

Hamilton County Department of Education
Hamilton County Board of Education Board Meeting - Quarterly Session
December 8, 2022 6:00 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

II. **Approval of the Agenda

III. Executive Session - Yes

IV. Pledge to the Flag and Meditation - Phil Iannarone, Principal of Central High

V. Exemplars of Excellence

A. Chief of Opportunity and Access - Dr. Neelie Parker and Chief Talent Officer - Dr. Zac Brown - Recognition of Staff - ASCD Emerging Leaders Class of 2022, Donna Nearly and Erin Kirby

B. Superintendent Dr. Justin Robertson - Recognition of Various Employees for Going Above and Beyond the Call of Duty

C. State Champions - Signal Mountain High Cross Country - Tim James

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

VII. **Approval of the Consent Agenda

A. Approval of the Minutes of the November 17, 2022 Regular Session

B. Executive Committee Report

1. Chief Financial Officer - Mary Ellen Heuton, CPA

a. Executive Committee Grant Approvals - Dr. Patricia Russell, SEAD Executive Director

Mental Health Service Professional Demonstration Grant Program

School-Based Mental Health Services Grant Program

C. Deputy Superintendent - Dr. Sonia Stewart

1. Field Trips

a. Dr. Chip Dale Community Superintendent Harrison Bay

b. Elaine Harper Community Superintendent North River

c. Dr. Shane Harwood - Community Superintendent Rock Point

D. Chief Financial Officer - Mary Ellen Heuton, CPA

1. Bids/Contracts

2. Financial Reports

3. Budget Amendments

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

b. General Operating Amendments

4. CLASS Revised Bylaws

5. CLASS Retainer Agreement

E. Chief Strategy Officer - Shannon Moody

1. Board Policies - Second and Final Read

a. Board Policy 4.200 - Curriculum Development

b. Board Policy 4.202 - Exceptional Education

c. Board Policy 4.204 - Career & Technical Education

d. Board Policy 4.206 - Early Postsecondary Opportunities

e. Board Policy 4.207 - Supplementary Programs

- f. Board Policy 4.208 - Virtual Education Program
- g. Board Policy 4.210 - Credit Recovery
- h. Board Policy 4.211 - Work-based Learning and Apprenticeship
- i. Board Policy 4.402 - Selection of Instructional Materials
- j. Board Policy 4.605 - Lottery Scholarships
- k. Board Policy 4.609 - Promotion and Retention

VIII. Administrative Business Matters

A. Deputy Superintendent - Dr. Sonia Stewart

- 1. **University High School - Request for Approval - Blake Freeman, Executive Director of Learning

B. Chief Strategy Officer - Shannon Moody

- 1. **PECCA Special Question Results - Approval of Collaborative Conferencing Committee

IX. Board Matters

- A. **Approval Request for Tyner Middle High School Bid - Hamilton County Project #22-07-01.03 - Justin Witt

X. Information Only

- A. Legal Services Report

XI. Events/Announcements

XII. Adjourn

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

MEMORANDUM

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

FROM: Dr. Neelie Parker, Chief of Opportunity and Access
Dr. Zac Brown, Chief Talent Officer

DATE: December 8, 2022

RE: Recognition of Staff

This letter is to request permission to address the Board at the December 8th meeting. We are proud to recognize Donna Neary and Erin Kirby for being selected as a member of the Class of 2022 ASCD Emerging Leaders.

The ASCD Emerging Leaders program contains a diverse group of educators who have been in education for 5 to 15 years and who have made an impact as leaders in their schools, districts, and communities. Emerging leaders gain access to networking and learning opportunities and are prepared for future leadership roles, including opportunities within ASCD.

"ASCD celebrates outstanding young leaders in education through its Emerging Leaders program," ASCD Senior Director for Constituent Services Walter McKenzie said. "Especially in these transformational times, supporting our next generation of leaders is critical to their success and the success of public education."

This is a distinguished recognition, and we are honored to have Donna & Erin join the 486 Emerging Leaders in our program since its inception in 2005.

Over the next year, the Class of 2022 will connect into the association through a variety of networking and leadership opportunities that support the kind of growth that can benefit your organization.

For 80 years, ASCD has worked side by side with educators from every level in all 50 states and more than 200 countries to help them grow professionally and amplify their voice. Through our award-winning content, community and professional learning opportunities, ASCD supports educators in their professional growth, championing the tenets of the Whole Child.

This recognition is well deserved for Donna and Erin for all their hard work with students and teachers in Hamilton County Schools.

Thank you for your consideration.

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

MEMORANDUM

TO: Hamilton County Board of Education

FROM: Dr. Justin Robertson
Superintendent

DATE: December 8, 2022

RE: Recognitions

I would like to recognize our employees that went above and beyond the call of duty the week of November 14th. This group was on site to help our families who were displaced from homes. The team helped pack, relocate, and supply food to our families in the East Ridge Area. I am honored to work beside each of these employees every day. Thank you for your outstanding support and service to our families.



**HAMILTON
COUNTY
SCHOOLS**

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

Memorandum

To: Hamilton County Board of Education

Justin Robertson, Ed.D.
Superintendent

From: Tim James
District Athletic Director

Date: December 8, 2022

Re: State Champions

It is with great pleasure that we recognize the following Hamilton County Schools teams who became State Champions in the area of Cross County for this school year.

Signal Mountain High School Boys & Signal Mountain High School Girls, coached by Mr. Dustin Carpenter.

We would like to congratulate them on these wonderful accomplishments.

Hamilton County Board of Education
Board Meeting - Regular Session
November 17, 2022 6:00 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

II. **Approval of the Agenda

III. Executive Session - No

IV. Pledge to the Flag and Meditation - Krystal Scarbrough, Principal of Chattanooga School for the Liberal Arts

V. Exemplars of Excellence

A. A.F. Bridges Award Recipients - Tim James, District Athletic Director

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

VII. **Approval of the Consent Agenda

A. Approval of the Minutes of the October 20, 2022 Regular Session

B. Executive Committee Report

C. Deputy Superintendent - Dr. Sonia Stewart

1. Field Trips

a. Dr. Chip Dale Community Superintendent Harrison Bay

b. Elaine Harper Community Superintendent North River

c. Dr. Shane Harwood - Community Superintendent Rock Point

d. Dr. Jason Vance - Community Superintendent Missionary Ridge

D. Chief Financial Officer - Mary Ellen Heuton, CPA

1. Bids/Contracts

2. Financial Reports

3. Budget Amendments

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

b. General Purpose Amendments

c. General Purpose Amendments

4. ESSER Approval Request

a. ESSER Approval - Angelia Askins, Director of Federal Programs

E. Chief Strategy Officer - Shannon Moody

1. Board Policies - Second and Final Read

a. Board Policy 3.200 - Buildings and Grounds

b. Board Policy 3.201 - Safety

c. Board Policy 3.202 - Emergency Preparedness Plan

d. Board Policy 3.203 - Crisis Management

e. Board Policy 3.205 - Security

f. Board Policy 3.206 - Community Use of School

g. Board Policy 3.208 - Facilities Planning

h. Board Policy 3.300 - Equipment and Supplies Management

i. Board Policy 3.3001 - Use of Cellular Phones

j. Board Policy 3.302 - Service Animals in District

- k. Board Policy 3.401 - Scheduling and Routing
- l. Board Policy 3.405 - Owner/Operator Bus Service
- m. Board Policy 3.502 - Offer Versus Serve
- n. Board Policy 3.600 - Insurance Management
- o. Board Policy 3.601 - Student Insurance Program
- p. Board Policy 6.601 - Student Records Annual Notification of Rights

F. Attorney Scott Bennett

- 1. Ratification of Updated Cigna Property Contract

G. Chief Talent Officer - Dr. Zac Brown

- 1. On-site RX Contract Approval

VIII. Administrative Business Matters

A. Executive Director of Learning - Blake Freeman

- 1. **Mathematics Textbook Adoption Committees

B. Chief of Opportunity and Access - Dr. Neelie Parker

- 1. **Amendments for Charter School Contracts - Kelly Coffelt, Charter Schools Coordinator

IX. Board Matters

A. Chief Strategy Officer - Shannon Moody

- 1. Board Policies - First Reading

- a. Board Policy 4.200 - Curriculum Development
- b. Board Policy 4.202 - Exceptional Education
- c. Board Policy 4.204 - Career & Technical Education
- d. Board Policy 4.206 - Early Postsecondary Opportunities
- e. Board Policy 4.207 - Supplementary Programs
- f. Board Policy 4.208 - Virtual Education Program
- g. Board Policy 4.210 - Credit Recovery
- h. Board Policy 4.211 - Work-Based Learning Program
- i. Board Policy 4.402 - Selection of Instructional Materials (Other than Textbooks)
- j. Board Policy 4.501 - School Volunteers
- k. Board Policy 4.605 - Lottery Scholarships
- l. Board Policy 4.609 - Promotion and Retention

X. Information Only

A. Legal Services Report

XI. Events/Announcements

- A. November 23-25, 2022
Schools Closed for Thanksgiving
CO Closed November 24-25, 2022
- B. Monday, November 28, 2022
Board Facilities Committee Meeting 5:30 p.m.
- C. Thursday, December 8, 2022
Board Work Session 4:30 p.m.
Board Meeting Quarterly Session 6:00 p.m.

XII. Adjourn

Hamilton County Board of Education
Board Meeting - Regular Session
November 17, 2022 6:00 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Roll Call

Attendance Taken at 6:00 PM.

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

Mr. Perez was absent due to illness.

Also in Attendance – Dr. Justin Robertson, Superintendent
Eliora Davis, Student Representative

II. **Approval of the Agenda

Passed: Approval of the agenda passed with a motion by Mrs. Karitsa Jones and a second by Mrs. Rhonda Thurman.

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

Yes: 10, No: 0, Absent: 1

III. Executive Session - No

IV. Pledge to the Flag and Meditation - Krystal Scarbrough, Principal of Chattanooga School for the Liberal Arts

V. Exemplars of Excellence

A. A.F. Bridges Award Recipients - Tim James, District Athletic Director

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

Disclaimers were made by Mrs. Thurman, Mr. Kuehn, Mrs. Jones, Mrs. Robinson, Mrs. Black, and Dr. Wingate

VII. **Approval of the Consent Agenda

Passed: Approval of the Consent Agenda with the following items being pulled: Mr. Grohn pulled Item VII.E. 1. Board Policies b. Board Policy 3.201 - Safety, c. Board Policy 3.202 - Emergency Preparedness Plan and f. Board Policy 3.206 - Community Use of School; Mrs. Thurman pulled VII. D. c. General Purpose Amendments - Grow Your own; VII.E. 1. Board Policies k. Board Policy 3.401 Scheduling and Routing passed with a motion by Mr. Joe Smith and a second by Mrs. Rhonda Thurman.

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

Yes: 10, No: 0, Absent: 1

Passed: After discussion a decision to add back to the agenda and approve Item VII.D.c General Purpose Amendments - Grow Your Own passed with a motion by Mr. Joe Smith and a second by Ben Connor.

Mr. Marco Perez:	Absent
Mrs. Rhonda Thurman:	No
Jill Black:	Yes
Ben Connor:	Yes

Larry Grohn: Abstain (Without Conflict)
Mrs. Karitsa Jones: Yes
Gary Kuehn: Yes
Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Dr. Joe Wingate: Yes
Yes: 8, No: 0, Absent: 1, Abstain (Without Conflict): 1
Mrs. Rhonda Thurman: No

Tabled: After discussion Item VII.E.1. Board Policies b. Board Policy 3.201 - Safety was tabled with a motion by Larry Grohn and a second by Dr. Joe Wingate.

Mr. Marco Perez: Absent
Jill Black: Yes
Ben Connor: Yes
Larry Grohn: Yes
Mrs. Karitsa Jones: Yes
Gary Kuehn: Yes
Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Dr. Joe Wingate: Yes
Yes: 10, No: 0, Absent: 1

Discussion: During discussion, it was agreed that the items should be tabled and referred to the policy committee for review and possibly rewriting.

