachers.	4	<p><i>Allowing teachers who were non-renewed to be hired by another principal - I think, was good for some teachers who were not suited for the school in which they were initially hired.</i></p>
3. Develop comprehensive behavior management training for all teachers.	4	
4. Refine induction program for all new teachers and develop plans for providing new teachers with mentoring support.	4	

School Leadership	Score	Comments
1. Continue implementing leadership development for school and district leaders.	3	The leadership development we are currently using with the PEF is obviously not working well. The Principal Leadership Academy is not producing principals who can take charge of a school. If its graduates were ready - why are we hiring so many out-of-town principals?

Post-Secondary Opportunities	Score	Comments
1. Increase career and technical education offerings for students.	4	We have tried academies at different schools in the past. I like all of the offering of vocational opportunities I still think they need to be at one huge facility.
2. Increase engagement with business and industry to increase student opportunities for exposure to post-secondary.	4	

Business and Finance	Score	Comments
1. Strengthen relationship with funding body and county mayor.	2	You may have increased your relationship with the mayor but, not the funding body.
2. Engage funding body in planning for long-term capital and operational needs.	3	The long term building and operational needs plans were so out of reach, I am not sure the funding body took it seriously.

Board Relationship	Score	Comments
1. Keeps board members informed on issues, needs, and operation of the school system.	4	

2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	3	The main area where there needs to be more "study and analysis" is in transportation. We need to seek more advice from the professional drivers.
3. Keeps board informed of employment, promotion, demotion, transfer, and dismissal of personnel.	4	at one time the Board received all personnel changes in a monthly report I would like to see that occur.
4. Follows through on initiatives and strategies communicated to the Board of Education	3	I am upset that our Transportation Dept. did not allow more contract drivers as the Board directed three years ago. Not sure who dropped the ball, but, this needs to be addressed and our plan implemented.

***The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).**

Focus Five	Score	Comments
1. 3 rd Grade ELA 2019 Target – 35.6 %		
2. Algebra I On Track 2019 Target – 25.1 %		
3. % of Students Completing 1+ EPSO 2019 Target – 36.8 %		
4. Average ACT Composite 2019 Target – 20%		
5. Graduation Rate 2019 Target – 87 %		

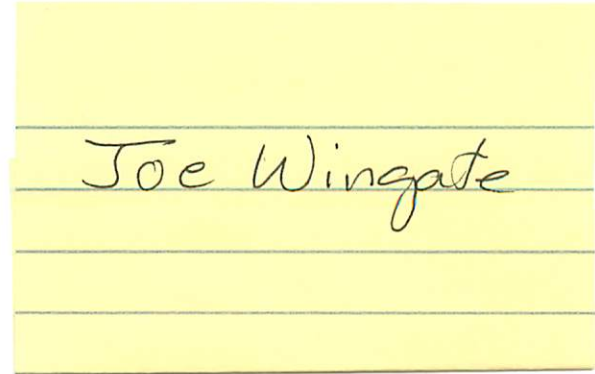
Hamilton County School Board

Performance Evaluation of Superintendent of Schools

The Hamilton County Board of Education, in discussion and conjunction with the Superintendent, developed and established the following district performance goals for the 2018-2019 school year.

Rating Scale

- 1 = Significantly below expectations
- 2 = Area of focus
- 3 = At expectations
- 4 = Area of strength
- 5 = Significantly above expectations



The following competencies will be weighted at 70% of the final evaluation score

Strategic Planning	Score	Comments
1. Develop a strategic plan in collaboration with the school board that addresses key performance indicators for the next 5 years.	5	
2. Initiate and conduct an external audit of all facilities, identifying plans for capital needs.	5	
3. Develop a comprehensive building plan that addresses capital needs (growth and deferred maintenance), targeting the next 7-10 years.	3	Significant progress has been made but the plan is still in its infancy.

Student Achievement	Score	Comments
1. Identify and implement necessary organizational changes that support student achievement.	5	
2. Implement supports for areas identified with student academic performance.	5	
3. Identify and implement necessary organizational changes that support student subgroups achievement.	5	

Staff and Personnel Relationships	Score	Comments
1. Implement an aggressive recruiting plan to attract and retain talented educators to support schools and district work.	5	
2. Implement long-term recruitment strategy to increase availability of qualified teachers.	5	
3. Develop comprehensive behavior management training for all teachers.	3	
4. Refine induction program for all new teachers and develop plans for providing new teachers with mentoring support.	5	

School Leadership	Score	Comments
1. Continue implementing leadership development for school and district leaders.	5	

Post-Secondary Opportunities	Score	Comments
1. Increase career and technical education offerings for students.	5	
2. Increase engagement with business and industry to increase student opportunities for exposure to post-secondary.	5	

Business and Finance	Score	Comments
1. Strengthen relationship with funding body and county mayor.	4	
2. Engage funding body in planning for long-term capital and operational needs.	4	

Board Relationship	Score	Comments
1. Keeps board members informed on issues, needs, and operation of the school system.	5	

2. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	5	
3. Keeps board informed of employment, promotion, demotion, transfer, and dismissal of personnel.	5	
4. Follows through on initiatives and strategies communicated to the Board of Education	5	

***The following targets will be weighted at 30% of the final evaluation score and will be scored as either Pass (1) or Fail (0).**

Focus Five	Score	Comments
1. 3 rd Grade ELA 2019 Target – 35.6 %		
2. Algebra I On Track 2019 Target – 25.1 %		
3. % of Students Completing 1+ EPSO 2019 Target – 36.8 %		
4. Average ACT Composite 2019 Target – 20%		
5. Graduation Rate 2019 Target – 87 %		

B. Discussion of Superintendent's Contract - Joe Smith

XII. Information Only

A. Legal Services Report



**HAMILTON
COUNTY
SCHOOLS**

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

Memorandum

To: Hamilton County Board of Education

Bryan Johnson, Ed.D.
Superintendent

From: The Office of Chief Operations Officer

Date: September 19, 2019

Re: August 2019 Legal Services Summary

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

Bennett & DeCamp, PLLC	\$20,000.00
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TOTAL	\$20,000.00
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XIII. Events/Announcements

Events and Announcements

September 19, 2019

- A. September 26, 2019 - Fund for Teachers Showcase and Celebration - PEF
5:30 p.m.
- B. October 4, 2019 - End of 1st Quarter
- C. October 7-11, 2019 - Fall Break
- D. October 17, 2019 - Board Meeting
- E. October 16, 2019 - SSAC Meeting
East Hamilton (5:00 p.m.)

XIV. Adjourn - The meeting was adjourned at 7:06 p.m.