Passed: Approval to amend Board Policy 3.202 - Emergency Preparedness Plan - the fourth line of paragraph three to be changed to 20 school days to align with State law and to add the letter f on line 16 in front of "ire" to make it fire passed with a motion by Larry Grohn and a second by Ben Connor.

Mr. Marco Perez: Absent
Jill Black: Yes
Ben Connor: Yes
Larry Grohn: Yes
Mrs. Karitsa Jones: Yes
Gary Kuehn: Yes
Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes

Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Dr. Joe Wingate: Yes
Yes: 10, No: 0, Absent: 1

Passed: Add back to the agenda and approve Board Policy 3.202 - Emergency Preparedness Plan as amended passed with a motion by Ben Connor and a second by Jill Black.

Mr. Marco Perez: Absent
Jill Black: Yes
Ben Connor: Yes
Larry Grohn: Yes
Mrs. Karitsa Jones: Yes
Gary Kuehn: Yes
Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Dr. Joe Wingate: Yes
Yes: 10, No: 0, Absent: 1

Discussion: Mr. Grohn made a motion to amend Board Policy 3.206 to remove Community Superintendent which failed due to lack of a second.

Passed: Add back to the agenda and approve Item VII. E. f. - Board Policy 3.206 - Community Use of School passed with a motion by Mrs. Karitsa Jones and a second by Ben Connor.

Mr. Marco Perez: Absent
Jill Black: Yes
Ben Connor: Yes
Larry Grohn: Yes
Mrs. Karitsa Jones: Yes
Gary Kuehn: Yes
Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Dr. Joe Wingate: Yes
Yes: 10, No: 0, Absent: 1

Passed: Recommendation for approval of an amendment to Board Policy 3.401 to insert "and safest" after shortest in line one of paragraph one and change shortest to most efficient passed with a motion by Mrs. Rhonda Thurman and a second by Gary Kuehn.

Mr. Marco Perez: Absent
Jill Black: Yes
Ben Connor: Yes
Larry Grohn: Yes
Mrs. Karitsa Jones: Yes
Gary Kuehn: Yes
Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Dr. Joe Wingate: Yes
Yes: 10, No: 0, Absent: 1

Passed: Add back to the agenda and approve as amended Item VII.E. k. Board Policy 3.401 - Scheduling and Routing passed with a motion by Jill Black and a second by Mrs. Karitsa Jones.

Mr. Marco Perez: Absent
Jill Black: Yes
Ben Connor: Yes
Larry Grohn: Yes
Mrs. Karitsa Jones: Yes
Gary Kuehn: Yes
Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Dr. Joe Wingate: Yes
Yes: 10, No: 0, Absent: 1

A. Approval of the Minutes of the October 20, 2022 Regular Session

B. Executive Committee Report

C. Deputy Superintendent - Dr. Sonia Stewart

1. Field Trips

a. Dr. Chip Dale Community Superintendent Harrison Bay

1. **Chattanooga School for Liberal Arts** – Eighty students enrolled in eighth through tenth grade band and strings request permission to travel to Cincinnati, Ohio December 2-3,

2022 to perform at King's Island Winterfest.

2. **East Hamilton Middle School** – Fifty students enrolled in eighth grade request permission to travel to Washington, DC April 1-4, 2023 to study history.
3. ***East Hamilton High** – Twelve members of the volleyball team traveled to Murfreesboro, Tennessee October 18-21, 2022 to compete in the high school state volleyball tournament.

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

b. Elaine Harper Community Superintendent North River

1. **Hixson High School** – Sixteen members of Beta Club request permission to travel to Nashville, Tennessee November 28-30, 2022 to attend the Beta convention.
2. **Soddy Daisy High School** – Twenty-five members of the forensics team request permission to travel to Johnson City, Tennessee November 18-19, 2022 to compete in a tournament at Science Hill High School.
3. **Soddy Daisy High School** – Fourteen members of the wrestling team request permission to travel to Huntsville, Alabama December 2-3, 2022 to compete in a tournament at Huntsville High School.
4. **Soddy Daisy High School** – Twenty-five members of the forensics team request permission to travel to Kingsport, Tennessee December 2-3, 2022 to compete in a tournament.
5. **Soddy Daisy High School** – Twenty members of the wrestling team request permission to travel to Gatlinburg, Tennessee December 9-10, 2022 to compete in the Smokey Mountain Duals Tournament.
6. ***Sale Creek Middle High** – Eighteen members of the volleyball team traveled to Murfreesboro, Tennessee October 17-21, 2022 to compete in the TSSAA State Volleyball Tournament.

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

c. Dr. Shane Harwood - Community Superintendent Rock Point

- #1. **Alpine Crest Elementary** - Ten Beta Club students will travel to Gaylord Opryland Hotel in Nashville, TN November 19-20, 2022 to compete and showcase their talents in academic and visual arts.
- #2. **Signal Mtn High School** - Fifteen Beta Club students will travel to Gaylord Opryland Hotel in Nashville, TN November 28-30, 2022 to compete in various categories including academics and arts.
- #3. **Signal Mtn High School** - Sixteen students on the high school wrestling team will travel to Germantown, TN December 2-3, 2022 to compete in the high school Wrestling Tournament.
- #4. **Signal Mtn High School** - Eighteen students on the Girls Basketball team will travel to Hoover, AL December 19-21, 2022 to participate in the Spain Park Christmas Tournament.

- #5. **Red Bank High School** - Fifteen students on the Boys Basketball team will travel to Maryville, TN December 20-22, 2022 to compete in the Heritage Basketball Tournament.
- #6. **Signal Mtn High School** - One hundred fourteen students in the Fine Arts team will travel to Walt Disney World in Orlando, FL February 8-12, 2023 to participate in workshops for their specific skills.
- #7. **Signal Mtn High School** - Ninety-Five students in the Band will travel to the Charleston Convention Center in Mt. Pleasant, SC March 16-19, 2023 to perform at the Charleston Music Festival.
- #8. **CCA** – Sixty-five students on the Instrumental team will travel to Disney World in Orlando, Florida May 11-14, 2023 to perform in the Disney park.
- #9*. **Signal Mtn Middle-High School** - Twelve students on the Varsity Volleyball team traveled to Murfreesboro, TN October 18-21, 2022 to compete in the Interscholastic Volleyball Championship.
- #10*. **Signal Mtn Middle-High School** - Sixteen students on the Cross-Country high school team traveled to Henderson, TN November 2-3, 2022 to compete in the Cross-Country State Championship.
- #11*. **Signal Mtn Middle-High School** - Ten students in the Honors Choir traveled to Maryville, TN November 17-19, 2022 to participate in the All-East Honor Choirs.

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

d. Dr. Jason Vance - Community Superintendent Missionary Ridge

- #1. **East Ridge High** - Fifteen students on the Boys Basketball team will travel to Strawberry Plains, TN December 27-29, 2022 to compete in the Carter Christmas Tournament
- #2. **Barger Academy** - Forty students on the Barger Dance Dept. will travel to Orlando, Florida May 3-7, 2023 to perform for a live Disney audience and take classes to learn what it takes to work professionally in the arts.

D. Chief Financial Officer - Mary Ellen Heuton, CPA

1. Bids/Contracts

- A. Request Approval of RFP 23-10 Fiscal Pre-Monitoring Services
- B. Request Approval of Bid 23-12 Commercial Dish Machine for Clifton Hills Elementary School.
- C. Request Approval of Participation in the NASPO ValuePoint Cooperative Purchasing Program.
- D. Request Approval of Red Bank High School and Signal Mountain Middle/High School Lease Agreements with Pitney Bowes for Digital Mail Equipment, Supplies, Maintenance and Related Services.

2. Financial Reports

The monthly financial report comparing budget to actual through September 2022. The presentation of the monthly financial statement compares actual year-to-date expenditures to the original adopted budget and the year-to-date amended budget.

HAMILTON COUNTY SCHOOLS
REVENUE/EXPENSES VS BUDGET
PERIOD ENDED
September, 2022

	General Purpose			Federal Programs			Self-Funded Programs			School Nutrition			Grand Totals		
	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual
REVENUES	257,733,000	257,733,000	16,621,742										257,733,000	257,733,000	16,621,742
LOCAL TAXES	13,000	13,000	2,339										13,000	13,000	2,339
LICENSES AND PERMITS	543,140	543,140	27,895						4,397,076	4,397,076	3,035,654	857,502	7,975,870	7,975,870	2,091,906
CHARGES FOR CURRENT SERVICES	1,208,000	1,208,000	311,513						3,304,098	5,659,295	442,869	40,587	4,552,868	6,907,882	829,041
STATE OF TENNESSEE	192,550,290	192,791,827	37,397,411										192,550,290	192,791,827	37,397,411
OTHER STATE REVENUES	899,223	2,714,840	1,345,500										198,558	198,558	-
FEDERAL GOVERNMENT	1,565,000	1,867,667	733,736	96,561,499	96,261,540	16,191							19,599,647	19,599,647	5,267,238
OTHER SOURCES	2,285,000	2,288,000	1,981,997										2,285,000	2,288,000	1,981,997
RESERVE/FUND BALANCE	2,100,000						350,000		212,173	2,085,178	(1,415)		672	212,173	4,535,178
FY ENCUMBRANCE BUDGET															
TOTAL REVENUES	458,098,653	461,196,264	58,605,623	96,561,499	96,011,540	16,191	7,813,247	12,141,549	1,647,973	22,874,446	22,874,446	6,190,074	573,445,945	584,232,799	66,458,866
EXPENDITURES															
REGULAR INSTRUCTION PROGRAM	71100	220,689,490	224,686,581	32,657,243	17,071,160	17,476,067	3,147,992	2,914,489	5,435,716	477,478			240,678,078	247,598,334	36,282,712
SPECIAL EDUCATION INSTR PROG	71200	41,105,720	41,105,720	3,358,769	5,965,170	5,376,439	699,450	338,000	635,080	9,040			41,346,258	47,121,559	5,987,299
VOCATIONAL ED INSTR PROG	71300	8,915,297	8,915,297	1,418,786	1,695,208	1,999,341	255,950	14,194	82,172				10,915,649	10,765,520	1,644,748
ATTENDANCE	72110	2,944,451	3,089,561	412,991	29,915	25,915	37,659						2,976,366	3,125,476	449,743
HEALTH SERVICES	72120	5,997,913	5,979,397	504,566	113,950	196,290	155,509	42,500	42,500	7,744			6,142,963	6,319,817	387,458
OTHER STUDENT SUPPORT	72130	14,259,303	14,357,476	3,438,215	4,430,462	5,330,059	868,273	62,173					18,752,158	19,754,708	4,327,643
REG INST SUPPORT	72210	17,658,651	18,224,715	4,281,241	12,362,910	14,771,096	2,339,569	548,327	1,840,638	264,017			31,060,989	34,837,049	6,980,817
SPECIAL ED INST SUPPORT	72220	3,584,010	3,584,010	1,024,293	4,491,135	5,106,942	918,113						1,135,705	1,704,112	1,545,412
VOCATIONAL ED INST SUPPORT	72230	422,155	422,155	97,266	578,000	976,627	48,693						997,155	988,292	145,993
EDUCATION TECHNOLOGY	72250	5,822,999	5,822,999	1,089,801	461,503	481,003	27,326						6,204,102	6,284,102	1,097,737
EDUCATION TECHNOLOGY	72310	6,587,979	6,587,979	584,476				100,000	100,000				6,587,979	6,587,979	584,476
OFFICE OF SUPERINTENDENT	72320	2,976,479	2,976,479	674,090				89,299	89,299	13,485			3,074,777	3,074,777	765,123
OFFICE OF PRINCIPAL	72410	32,407,096	32,407,096	5,983,557	529,621	529,621	17,563						31,328,717	31,328,717	5,515,189
FISCAL SERVICES	72510	3,999,707	3,999,707	684,499	347,700	393,500	31,543						4,247,407	4,253,607	684,499
HUMAN RESOURCES	72550	1,968,155	1,968,155	434,392				21,530	27,021	1,244			1,989,885	1,985,176	470,636
OPERATION OF PLANT	72610	27,835,452	27,835,452	4,803,111				2,817,975	35,000				27,835,452	30,399,376	4,803,111
MAINTENANCE OF PLANT	72620	9,310,001	9,310,001	2,386,364									9,310,001	11,316,042	2,736,287
TRANSPORTATION	72710	20,852,162	21,096,194	2,097,207	339,950	444,496	331,923		23,603				21,192,112	21,824,253	2,097,207
CENTRAL AND OTHER	73110	447,719	447,719	286,383					9,800	996			441,719	454,919	255,373
FOOD SERVICE	73190			2,671	20,200	20,200							22,874,446	22,874,446	6,276,857
COMMUNITY SERVICES	73380	495,298	495,298	45,865	1,089,997	4,989,897	694,291	3,655,623	3,655,383	62,191			5,236,258	5,188,600	132,747
EARLY CHILDHOOD EDUCATION	73400	3,952,850	3,234,387	414,976	66,220	66,220	4,951	117,954	117,954	25,475			3,227,624	3,408,561	588,150
EDUCATION CAPITAL OUTLAY	76100	200,000	200,000		34,715,000	34,715,000	119,199						34,915,000	34,915,000	-
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)		21,724,828	21,724,828	3,671,936									21,724,828	21,724,828	3,671,936
TRANSFERS-STATE GRANTS					2,178,244	2,150,087								2,178,244	2,150,087
TOTAL EXPENDITURES	458,098,653	461,196,264	72,435,483	96,561,499	96,011,540	9,282,812	7,813,247	12,141,549	992,826	22,874,446	22,874,446	4,589,894	573,445,945	584,232,799	87,211,116

9/30/2022

3. Budget Amendments

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

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

The Federal Programs budget is amended by items 1 - 16. Items 1, 2, 7, 9, 10 and 16 consist of both current year awards and carryover funds. Items 3, 5, 6, 8, 12, 14 and 15 consist of carryover funds. Items 4, 11, and 13 consist of current year awards.

The State Programs budget is amended by item 17, which consists of current year awards.

The Self-Funded Programs budget is amended by items 18 and 19. Both items consist of current year contributions and carryover contributions.

- Title III: Language Instruction for English Learners and Immigrant Students, with a net increase of \$68,309
- Title III Immigrant, totaling \$115,668
- FY21 COPS School Violence Prevention Program, with transfers between lines
- FY22 COPS School Violence Prevention Program, totaling \$498,000
- Elementary and Secondary School Emergency Relief (ESSER) 2.0, with a net increase of \$6,985,041 and transfers between lines
- Elementary and Secondary School Emergency Relief (ESSER) 3.0, with a net increase of \$25,581,963 and transfers between lines
- HQIM Literacy Implementation Network, totaling \$93,200
- ARP IDEA Part B & Preschool, with a net increase of \$641,290 and transfers between lines

9. 21st Century Community Learning Centers Cohort 2019, with a net increase of \$386,080 and transfers between lines
10. 21st Century Community Learning Centers Cohort 2018, with a net increase of \$322,626 and transfers between lines
11. 21st Century Community Learning Centers Cohort 2022, totaling \$283,902
12. ARP Homeless 2.0, with transfers between lines
13. ARP Homeless System Navigator, totaling \$80,000
14. ARP CCEIS – Comprehensive Coordinated Early Intervening Services, totaling \$238,967
15. CCEIS - Comprehensive Coordinated Early Intervening Services, with a net increase of \$722,425 and transfers between lines
16. IDEA Part B Grant, with a net increase of \$1,643,540 and transfers between lines
17. Innovative School Models, totaling \$5,875,000
18. Future Ready Institutes Externship Program, with a net increase of \$100,000
19. Future Ready Institutes - BCBS, with a net increase of \$100 and transfers between lines

b. General Purpose Amendments - Duplicate

c. General Purpose Amendments

Board approval is requested to amend the FY23 General Purpose Operating Budget as follows:

- Appropriate \$114,374 of unassigned fund balance for the expansion of Grow Your Own initiatives during the second half of FY23 to include the hiring of an additional New Teacher Coach and providing stipends for participants.
- Commit \$547,488 of unassigned fund balance in support of the expansion of Grow Your Own initiatives for the FY24 school year to allow the establishment of partnerships needed for additional cohorts. This will be included in the District's General Purpose Budget for FY24. If funds for this program are not approved in the FY24 budget, program plans will be adjusted to minimize the use of fund balance.
- Appropriate \$100,000 for Bus Security Equipment Upgrades
- Appropriate unassigned fund balance for the following capital projects:
 - \$200,000 for fire upgrades
 - \$200,000 for Hillcrest auditorium repurpose
 - \$35,000 to install new seating at CSAS
- The Board has previously approved resolutions related to funding for School Security Officers, the following amendments to the FY23 budget reflect those resolutions:
 - \$1,000,000 from the Hamilton County Commission toward hiring additional School Security Officers.
 - \$950,000 from unassigned fund balance toward hiring additional School Security Officers.
 - \$591,797 from the Hamilton County Commission toward hiring additional School Security Officers rather than County SROs
 - Appropriate \$ 2,541,797 for the security budget to fund salary and benefits for SSOs, equipment, supplies, and uniforms

Recommendation: It is recommended that the Board approve the amendment to the FY23 General Purpose Operating Budget to appropriate unassigned fund balance for various one-time expenditures and commitment of unassigned fund balance for FY24 Grow Your Own initiatives.

4. ESSER Approval Request

- a. ESSER Approval - Angelia Askins, Director of Federal Programs

E. Chief Strategy Officer - Shannon Moody

1. Board Policies - Second and Final Read

- a. Board Policy 3.200 - Buildings and Grounds
- b. Board Policy 3.201 – Safety
- c. Board Policy 3.202 - Emergency Preparedness Plan
- d. Board Policy 3.203 - Crisis Management
- e. Board Policy 3.205 – Security
- f. Board Policy 3.206 - Community Use of School
- g. Board Policy 3.208 - Facilities Planning
- h. Board Policy 3.300 - Equipment and Supplies Management
- i. Board Policy 3.3001 - Use of Cellular Phones
- j. Board Policy 3.302 - Service Animals in District
- k. Board Policy 3.401 - Scheduling and Routing
- l. Board Policy 3.405 - Owner/Operator Bus Service
- m. Board Policy 3.502 - Offer Versus Serve
- n. Board Policy 3.600 - Insurance Management
- o. Board Policy 3.601 - Student Insurance Program
- p. Board Policy 6.601 - Student Records Annual Notification of Rights

F. Attorney Scott Bennett

- 1. Ratification of Updated Cigna Property Contract

G. Chief Talent Officer - Dr. Zac Brown

- 1. On-site RX Contract Approval

VIII. Administrative Business Matters

A. Executive Director of Learning - Blake Freeman

- 1. **Mathematics Textbook Adoption Committees

Passed: Approval of the Textbook Adoption Committee Passed with a motion by Mrs. Karitsa Jones and a second by Larry Grohn.

Mr. Marco Perez:	Absent
Jill Black:	Yes
Ben Connor:	Yes
Larry Grohn:	Yes
Mrs. Karitsa Jones:	Yes
Gary Kuehn:	Yes

Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Dr. Joe Wingate: Yes
Yes: 10, No: 0, Absent: 1

B. Chief of Opportunity and Access - Dr. Neelie Parker

1. **Amendments for Charter School Contracts - Kelly Coffelt, Charter Schools Coordinator

Passed: Approval of Amendments for Charter School Contracts Passed with a motion by Mrs. Rhonda Thurman and a second by Mr. Joe Smith.

Mr. Marco Perez: Absent
Jill Black: Yes
Ben Connor: Yes
Larry Grohn: Yes
Mrs. Karitsa Jones: Yes
Gary Kuehn: Yes
Faye Robinson: Yes
Mrs. Tiffanie Robinson: Yes
Mr. Joe Smith: Yes
Mrs. Rhonda Thurman: Yes
Dr. Joe Wingate: Yes
Yes: 10, No: 0, Absent: 1

IX. Board Matters

A. Chief Strategy Officer - Shannon Moody

1. Board Policies - First Reading

- a. Board Policy 4.200 - Curriculum Development
- b. Board Policy 4.202 - Exceptional Education
- c. Board Policy 4.204 - Career & Technical Education
- d. Board Policy 4.206 - Early Postsecondary Opportunities
- e. Board Policy 4.207 - Supplementary Programs
- f. Board Policy 4.208 - Virtual Education Program
- g. Board Policy 4.210 - Credit Recovery
- h. Board Policy 4.211 - Work-Based Learning Program
- i. Board Policy 4.402 - Selection of Instructional Materials (Other than Textbooks)
- j. Board Policy 4.501 - School Volunteers
- k. Board Policy 4.605 - Lottery Scholarships
- l. Board Policy 4.609 - Promotion and Retention

X. Information Only

A. Legal Services Report

XI. Events/Announcements

A. November 23-25, 2022
Schools Closed for Thanksgiving
CO Closed November 24-25, 2022

B. Monday, November 28, 2022
Board Facilities Committee Meeting 5:30 p.m.

C. Thursday, December 8, 2022
Board Work Session 4:30 p.m.
Board Meeting Quarterly Session 6:00 p.m.

Ben Connor - No Kid Hungry TN

XII. Adjourn – The meeting was adjourned at 7:05 p.m.

Chairperson

Date

Superintendent

Date

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

MEMORANDUM

TO: Hamilton County Board of Education

FROM: Sherrie Ford

DATE: December 8, 2022

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 November 17, 2022 through December 8, 2022 are included. These items include previously approved field trips indicated by an asterisk and various early/emergency approvals presented for ratification.

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

MEMORANDUM

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

From: Mary Ellen Heuton, Chief Financial Officer
Dr. Patricia Russell, SEAD Executive Director

Date: December 8, 2022

Subject: Executive Committee Grant Approvals

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

The following grant request was approved by the Executive Committee in November 2022.

- Mental Health Service Professional Demonstration Grant Program

Grant requests in excess of \$100,000 that require matching funds, may be approved by the Executive Committee if the application itself does not commit the Board to any expenditures.

The following grant request was approved by the Executive Committee in November 2022. Should the grant be approved by the U.S. Department of Education, the grant award will be presented to the Board for ratification and acceptance.

- School-Based Mental Health Services Grant Program

Enclosures: Executive Committee Approvals

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

MEMORANDUM

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

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

Date: November 1, 2022

Subject: Mental Health Service Professional Demonstration Grant Program

The Mental Health Service Professional Demonstration Grant Program will provide up to \$500,000 per year for five years to support the establishment of an internship program for school-based mental health service professionals including school counselors, school social workers, and school psychologists. The intent of the project is to recruit candidates from diverse backgrounds to fill vacant school-based mental health service positions. HCS will partner with Southern Adventist University and the University of Tennessee at Chattanooga for this grant project. Matching funds are not required.

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

DocuSigned by:


00E72B6FA7D14AA...
Budget Unit Manager

11/01/2022

Date

DocuSigned by:


F208EEDFA17A4E8...
Budget Unit Manager

11/01/2022

Date

DocuSigned by:


B693C462946245F...
Chief Financial Officer

11/02/2022

Date

Executive Committee Approval

DocuSigned by:


4D76312655B6468...
Superintendent

11/02/2022

Date

DocuSigned by:


228E55A7389846D...
Board Chair

11/02/2022

Date

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

MEMORANDUM

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

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

Date: November 1, 2022

Subject: School-Based Mental Health Services Grant Program

The School-Based Mental Health Services Grant Program will provide up to \$411,711 per year for five years to hire eight (8) additional school social workers. The intent of the project is to increase the availability of mental health supports in schools and to bring Hamilton County Schools closer to the Tennessee requirement of one School Social Worker per school. Matching funds of 25% of the total project cost are required (\$137,237). The source of these matching funds will be GP funding.

The Federal notice inviting applications was released on October 4, 2022, and the application is due November 3, 2022. Due to the time constraints of the grant and the timing of the October and November Board meetings, emergency approval to submit the application by the Executive Committee is requested. Should the grant be approved by the U.S. Department of Education, the grant award will be presented to the Board for ratification and acceptance.

DocuSigned by:
Dr. Patricia Russell 11/01/2022
00E72B6FA7D14AA...
Budget Unit Manager Date

DocuSigned by:
Sonia Stewart 11/01/2022
F208EEDFA17A4E8...
Budget Unit Manager Date

DocuSigned by:
Mary Ellen Henton 11/02/2022
B693C462946245F...
Chief Financial Officer Date

Executive Committee Approval

DocuSigned by:
Justin Robertson 11/02/2022
4D76312655B6468...
Superintendent Date

DocuSigned by:
[Signature] 11/02/2022
228E55A7389846D...
Board Chair Date

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

MEMORANDUM

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

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

DATE: December 8, 2022

RE: Overnight Field Trips

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

1. **East Hamilton High School** – Twenty members of the wrestling team request permission to travel to Tullahoma, Tennessee December 9-10, 2022 to compete in a tournament.
2. **East Hamilton High School** - Twenty members of the wrestling team request permission to travel to Franklin, Tennessee February 2-4, 2023 to compete in the TSSAA State Duals.
3. **East Hamilton High School** – Fifty students enrolled in AP classes request permission to travel to Merritt Island, Florida and Orlando, Florida February 16-20, 2023 to explore America’s space program and theme park design.
4. **East Hamilton High School** – Twenty members of the wrestling team request permission to travel to Franklin, Tennessee February 22-25, 2023 to compete in the TSSAA Traditional State Tournament.
5. ***Brown Middle School** – Twenty-five members of the Beta Club traveled to Nashville, Tennessee November 21-22, 2022 to attend the Jr. Beta State Convention.

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

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval) Today's Date: 10/18/2022

Exceptional Ed Learning Community PreK

School East Hamilton High Grade/Group/Team Wrestling

Departure Date/Time 12/9-2:30 Return Date/Time 12/10 - 6:00

Event/Venue Tullahoma Duals Address Tullahoma High School 927 North Jackson St. Tullahoma, TN 37388

Instructional value Team competition

Evaluation Improvement throughout the season/Results

Fee Requested \$ 0 How Acquired? N/A

Total # of Students 20 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 N/A Modifications Needed N/A
- Total # of Students with Disabilities N/A Modifications Needed N/A

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

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Parents will be providing transportation 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: Eric Mountain

Chaperones: Cooper Reiniche and Fabian Gutierrez

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 3
- *Estimated cost to parent support groups for this trip \$ N/A
- *Projects students have undertaken to secure funds Team Fees and Fundraisers
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature:		Date: <u>10/19/2022</u>
Principal's Signature:		Date: <u>10/19/2022</u>
LC Superintendent's Signature:	<u>T. Chip Dale</u>	Date: _____

Digitally signed by T. Chip Dale
Date: 2022.11.04 09:54:14 -0400

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

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

Day **Overnight** (Must go to Board for Approval) Today's Date: 10/19/2022

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

Departure Date/Time 2/2 5 pm Return Date/Time 2/4 8 pm

Event/Venue TSSAA State Duals Address Williamson County Ag. Expo, 4215 Long Ln, Franklin, TN 37064

Instructional value State Tournament Competition

Evaluation Improvement/Results

Fee Requested \$ 0 How Acquired? N/A

Total # of Students 20 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 N/A Modifications Needed N/A
- Total # of Students with Disabilities N/A Modifications Needed N/A

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

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) Parents will be providing transportation 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: Eric Mountain

Chaperones: Cooper Reiniche and Fabian Gutierrez

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 3

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

*Projects students have undertaken to secure funds Team Fees and Fundraisers

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>10/19/2022</u>
Principal's Signature: 	Date: <u>10/19/22</u>
LC Superintendent's Signature: <u>T. Chip Dale</u>	Date: <u>10/19/22</u>

Digitally signed by T. Chip Dale
Date: 2022.11.04 09:51:53
-04'00'

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

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

Day **Overnight** (Must go to Board for Approval) Today's Date: August 18, 2022

Career/Tech. Exceptional Ed Learning Community Opportunity Zone PreK
School East Hamilton High School Grade/Group/Team AP Program 9-12

Departure Date/Time February 16, 2023 @10:30 AM Return Date/Time February 20, 2023 @ 6:00 PM

Event/Venue Kennedy Space Center/Universal Studios Address Merritt Island, FL/Universal Blvd. Orlando, FL

Instructional value Students will explore AP concepts related to America's Space Program, and will explore how visual and language arts are portrayed in theme park designs.

Evaluation Students will be able to explain how AP concepts of physics, geography, history, and literature are used by NASA and Universal.

Fee Requested \$ 1,040.00 How Acquired? Student/Parent Payment

Total # of Students 50 Total # of Staff 5 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 4 Funding source for subs School

- 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) Groups on Tour Cost \$ 5,000.00
Cars List Driver(s) _____ Cost \$ _____

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

List Chaperones:

Staff: Julie Smith, Colby Williams, Michael Franks, Sara Wiggins, Brent Eller (admin)

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 Students may have fundraising opportunities.

*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>8/29/22</u>
Principal's Signature: 	Date: <u>8/29/22</u>
Director's Signature: <u>T. Chip Dale</u> <small>Digitally signed by T. Chip Dale Date: 2022.11.04 14:58:18 -04'00'</small>	Date: _____

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

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

Day **Overnight** (Must go to Board for Approval) Today's Date: 10/19/2022

Exceptional Ed Learning Community PreK

School East Hamilton High Grade/Group/Team Wrestling

Departure Date/Time 2/22 5 pm Return Date/Time 2/25 8 pm

Event/Venue TSSAA Traditional State Tournament Address Williamson County Ag. Expo, 4215 Long Ln, Franklin, TN 37064

Instructional value State Tournament Competition

Evaluation Improvement/Results

Fee Requested \$ 0 How Acquired? N/A

Total # of Students 20 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 N/A Modifications Needed N/A
- Total # of Students with Disabilities N/A Modifications Needed N/A

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

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Parents will be providing transportation 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: Eric Mountain

Chaperones: Cooper Reiniche and Fabian Gutierrez

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 3
- *Estimated cost to parent support groups for this trip \$ N/A
- *Projects students have undertaken to secure funds Team Fees and Fundraisers
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>10/19/2022</u>
Principal's Signature: 	Date: <u>10/19/2022</u>
LC Superintendent's Signature: <u>T. Chip Dale</u> <small>Digitally signed by T. Chip Dale Date: 2022.11.04 11:26:15 +04'00'</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board
School: Brown Middle School
Date: 11/21/22 Trip Dates: 11/21/22-11/22/22

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:

Returned for more information which did not come resulting in new secretary assuming it was approved when it was not. Secretary told Beta sponsor the trip had been approved.

Digitally signed by Karyn Cox
Cox
Date: 2022.11.21
16:14:43 -05'00'
Karyn Cox
Principal Signature

Date

DocuSigned by:
Sonia Stewart
F208EEDFA17A4E8...
Deputy Superintendent

Date

APPROVED:

DocuSigned by:
Justin Robertson
4D76312655B6468...
Superintendent Signature

Date

DocuSigned by:
[Signature]
228E56A7389846D...
Board Chairman Signature

Date

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day **Overnight** (Must go to Board for Approval) Today's Date: 9/30/2022

Exceptional Ed Learning Community PreK
School Brown Middle School Grade/Group/Team Jr. Beta Club

Departure Date/Time November 21, 2022 @ 6:00 a.m EST Return Date/Time November 22, 2022 @ 2:15

Event/Venue Jr. Beta Sate Convention/Gaylord Opryland Resort Address 2800 Opryland Dr, Nashville, TN 37214

Instructional value Students will represent BMS at they compete in academic, visual, and performance art categories.

Evaluation Feedback from judges

Fee Requested \$ 100 How Acquired? parent/guardian payment/fundraiser

Total # of Students 25 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 3 Funding source for subs general fund

- 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 \$ 1300 Bus # _____ Driver's Name Blake Williams
- 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: David Jackson, Ashley Whiteheart, Karyn Cox
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 Halloween Dance 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>David Turner</u>	Date: <u>10/17/22</u>
Principal's Signature: <u>Chip Dale</u>	Date: <u>10/17/22</u>
LC Superintendent T. Chip Dale <small>Digitally signed by T. Chip Dale Date: 2022.11.21 16:36:02 -05'00'</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

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

MEMORANDUM

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

FROM: Elaine Harper
North River Learning Community Superintendent

DATE: December 8, 2022

RE: Overnight Field Trips

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

1. **Soddy Daisy High School** – Fourteen members of the cheer team request permission to travel to Dallas, Texas January 19-23, 2023 to compete in the NCA High School Nationals.
2. **Soddy Daisy High School** – Twenty members of the wrestling team request permission to travel to Franklin, Tennessee February 3-4, 2023 to compete in the TSSAA State Dual Tournament.
3. **Soddy Daisy High School** – Fourteen members of the wrestling team request permission to travel to Franklin, Tennessee February 23-25, 2023 to compete in the TSSAA State Tournament.
4. **Soddy Daisy High School** – Fifteen student members of Youth in Government request permission to travel to Nashville, Tennessee April 13-16, 2023 to attend the Tennessee Youth in Government Conference.

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

Day **Overnight** (Must go to Board for Approval) Today's Date: 11/9/22

Exceptional Ed Learning Community PreK

School Soddy Daisy High School Grade/Group/Team Cheerleading

Departure Date/Time 1/19/23; 4:00am Return Date/Time 1/23/23 7:00pm

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

Instructional value Nationals to end competition season; Museum visits as well as team

Evaluation Team will be scored by accredited judges to place at the national competition

Fee Requested \$ 250 How Acquired? Fundraising throughout the season & parent payment

Total # of Students 14 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: Yes No

Number of subs needed 1 Funding source for subs HCS

- 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 \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) parent responsible for airport drop off *flight - Cost \$ 0

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

List Chaperones:

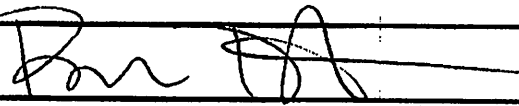

Staff: Breanne Dalton, Lacey Brown, Cristina Burdine

Chaperones: _____

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

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds 1
- *Estimated cost to parent support groups for this trip \$ 250
- *Projects students have undertaken to secure funds Sponsorships, kids camp, dance, donations
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>11/9/22</u>
Principal's Signature: 	Date: <u>11/9/22</u>
LC Superintendent's Signature: <u>Harper, Elaine</u> <small>Digitally signed by Harper, Elaine Date: 2022.11.14 09:13:50 -05'00'</small>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day Overnight (Must go to Board for Approval) Today's Date: 8/30/22

Exceptional Ed Learning Community PreK
School Soddy Daisy High School Grade/Group/Team Wrestling Team

Departure Date/Time Feb, 3rd @ 7 am Return Date/Time Feb. 4th at 7pm

Event/Venue TSSAA State Dual Tournament Address 4215 Long Ln Ste 100, Franklin, TN 37064

Instructional value Wrestling Tournament

Evaluation Medals, Attitude, and Effort

Fee Requested \$ 0 How Acquired? N/a

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

Number of subs needed 2 Funding source for subs HCDE

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

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

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) Parents are responsible for transportation and accomodations 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: Ulric Winesburgh, Jeremy Gooden,

Chaperones: _____

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

***Overnight Field Trips**

- *Number of students not attending for economic reasons n/a
- *Number of trips this group expects to take which will require funds n/a
- *Estimated cost to parent support groups for this trip \$ 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>Ulric Winesburgh</u>	Date: <u>8/30/22</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>9/1/22</u>
LC Superintendent's Signature: <u>Harper Elaine</u>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

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

Day **Overnight** (Must go to Board for Approval) Today's Date: 8/30/22

Exceptional Ed Learning Community PreK

School Soddy Daisy High School Grade/Group/Team Wrestling Team

Departure Date/Time Feb, 23th @ 7 am Return Date/Time Feb. 25th at 7pm

Event/Venue TSSAA State Tournament Address 4215 Long Ln Ste 100, Franklin, TN 37064

Instructional value Wrestling Tournament

Evaluation Medals, Attitude, and Effort

Fee Requested \$ 0 How Acquired? N/a

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

Number of subs needed 2 Funding source for subs HCDE

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

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

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) _____ Cost \$ _____
- Cars List Driver(s) Parents are responsible for transportation and accomodations 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: Ulric Winesburgh, Jeremy Gooden, ..

Chaperones: _____

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

***Overnight Field Trips**

- *Number of students not attending for economic reasons n/a
- *Number of trips this group expects to take which will require funds n/a
- *Estimated cost to parent support groups for this trip \$ 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><i>Elaine Harper</i></u>	Date: <u>8/30/22</u>
Principal's Signature: <u><i>[Signature]</i></u>	Date: <u>9/7/22</u>
LC Superintendent's Signature: <u>Harper, Elaine</u>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

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

Today's Date: November 14, 2022

Exceptional Ed Learning Community PreK
 School Soddy Daisy High School Grade/Group/Team Youth in Government

Departure Date/Time 4/13/23 @ 10am Return Date/Time 4/16/23 @ 4pm

Event/Venue TN Youth in Government Conference Address 315 4th Ave N, Nashville, TN 37219

Instructional value Debate and Public Speaking / State Government Experience / Critical Thinking and Persuasive Writing

Evaluation conference awards and student self and peer evaluation

Fee Requested \$ 475 How Acquired? parents / scholarships / fundraiser

Total # of Students 10-15 Total # of Staff 2 Total # of Chaperones _____ Nurse Required: Yes No

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

- 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 \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) Malone Cost \$ 1300
- 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: Brooke Hopkins, Jacob Hudson

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 1

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

Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: <u>Brooke Hopkins</u>	Date: <u>11.14.22</u>
Principal's Signature: <u>Angela Cass</u>	Date: <u>11/14/22</u>
LC Superintendent's Signature: <u>Harper Elaine</u>	Date: _____

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY DEPARTMENT OF EDUCATION

3074 Hickory Valley Road

Chattanooga, TN 37421

MEMORANDUM

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

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

DATE: December 8, 2022

RE: Overnight Field Trips

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

- #1. **Center for Creative Arts** - Thirty 9th - 12th grade Instrument students will travel to Gatlinburg, TN February 2-4, 2023 to attend a ETSBOA Senior Band and Orchestra Clinic.
- #2. **CSAS Upper** – Thirty-Nine High School Choir students will travel to Lake Buena Vista, FL March 30, 2023 - April 3, 2023 to perform at Saratoga Springs Resort Festival of Disney.
- #3. **Center for Creative Arts** – Forty-Eight 9th - 12th grade acting, musical and theatre students will travel to Newark, NJ May 24-28, 2023 to participate in workshops and industry experiences.

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

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

Day Overnight (Must go to Board for Approval) Today's Date: 11/17/22

Exceptional Ed Learning Community PreK
School Center for Creative Arts Grade/Group/Team Instrumental 9-12

Departure Date/Time February 2, 9:30am Return Date/Time February 4, 7pm (time varies)

Event/Venue ETSBOA Senior Band and Orchestra Clinic, Gatlinburg TN Address 315 Historic Nature Trail, Gatlinburg, TN 37738

Instructional value ETSBOA Senior Band and Orchestra Clinic

Evaluation Performance at the end of the clinic

Fee Requested \$ 125 How Acquired? Collected from students

Total # of Students ^{Not to exceed 30} 2 Total # of Staff 2 Total # of Chaperones 1 Nurse Required: Yes No

Number of subs needed 2 Funding source for subs HCS

- Total # of Students with 504 Plan 3 Modifications Needed 0
- Total # of Students with Disabilities 0 Modifications Needed 0

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

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) Premier Transportation Cost \$ ^{30 per student} _____
- 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:

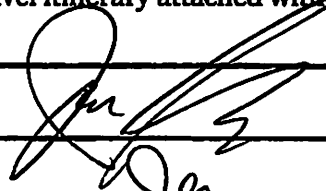
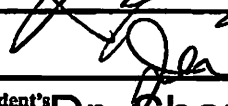
Staff: Jessica Stansbury, Aaron Moore

Chaperones: Jennifer Hamilton

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>11/17/22</u>
Principal's Signature: 	Date: <u>11/17/22</u>
LC Superintendent's Signature: <u>Dr. Shane Harwood</u>	Digitally signed by Dr. Shane Harwood Date: 2022.11.21 09:05:20 -05'00'

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

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

Day **Overnight** (Must go to Board for Approval) Today's Date: November 16, 2022

Exceptional Ed Learning Community PreK
School CSAS Grade/Group/Team High School Choir

Departure Date/Time March 30, 2023, 8:30 am Return Date/Time April 3, 2023, 10:00 pm

Event/Venue Festival Disney at Saratoga Springs Resort Address 1960 Broadway, Lake Buena Vista, FL. 32830

Instructional value To allow students the opportunity to perform in front of judges to asses their vocal skills

Evaluation Students will be assessed on their performance.

Fee Requested \$ 650 How Acquired? Students will pay and fundraise

Total # of Students 39 Total # of Staff 2 Total # of Chaperones 6 Nurse Required: Yes No

Number of subs needed 2 Funding source for subs N/A

- Total # of Students with 504 Plan 1 Modifications Needed No
- Total # of Students with Disabilities 0 Modifications Needed N/A

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

- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) Rocky Top Transportation Cost \$ 7,750
- 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: Aisha Allen, Tarsha Collier
Yolonda McMath, Albert Essandoh, Jacqueline Fiuellen, Keisha Moore, Emily Hill, Latricia Essandoh

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 None
- *Estimated cost to parent support groups for this trip \$ 650
Fundraisers: Fish fry, papa johns coupon sale, world's finest chocolate
- *Projects students have undertaken to secure funds _____
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature:		Date: <u>11/16/22</u>
Principal's Signature:		Date: <u>11/16/22</u>
LC Superintendent's Signature:	Dr. Jason Vance	Digitally signed by Dr. Jason Vance Date: 2022.11.28 08:24:08 -0500

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

Day Overnight (Must go to Board for Approval) Today's Date: 11/18/2022

Exceptional Ed Learning Community PreK

School Chattanooga High Center for Creative Arts Grade/Group/Team 9-12: Acting, Tech, Mus. Theatre Students

Departure Date/Time Wednesday, May 24 5:00 am Return Date/Time Sunday, May 28th 11:00 pm

Event/Venue SpringHill Suites Newark Liberty Airport Address 652 US Highway 1 And, 9 South, Newark, NJ 07114

Instructional value Taking acting, technical theatre, and musical theatre students to new York City to see Broadway shows and participate in workshops and industry experiences

Evaluation Students will carry a travel journal

Fee Requested \$ 1255 How Acquired? Payment from Parents/Students

Total # of Students 48 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 n/a Modifications Needed n/a
- Total # of Students with Disabilities 1 Modifications Needed n/a (Student has cane they will provide themselves)

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

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) Premier Cost \$ 15000

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: Margaret Hudgins, Thomas Pettigrew, Cody Murphy, Tracey Frazier

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 Productions at School, Souvenir Program Sales

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher's Signature: 	Date: <u>11/18/22</u>
Principal's Signature: 	Date: <u>11/18/22</u>
LC Superintendent's Signature: <u>Dr. Shane Harwood</u>	Digitally signed by Dr. Shane Harwood Date: 2022.11.21 14:50:05-05'00'

SEND TO APPROPRIATE COMMUNITY SUPERINTENDENT FOR APPROVAL

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

MEMORANDUM

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

FROM: Dr. Zac Brown, Chief Talent Officer

Date: December 8, 2022

Re: iCims Contract

Approve contract renewals with iCims, Inc. for continuation of the District's applicant tracking software, under Solicitation No. RFP 20-19, Applicant Tracking System through January 30, 2025 in the total amount of \$500,824.24. The expenditure for renewal year 1 shall be \$250,412.12 and the expenditure for renewal year 2 shall be \$250,412.12. Expenditures are budgeted from GP and grant (ESSER 2) allocated funds.

On November 21, 2019, the funding and implementation of a new application tracking software system was approved by the Board. The contract for this tracking system was the result of a formal procurement conducted by the District being Solicitation No. RFP 20-19, Applicant Tracking System. On the proposal deadline of November 15, 2019, eight (8) submittals were received. iCims, Inc. was awarded the contract after evaluation conducted by members of the selection committee. The award provided for an initial term of three years with the option to renew the contract for two additional one-year periods.

iCims is currently the #1 applicant tracking system in market share. Since implementation in 2019 with Hamilton County Schools, this technology has allowed the District to secure top talent through an engaging careers website and mobile-friendly application. From 2020 – current, Hamilton County Schools has been able to be 97% staffed or higher in part due to this robust system.

This technology supports the Future Ready 2023 focus area of Great Teachers, Great Leaders, allowing Hamilton County Schools to attract and secure top talent. In addition, it supports Efficient and Effective operations, allowing HCS to hire and onboard candidates in an efficient and effective manner. The addition of Candidate ID, would reduce spend on advertising in job postings, staffing agencies, and the need to add additional recruiters to the Talent team, while continuing to keep a high staffing rate for the district.

The current cost for iCims is \$149,947.38 a year. We are requesting the board to approve the contract renewal options, to be conducted in one-year increments, for a total two-year renewal and expenditure of \$500,824.24. The renewal contracts would continue the existing platform service and include the implementation of iCims CandidateID module that will seek to engage candidates at a greater scale with hyper-personalized marketing campaign automation and increased effectiveness in the hiring process. The increase in annual expenditure for the first renewal would be offset by \$27,500.00 reallocation from ESSER 2 for FY 23.

The Talent department is requesting Board approval for the two (2) year renewal of this contract.

Thank you for your consideration of this request.

Attachments:

- Renewal Proposal



Hamilton County Department of Education Renewal Order Form

CONTACT INFORMATION

Sold To Company: Hamilton County Department of Education Bill To Address: 3074 Hickory Valley Rd Chattanooga, Tennessee 37421 Bill To Contact: Erin Harrell Bill To Email: doe_ap@hcde.org Bill To Phone:	Sales Representative: Nick Dolan Sold To Address: 3074 Hickory Valley Rd Chattanooga, Tennessee 37421 Primary Contact: Erin Harrell Primary Contact Email: harrell_e@hcde.org Primary Contact Phone: 423-498-7049
---	---

SUBSCRIPTION DETAILS

Subscription Period: 12 Months Subscription Start Date: January 31, 2023 Effective Date: Last Date of Signature	Total Subscription Fees: USD 250,412.12 Total One-Time Fees: USD 0.00 Currency: USD
--	--

Recurring Subscription Fees

Name	Description	Quantity
iCIMS Applicant Tracking	For 6750 Employees: iCIMS Applicant Tracking Application access for all employees within employee footprint, including necessary forms and portals	1.00
iCIMS Onboarding	For 6750 Employees: iCIMS Onboarding Application access for all employees within employee footprint, including necessary forms and portals	1.00
iCIMS Offer Management	iCIMS Offer Management Application access for all employees within employee footprint, including necessary portals	1.00
iCIMS Career Sites	iCIMS Career Sites Application access for all employees within employee footprint, with 5 Landing Pages plus 1 Career Site Template. iCIMS Career Sites is subject to the Recruitment Marketing Addendum available at www.icims.com/gc/	1.00
iCIMS Text Engagement For Recruiting	Software application that enables individuals to actively communicate, engage, and collaborate with candidates and employees via supported communication channels. Subscriber's use of this product is governed by the Communication Addendum available at www.icims.com/gc/ as of the date hereof, which is incorporated into the Subscription Agreement	1.00
Phone Number	Local phone number for U.S. and Canada. Subject to availability. Each phone number permits 500 shared monthly contacts. Subscriber's use of this product is governed by the Communication Addendum in effect between the parties	12.00
Candidate.ID Marketing Automation - Large	Marketing Automation application access for up to 20 Users. A maximum of 500,000 Candidate records can be stored in the Marketing Automation application on any given month. Users are allotted 20,000 shared monthly SMS messages. Subscriber's use of this product is governed by the Marketing Automation Addendum available at www.icims.com/gc/ as of the date hereof, which is incorporated into the Subscription Agreement.	1.00
Packaged Connector for Job Distribution	Connector for Category: Job Posting - Via iCIMS Web Services API. Integration capabilities and features are not configurable. For details about the Connector, visit iCIMS Developer Site at https://developer.icims.com .	1.00
Packaged Job Search Connector for non-iCIMS ATS	Connector for Category: ATS - Via iCIMS Web Services API. Integration capabilities and features are not configurable. For details about the Connector, visit iCIMS Developer Site at https://developer.icims.com .	1.00
iCIMS Candidate Relationship Management	For 6750 Employees: iCIMS Candidate Relationship Management Application access for all employees within employee footprint, including necessary forms and portals. iCIMS CRM is subject to the Recruitment Marketing Addendum available at www.icims.com/gc/	1.00

iCIMS has updated its product names. For additional information, please [click here](#).

Recurring Service Subscription Fees

Name	Description
Premium Success Plan	Premium support as further detailed in the Premium Success Addendum to the Support & Maintenance Policy available at www.icims.com/gc/ .





Recurring Integration Fees		
Name	Description	Quantity
Standard Integration	Integration capabilities and features are not configurable. For details about the Integration, visit the iCIMS Care Site https://care.icims.com/s/ and iCIMS Developer Site at https://developer.icims.com .	2

Total Contract Value: USD 250,412.12

ADDITIONAL SERVICES INCLUDED AT NO ADDITIONAL INVESTMENT		
iCIMS SUPPORT SERVICES	Unlimited email and toll-free support as further detailed in our Support & Maintenance Policy available at www.icims.com/gc .	INCLUDED
iCIMS TRAINING PACKAGE	Unlimited access to Instructor-led eLearning Webinars, Quick Reference Guides, New Release and Product Trainings, Knowledge-Base Articles, and iCIMS Customer Care Site.	INCLUDED
SUBSCRIPTION UPDATES	Ongoing Updates to the Subscription as further detailed in iCIMS' Support & Maintenance Policy available at www.icims.com/gc . No additional fees apply to new iCIMS Platform versions.	INCLUDED

To view a list of iCIMS' standard iForms, please click here: [iCIMS iForms Library](#)

SUMMARY OF FEES	
One Time Fees	
Total One-Time Fees: USD 0.00	Net Payment Terms: Net 30 Days One-Time Fees Billing Plan: All One-Time Fees are invoiced as of the Effective Date, and are payable upon receipt of invoice in accordance with the Net Payment Terms above.
Recurring Subscription Fees	
Total Subscription Fees: USD 250,412.12 Subscription Period: 12 Months Subscription Start Date: January 31, 2023 Subscription End Date: January 30, 2024	Net Payment Terms: Net 30 Days Billing Frequency: Quarterly All recurring Subscription fees shall begin on the Subscription Start Date, are invoiced in advance per the Billing Frequency as set forth above and are payable in accordance with the Net Payment Terms above.

Tiered Subscription Fees		
Start Date	Duration (Months)	Total Fees by Tier
January 31, 2023	12	USD 250,412.12

ADDITIONAL CONTRACT TERMS

Prices are good through December 31, 2022.

All fees for the implementation of the subscriptions listed in the Recurring Subscription Section above are included in the One-Time Fees listed above, exclusive of any change requests or if specifically noted otherwise. Any additional implementation services or professional services will only be performed in the case of a separate Order Form between the parties.

Subscriber acknowledges and agrees that should Subscriber fail to timely pay any invoice in accordance with the Subscription Agreement and the terms of this Order Form, Subscriber shall immediately enroll in the iCIMS' Recurring ACH program. In the event iCIMS does not receive a completed ACH enrollment authorization form within fifteen (15) days after such form is provided to Subscriber, or if Subscriber subsequently revokes the ACH authorization, then iCIMS may suspend access and use of the Subscription by Subscriber, its Affiliates, and Users until the overdue balance is paid and the completed ACH enrollment authorization form is received.





The Subscriptions on this Order Form and any Amendment Order Forms executed after the Effective Date (collectively, the "Order Forms") will automatically renew for one (1) additional period of twelve (12) months at the end of the then-current Subscription Period. Upon such renewal, the parties agree that the price increase will equal 10% annually for the same type, scope, level, and quantity of the products outlined in the Order Forms. iCIMS shall use commercially reasonable efforts to notify Subscriber (including by email to the Primary Contact or the Bill To Contact above) of such pending automatic renewal within a reasonable time, but no less than 210 Days prior to the expiration of the then-current Subscription Period. This provision shall be given precedence over any conflicting terms in the Subscription Agreement.

** In accordance with RFP File 20-19.

SIGNATURES

The parties by their authorized representatives execute this Order Form and make it a part of the Subscription Agreement previously agreed upon between the parties. By remitting this signed Order Form back to iCIMS, Subscriber acknowledges that it has read and understood the Subscription Agreement and agrees to be bound by the terms and conditions set forth therein. Further, each party warrants that its respective signatory whose signature appears below is duly authorized by all necessary and appropriate corporate action to execute the Order Form and the Subscription Agreement on behalf of such party effective as of the effective date above.

iCIMS, Inc.

Subscriber: Hamilton County Department of Education

Signature:

DocuSigned by:
Louis Ciniglia
87D511B83FE440F...

Signature:

Name: Louis Ciniglia

Name:

Title: SVP Sales

Title:

Date: 11/21/2022 | 5:27:23 PM EST

Date:

GCO Initial:

DS
GC

Date: 11/21/2022 | 4:55:38 PM EST





Premium Success Addendum

Premium Success Addendum to the iCIMS Support & Maintenance Policy

This Premium Success Addendum (“Addendum”) to the iCIMS Support & Maintenance Policy (“SMP”) applies only to those Subscribers that have purchased the iCIMS Premium Success Plan offering by executing an Order Form expressly referencing this Addendum (“Premium Subscribers”). This Addendum is part of the Subscription Agreement and supplements and amends the SMP for Premium Subscribers. In the event of a conflict between this Addendum, the SMP, and/or the Subscription Agreement, unless otherwise expressly provided, the Subscription Agreement will control. All capitalized terms not defined herein have the meaning ascribed to them in the then-current Subscription Agreement found at <https://www.icims.com/gc/subscription-agreement>. Except those provisions, terms, and conditions set forth below, all the provisions, terms, and conditions of the SMP and Subscription Agreement shall continue to remain in full force and effect.

The provisions below replace or supplement those contained in the SMP that pertain to the same subject matter:

Definitions

“Normal Business Hours” means 24x7 excluding iCIMS recognized holidays¹.

“Uptime Percentage” means 99.99%.

Severity Definitions and Response Times

These times reflect the targeted time period between the receipt of the iCIMS Support Contact’s notification of an Issue to the initial response and the Issue Resolution, respectively, by iCIMS.

Issue Severity	Definition	Initial Response	Status Update	Escalation (as set forth in the table below)	Work Around (if available)	Issue Resolution
Severity 4	Any Issue that is (i) requested change to an existing configuration, (ii) a question regarding usability, documentation, training, or another knowledge enhancement question or (iii) an enhancement request.	12 hours	As Deemed Practical	N/A	N/A	As Deemed Practical

Disaster Recovery

In the event of a Disaster, iCIMS shall use commercially reasonable efforts to re-establish access to the Subscription within eight (8) hours (“Recovery Time Objective”) utilizing the most recent Backups. Actual recovery times will vary based on the nature and extent of the Disaster. iCIMS shall use commercially reasonable efforts to recover data from a backup made less than or equal to eight (8) hours prior to the Disaster (the “Recovery Point Objective”).

Designated Customer Success Resource

The Premium Success Plan provides the Premium Subscriber a Customer Success resource. Customer Success resources are product experts who engage with Premium Subscribers to assist with the product adoption utilization, including sharing advice and guidance related to optimizing the Premium Subscriber’s ongoing use of the product.² iCIMS shall assign the Premium Subscriber a Customer Success Resource following the purchase of the Premium Success Plan or completion of implementation (whichever is later). After the Customer Success resource is assigned, his or her hours of availability will be confirmed with the Premium Subscriber but will be between the hours of 7:00am and 7:00pm ET. Support under the Premium Success Plan will be provided in English only.

¹ A listing of iCIMS’s recognized local holidays for an applicable year is available on the iCIMS Care site at [iCIMS Holiday Schedule](#).

² Subscriber is responsible for evaluating any advice or guidance received from iCIMS and for implementing such guidance. Consultation will consist of system consultation only, and will not include process consultation.





Premium Engagements³

After completion of implementation, Premium Success Subscribers can begin requesting [Premium Engagements⁴](#). Premium Subscribers can request Premium Engagements as often as desired, but only one Premium Engagement can be actively utilized at a time. An active Premium Engagement must be completed prior to initiating a different Premium Engagement. Execution of the Premium Engagement is dependent upon a mutually agreed upon schedule between the Premium Subscriber and iCIMS. Premium Subscriber can request a Premium Engagement by submitting a case on the iCARE site. The assigned Customer Success resource will confirm receipt of this request within twelve (12) hours and provide the Premium Subscriber with an updated timeline for the delivery of the Premium Engagement based on the corresponding preparation guidelines.

iCIMS reserves the right to modify the Premium Engagement library from time to time in its sole discretion. Premium Engagements will be scheduled Monday through Friday, during the hours of 9am to 5pm ET, excluding iCIMS recognized holidays⁵, unless otherwise specified in the description of the Premium Engagement. For clarity, Premium Engagements are advisory in nature, and shall not result in the transfer or assignment of intellectual property rights between the parties. Premium Engagements are available in English only.

System Health Check

Subscriber is entitled to one system health check per year⁶. Scheduling for the system health check is dependent upon a mutually agreed upon schedule between the Premium Subscriber and iCIMS. Appointments must be made through the Customer Success team.

Priority Access to Training

Subscriber may reserve seats to FastTrack up to one (1) month prior to the scheduled training.⁷

Products applicable to the Premium Success Plan

The Premium Success Plan may be purchased to provide additional support and services for the Subscription. If purchased, the Premium Success Plan may not be purchased for a subset of a Premium Subscriber's purchased subscriptions. As such, subscriber may incur additional Premium Success charges if additional subscriptions to Talent Acquisition Suite Products (e.g., Recruit, Onboard, Connect) are added by such Premium Subscriber, or if expansions to previously purchased Talent Acquisition Suite Product subscriptions are added.

Modifications to Premium Success Plan

iCIMS may modify its Premium Success Plan offering from time to time in its sole discretion.

³ Subscriber is responsible for evaluating any advice or guidance received from iCIMS and for implementing such guidance. Implementation of feedback may require a project, project resource or training recommendations, and may require an additional cost. Consultation will consist of system consultation only, and will not include process consultation.

⁴ This hyperlink redirects to <https://care.icims.com/s/premium-engagements>.

⁵ A listing of iCIMS's recognized local holidays for an applicable year is available on the iCIMS Care site at [iCIMS Holiday Schedule](#).

⁶ Subscriber is responsible for evaluating any advice or guidance received from iCIMS and for implementing such guidance.

⁷ This is subject to availability. The seats are reserved for Premium Subscribers but other Premium Subscribers can request and reserve seats for the session. iCIMS may in its sole discretion reserve more seats if there is high demand.



iCIMS Statement of Work: Hamilton County Department of Education

iCIMS Statement of Work

Hamilton County Department of Education

Created: 11/15/2022

This Statement of Work ("SOW") is the confidential information of iCIMS, Inc. ("iCIMS"). It is intended solely for the Subscriber identified in the applicable Order Form and may only be used for the limited purpose of documenting the services to be provided by iCIMS. Use by or disclosure to any other party or for any other purpose is strictly prohibited. All capitalized terms not defined herein shall have the meaning ascribed to them in the Subscription Agreement agreed upon between iCIMS and Subscriber.



iCIMS Statement of Work: Hamilton County Department of Education

Author: Norm Ross
Date: November 15, 2022
Project #: TBD

Contacts

Company	Name	E-mail	Title
iCIMS	Norm Ross	norm.ross@icims.com	Client Partner
iCIMS	Nick Dolan	Nick.dolan@icims.com	Account Manager
iCIMS	Erin Corcoran	Erin.corcoran@icims.com	Manager, Professional Services
Hamilton County Department of Education	Erin Harrell	harrell_e@hcde.org	Director of Talent Management

Project Overview

iCIMS is the talent cloud company that empowers organizations to attract, engage, hire, and advance the right talent that builds a diverse, winning workforce. iCIMS accelerates transformation for a community of more than 4,000 customers, including a third of the Fortune 100, that employ more than 30 million people worldwide. For more information, visit www.icims.com. The implementation approach detailed in the SOW will enable Hamilton County Department of Education in deploying iCIMS' Talent Cloud.

Purpose

Customer is implementing:

- iCIMS Talent Cloud candidate relationship management to build talent pipelines and manage passive talent through marketing campaigns and engagement tools.

Scope of Professional Services

The iCIMS professional services team shall use commercially reasonable efforts to implement the details below:

Candidate Relationship Management (formerly Nurture)

- Configuration of recruiter sourcing platform
- iCIMS ATS integration of:
 - Candidate profile fields, including resumes
 - Application fields – i.e. job title, start date, hiring stage/status events
- Configuration of candidate-facing tools:
 - Up to three (3) candidate sign-up form(s)

Activities/Tasks to be completed

These are the activities/tasks iCIMS will perform and the deliverables (e.g., work products) that will be delivered.

Activity	Owner
SOW	iCIMS
SOW approval	Hamilton County Department of Education
Implementation Deployment	iCIMS & Hamilton County Department of Education
User Acceptance	Hamilton County Department of Education

iCIMS Statement of Work: Hamilton County Department of Education

Change Control Procedures

Should the Subscriber wish to change the scope of its project set forth in this SOW following the Effective Date of the Agreement, such change will be reflected in a change request form that is to be mutually agreed to by the Parties in writing. The following procedures shall be used to document any requested changes to the scope of the project:

- The Parties shall enter into a mutually agreed upon change request form.
- iCIMS and Subscriber shall evaluate the change request for impact on the project plan, cost and level of effort required to execute the change request.
- The change request form is finalized and either approved or denied.
- Each Party shall be responsible for providing a copy of the approved or rejected change request form to its respective notice contact set forth in the Agreement.

Assumptions

- All work will be completed within Subscriber's production database, unless explicitly noted above.
- No custom documentation will be provided for this project (i.e. training or test scripts).
- Any items outside of the above requirements will be handled through a detailed change control process and will impact and extend the timeline (set forth herein) for project completion.
- This Statement of Work requires the Order Form signed no later than 12/30/22
- Project activities will begin approximately one (1) to three (3) weeks after signature of the Statement of Work. Initial customer tasks will be to gather project assets and documentation and to participate in pre-project Training. A list of pre-work will be provided by iCIMS.
 - Customers typically require approximately two (2) to four (4) weeks to complete these activities.
- Project resource(s) are estimated to be assigned approximately sixteen (16) weeks after signature of the Statement of Work, or approximately 7 days prior to the Subscription Start Date if the Subscription Start Date was deferred more than sixteen (16) weeks.
- The targeted launch dates:
 - CRM - is 14 weeks from project kickoff.
- The Parties acknowledge and agree that the above timelines are an estimate and not a commitment or obligation of iCIMS to complete implementation of any of the above products within the timelines mentioned above. The Parties further agree, acknowledge, and understand that the actual timeline of the project will be finalized and mutually agreed to in writing after the Analysis call (following the Effective Date of the Agreement) between the Subscriber and the assigned iCIMS project resource.
- Hamilton County Department of Education will staff the internal project team with project manager/project leader as well as Hamilton County Department of Education subject matter experts from Human Resource, Recruiting, and IT to ensure project success.
- Hamilton County Department of Education will designate a reporting "champion" who will own dashboard configuration and overall searching/reporting needs. Unlimited reporting and dashboard training available via the iCIMS University.
- Where applicable, requested translations can be supported via manual configuration. Customer may leverage 3rd party partnerships with translation vendors if pursuit of their contracting/engagement is needed. Once configured in English, our implementation team may provide an export of the field labels/drop downs for Subscriber to return with translated values.
- iCIMS reserves the right to leverage 3rd party resources to fulfill obligations of implementation delivery (i.e. Certified Services Partners in Project Management, Data Migration capacity, etc.).
- Subscriber agrees, acknowledges, and understands that:
 - All professional services are performed remotely unless otherwise mutually agreed to between the Parties; and
 - Any professional services not expressly included in the above scope are considered out of the scope of this SOW and therefore not subject to the timeline set forth herein
- Post Go-Live Assistance Assumptions:
 - Preemptive delaying of the go-live date by Subscriber constitutes scope change under this SOW which will not be subject to the project timelines set forth herein or be deemed a breach of iCIMS' obligations herein.

iCIMS Statement of Work: Hamilton County Department of Education

Customizations

iCIMS strictly adheres to a single source code methodology. This approach is fundamental to the iCIMS vision and operation. Single source means that iCIMS has developed only one platform and one set of source code for that platform. As a result, all customers are using the same version of the software. At no point has iCIMS customized solutions for individual customers. More information can be found in the iCIMS Technical Handbook, http://media.icims.com/Training/Training/Documentation/iCIMS_Technical_Handbook.pdf.

Data Migration

- Files for data migration, if applicable, must be provided by Subscriber (or Subscriber authorized third-party) to iCIMS in a format that meets the iCIMS CSV Import Format to be imported into iCIMS without further editing or manipulation performed by iCIMS.
- iCIMS will not manipulate, edit, or format files provided for migration. The Subscriber is responsible for following and adhering to the iCIMS CSV Import Format specifications as outlined on the iCIMS Developer Site, including the iCIMS Flat-File Reference Guide. Please review the specifications on the iCIMS Developer Site here: <https://developer.icims.com/SSO/File-Based-Transfers>
- The iCIMS project resource will provide direction and guidance about the specifications outlined on the iCIMS Developer Site but will not create or modify files for data migration.

Testing

Due to the nature of the SAAS/Single Source model, software testing is performed by iCIMS before release to customers. Only testing and validation of configurations and related processes within the platform are necessary. Testing of these configurations and processes are to be performed by Hamilton County Department of Education. Standard scripts can be provided by iCIMS. Custom scripts regarding new configured process should be developed by Hamilton County Department of Education.

Training

In addition to any training package previously outlined to Hamilton County Department of Education in an applicable order form, a train-the-trainer training session will be delivered by Implementation Consultant to Hamilton County Department of Education training team around configured process. If custom training is purchased, a separate SOW will be generated to cover the scope of custom training to be provided.

All live training webinars are accessible here: <https://care.icims.com/s/live-training>

Support

iCIMS will staff the project with an Implementation Consultant and/or project specialist(s) to assist with platform related configurations during initial implementation project. Further professional services can be engaged for newly purchased expansion items post go-live. Any identified phase 2 items will also be assigned a professional services resource.

Scope Exclusions

Items not included within this Statement of Work will be considered out of scope and subject to additional professional services fees.

Fees and Expense

Service	Hours included	Hourly rate	Total
Consulting Services	40	\$275/hr	\$11,000
Total Professional Services Fees:			\$11,000

iCIMS Statement of Work: Hamilton County Department of Education

Contractual Terms

This Statement of Work shall be performed by iCIMS as a professional service, and subject to the terms of the Subscription Agreement entered into between iCIMS and the Subscriber.

Any changes to the project must be done in writing with an amended or new Statement of Work.

By signing below, the Parties agree to be bound by the terms and conditions of this SOW.

[Signatures appear on next page]

iCIMS Statement of Work: Hamilton County Department of Education

Approvals:

iCIMS, Inc.

Subscriber: Hamilton County Department of Education

Signature:

DocuSigned by:
Louis Ciniglia
87D511B83FE440F...

Signature:

Name:

Louis Ciniglia

Name:

Title:

SVP Sales

Title:

Date:

11/21/2022 | 5:27:23 PM EST

Date:

GCO Initial:

DS
GLO

Date: 11/21/2022 | 4:55:38 PM EST

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

MEMORANDUM

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

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

DATE: December 8, 2022

RE: Bids/Contracts

1. Attached for your approval is a contract for the following:
 - A. Request Approval of iCIMS SOW for CRM and Renewal Order Form.
2. Recommend approval as presented.

LC:de

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

MEMORANDUM

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

From: Mary Ellen Heuton, CPA
Chief Financial Officer

Date: December 8, 2022

RE: **Monthly Financial Report**

Attached is the monthly financial report comparing budget to actual through October 2022. The presentation of the monthly financial statement compares actual year-to-date expenditures to the original adopted budget and the year-to-date amended budget.

**HAMILTON COUNTY SCHOOLS
REVENUE/EXPENSES VS BUDGET
PERIOD ENDED
October, 2022**

REVENUES		General Purpose			Federal Programs			Self-Funded Programs			School Nutrition			Grand Totals		
		Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual
LOCAL TAXES		257,733,000	257,733,000	34,317,519										257,733,000	257,733,000	34,317,519
LICENSES AND PERMITS		13,000	13,000	3,558										13,000	13,000	3,558
CHARGES FOR CURRENT SERVICES		543,140	543,140	148,820				4,397,076	4,417,516	1,409,527	3,035,654	3,035,654	1,231,651	7,975,870	7,996,310	2,789,999
OTHER LOCAL REVENUES		1,208,000	1,208,000	316,327				3,304,098	5,674,644	505,155	40,587	40,587	96,973	4,552,685	6,923,231	918,454
STATE OF TENNESSEE		192,550,290	192,731,827	57,368,520										192,550,290	192,731,827	57,368,520
OTHER STATE REVENUES		699,223	3,101,319	1,521,469							198,558	198,558		897,781	3,299,877	1,521,469
FEDERAL GOVERNMENT		1,065,000	1,867,657	810,049	86,561,499	105,046,169	4,202,368				19,599,647	19,599,647	7,007,602	107,226,146	126,513,473	12,020,019
OTHER SOURCES		2,285,000	2,285,000	2,096,365										2,285,000	2,285,000	2,096,365
RESERVES/FUND BALANCE *			4,105,097										769	212,173	6,673,004	94,406
PY ENCUMBRANCE BUDGET																
TOTAL REVENUES		456,096,653	463,588,040	96,582,627	86,561,499	105,046,169	4,202,368	7,913,347	12,660,067	2,008,319	22,874,446	22,874,446	8,336,994	573,445,945	604,168,722	111,130,309
EXPENDITURES																
REGULAR INSTRUCTION PROGRAM	71100	220,689,490	219,051,897	57,238,377	17,071,100	19,650,821	5,223,904	2,914,488	5,695,389	741,870				240,675,078	244,398,107	63,204,150
SPECIAL EDUCATION INSTR PROG	71200	41,105,120	43,608,464	9,597,119	5,905,170	5,407,549	1,136,743	338,000	638,000	25,878				47,348,290	49,654,013	10,759,740
VOCATIONAL ED INSTR PROG	71300	8,815,287	9,115,787	2,372,529	1,690,208	1,873,840	446,309	14,154	154,051	-				10,519,649	11,143,678	2,818,838
ATTENDANCE	72110	2,944,451	3,216,461	671,818	25,915	25,915	58,487	-	-	-				2,970,366	3,242,376	730,305
HEALTH SERVICES	72120	5,981,313	6,306,308	1,463,160	119,050	807,727	206,625	42,500	42,500	9,058				6,142,863	7,156,535	1,678,843
OTHER STUDENT SUPPORT	72130	14,259,303	14,913,536	4,815,824	4,430,682	6,971,724	1,307,063	62,173	69,283	28,713				18,752,158	21,954,543	6,151,600
REG INST SUPPORT	72210	17,958,651	19,497,873	5,975,481	12,563,010	15,578,843	3,192,395	548,327	1,814,755	320,225				31,069,988	36,891,471	9,488,101
SPECIAL ED INST SUPPORT	72220	3,684,570	3,933,094	2,016,422	4,451,135	5,139,744	798,562	-	-	-				8,135,705	9,072,838	2,814,984
VOCATIONAL ED INST SUPPORT	72230	422,155	442,847	148,927	575,000	510,669	59,384	-	-	-				997,155	953,516	208,311
EDUCATION TECHNOLOGY	72250	5,822,599	5,969,340	2,638,956	461,503	461,503	55,506	-	-	-				6,284,102	6,430,843	2,694,463
BOARD OF EDUCATION	72310	6,867,979	6,876,697	1,580,856	-	-	-	100,000	100,000	-				6,967,979	6,976,697	1,580,856
OFFICE OF SUPERINTENDENT	72320	2,976,479	3,108,431	930,564	-	-	825	98,298	98,298	20,223				3,074,777	3,206,729	976,266
OFFICE OF PRINCIPAL	72410	30,807,096	31,980,211	9,121,893	529,621	408,956	25,478	-	-	-				31,336,717	32,389,167	9,164,401
FISCAL SERVICES	72510	3,899,707	4,039,355	1,040,374	347,700	393,900	42,508	-	-	-				4,247,407	4,433,255	1,040,374
HUMAN RESOURCES	72520	1,968,155	2,025,964	616,191	-	-	-	21,530	27,021	3,241				1,989,685	2,052,985	654,432
OPERATION OF PLANT	72610	27,835,452	28,859,296	9,537,562	-	2,517,975	35,000	-	5,951	-				27,835,452	31,383,222	9,537,562
MAINTENANCE OF PLANT	72620	9,310,001	9,607,623	3,528,743	-	2,006,041	-	-	196,500	-				9,310,001	11,810,164	3,917,306
TRANSPORTATION	72710	20,852,162	21,155,489	5,674,983	339,950	648,098	388,563	-	23,603	650				21,192,112	21,827,190	5,675,633
CENTRAL AND OTHER	72810	447,719	498,641	387,309	-	-	-	-	6,600	1,918				447,719	505,241	389,227
FOOD SERVICE	73100	-	-	2,771	20,000	20,000	-	-	-	-	22,874,446	22,874,446	7,032,498	22,894,446	22,894,446	8,018,698
COMMUNITY SERVICES	73300	496,286	509,596	79,544	1,083,991	4,985,991	983,428	3,655,923	3,655,923	98,107				5,236,200	9,151,510	183,713
EARLY CHILDHOOD EDUCATION	73400	3,052,850	3,236,302	632,140	56,220	56,220	6,062	117,954	132,193	38,383				3,227,024	3,424,715	790,321
REGULAR CAPITAL OUTLAY	76100	200,000	200,000	-	34,715,000	34,940,000	119,799	-	-	-				34,915,000	35,140,000	-
EDUCATION DEBT SERVICE		975,000	-	-	-	-	-	-	-	-				975,000	-	-
EDUCATION CAPITAL PROJECTS		3,000,000	3,000,000	-	-	-	-	-	-	-				3,000,000	3,000,000	-
CHARTER SCHOOLS (TRANSFERS)		21,724,828	21,724,828	6,143,505	-	-	-	-	-	-				21,724,828	21,724,828	6,143,505
TRANSFERS-STATE GRANTS		-	-	-	2,176,244	2,640,653	-	-	-	-				2,176,244	2,640,653	-
TRANSFERS TO FUND BALANCE			710,000													
TOTAL EXPENDITURES		456,096,653	463,588,040	126,215,048	86,561,499	105,046,169	14,086,643	7,913,347	12,660,067	1,288,266	22,874,446	22,874,446	7,032,498	573,445,945	604,168,722	148,622,456

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

MEMORANDUM

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

FROM: Mary Ellen Heuton, Chief Financial Officer

DATE: December 8, 2022

SUBJECT: Budget Amendments – Federal Grants and Self-Funded Programs

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

The Federal Programs budget is amended by items 1 - 6. Items 1, 4 and 6 consist of both current year awards and carryover funds. Items 2 and 5 consist of current year awards. Item 3 consists of carryover funds.

The Self-Funded Programs budget is amended by item 7 which consists of current year contributions and carryover contributions.

1. Title III Immigrant, with transfers between lines
2. Turnaround Action Grant III, totaling \$1,859,734
3. ARP IDEA Part B and Preschool, with transfers between lines
4. TN All Corps, with transfers between lines
5. Emergency Connectivity Fund, totaling \$168,096
6. IDEA Part B Grant, with transfers between lines
7. Community Donations - Schools, with transfers between lines

FEDERAL PROGRAMS

SOURCE OF FUNDS

December 8, 2022

	FEDERAL THROUGH STATE 47100	ARP FEDERAL THROUGH STATE 47400	DIRECT FEDERAL FUNDS 47990	TOTAL REVENUE	AMENDMENT ITEM #
BUDGET AMENDMENTS					
Title III Immigrant	-			-	1
Turnaround Action Grant III	1,859,734			1,859,734	2
ARP IDEA Part B and Preschool		-		-	3
TN All Corps		-		-	4
Emergency Connectivity Fund			168,096	168,096	5
IDEA Part B	-			-	6
	<u>1,859,734</u>	<u>-</u>	<u>168,096</u>	<u>2,027,830</u>	

FEDERAL PROGRAMS
USE OF FUNDS

December 8, 2022

BUDGET AMENDMENTS	REGULAR INSTRUCTION 71100	SPECIAL EDUCATION INSTRUCTION 71200	OTHER STUDENT SUPPORT 72130	REGULAR INSTRUCTION SUPPORT 72210	SPECIAL EDUCATION SUPPORT 72220	OFFICE OF THE PRINCIPAL 72410	INDIRECT COST 99100	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
Title III Immigrant	2,683						(2,683)	-	1
Turnaround Action Grant III	465,027		376,397	812,950		145,427	59,933	1,859,734	2
ARP IDEA Part B and Preschool						-		-	3
TN All Corps	-							-	4
Emergency Connectivity Fund	168,096							168,096	5
IDEA Part B			-					-	6
	635,806	-	376,397	812,950	-	145,427	57,250	2,027,830	

SELF-FUNDED PROGRAMS

SOURCE OF FUNDS

December 8, 2022

	OTHER LOCAL REVENUES 44000	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
BUDGET AMENDMENTS			
Community Donations - Schools	-	-	7

SELF-FUNDED PROGRAMS

USE OF FUNDS

December 8, 2022

	REGULAR INSTRUCTION SUPPORT 72210	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
BUDGET AMENDMENTS			
Community Donations - Schools	-	-	7

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 TITLE III IMMIGRANT
 BUDGET FISCAL YEAR 2022-2023**
 FY22 Carryover is \$79,106.36
 FY23 Award is \$36,561.24

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2023			AMENDED
		BUDGET 11/17/2022	INCREASE	DECREASE	BUDGET 12/8/2022
141-2-130-0000-0-00000-471460-0000-0000-130	Revenue	115,668			115,668
	Total Source of Funds	115,668	-	-	115,668

USE OF FUNDS SUMMARY

71100	Regular Instruction	112,254	2,683	-	114,937
99100	Indirect Cost	3,414	-	(2,683)	731
	Total Use of Funds	115,668	2,683	(2,683)	115,668

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	FY2023			AMENDED
		BUDGET 11/17/2022	INCREASE	DECREASE	BUDGET 12/8/2022
141-2-130-0000-0-71100-514090-0000-0000-130	Teacher Extended Contract	8,000			8,000
141-2-130-0000-0-71100-518990-0000-0000-130	Other Salaries	2,800			2,800
141-2-130-0000-0-71100-520110-0000-0000-130	Social Security	670			670
141-2-130-0000-0-71100-520410-0000-0000-130	State Retirement	1,107			1,107
141-2-130-0000-0-71100-521210-0000-0000-130	Employer Medicare	157			157
141-2-130-0000-0-71100-542910-0000-0000-130	Instructional Supplies	89,795	2,683		92,478
141-2-130-0000-0-71100-572210-0000-0000-130	Instructional Equipment	9,725			9,725
	Total 71100 - Regular Instruction	112,254	2,683	-	114,937
141-2-130-0000-0-99100-559010-0000-0000-130	Indirect Cost (3.33%)	3,414		(2,683)	731
	Total 99100 - Indirect Cost	3,414	-	(2,683)	731
	TOTAL BUDGET	115,668	2,683	(2,683)	115,668

**HAMILTON COUNTY DEPT OF EDUCATION
 FEDERAL PROGRAMS
 TURNAROUND ACTION GRANT III
 BUDGET FISCAL YEAR 2022-2023**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2023 BUDGET 12/8/2022
141-2-150-0000-0-00000-471410-0000-0000-150	FY23 Allocation	1,859,734
	Total Source of Funds	1,859,734

USE OF FUNDS SUMMARY

71100	Regular Instruction	465,027
72130	Other Student Support	376,397
72210	Instructional Support	812,950
72410	Office of the Principal	145,427
99100	Indirect Cost	59,933
	Total Use of Funds	1,859,734

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	FY2023 BUDGET 12/8/2022
<u>District Level</u>		
141-2-150-0000-0-72130-539990-0000-0000-150	Contracted Services	18,000
	Total 72130 - Other Student Support	18,000
141-2-150-0000-0-72210-510530-0000-0000-150	Human Resources Coordinator (.5 FTE)	37,895
141-2-150-0000-0-72210-510530-0000-0000-150	Data Coordinator (.5 FTE)	47,743
141-2-150-0000-0-72210-5116B0-0000-0000-150	District Content Lead (.5 FTE)	47,162
141-2-150-0000-0-72210-520110-0000-0000-150	Social Security	8,234
141-2-150-0000-0-72210-520410-0000-0000-150	Retirement	13,818
141-2-150-0000-0-72210-520610-0000-0000-150	Life Insurance	55
141-2-150-0000-0-72210-520710-0000-0000-150	Health Insurance	12,689
141-2-150-0000-0-72210-520810-0000-0000-150	Dental Insurance	452
141-2-150-0000-0-72210-521010-0000-0000-150	Unemployment Compensation	55
141-2-150-0000-0-72210-521210-0000-0000-150	Medicare	1,926
141-2-150-0000-0-72210-529910-0000-0000-150	Long Term Disability	266
141-2-150-0000-0-72210-529930-0000-0000-150	Short Term Disability	515
	Total 72210 - Instructional Support	170,810
141-2-150-0000-0-72410-518810-0000-0000-150	Bonus - Principal	45,000
141-2-150-0000-0-72410-520110-0000-0000-150	Social Security	2,790
141-2-150-0000-0-72410-520410-0000-0000-150	Retirement	3,912
141-2-150-0000-0-72410-521210-0000-0000-150	Medicare	653
	Total 72410 - Office of Principal	52,355
141-2-150-0000-0-99100-559010-0000-0000-150	Indirect Cost (3.33%)	59,933
	Total 99100 - Indirect Cost	59,933
	Total District Level	301,098

ACCOUNT CODE	DESCRIPTION	
MidTown Learning Community		
Donaldson, Hardy, Orchard Knob Elementary, Dalewood Middle, Orchard Knob Middle		
141-2-150-6002-0-72210-5116B0-0000-0000-150	MT ELA Content Lead K-5 (1 FTE)	82,536
141-2-150-6002-0-72210-5116B0-0000-0000-150	MT RTI District Content Lead (.5 FTE)	40,952
141-2-150-6002-0-72210-5116B0-0000-0000-150	MT Math Content Lead (.5 FTE)	36,665
141-2-150-6002-0-72210-5116B0-0000-0000-150	MT Math Content Lead (.5 FTE)	39,524
141-2-150-6002-0-72210-518810-0000-0000-150	Bonus Math Coaches	15,121
141-2-150-6002-0-72210-520110-0000-0000-150	Social Security	13,318
141-2-150-6002-0-72210-520410-0000-0000-150	Retirement	18,666
141-2-150-6002-0-72210-520610-0000-0000-150	Life Insurance	89
141-2-150-6002-0-72210-520710-0000-0000-150	Health Insurance	21,148
141-2-150-6002-0-72210-520810-0000-0000-150	Dental Insurance	753
141-2-150-6002-0-72210-521010-0000-0000-150	Unemployment Compensation	89
141-2-150-6002-0-72210-521210-0000-0000-150	Medicare	3,115
141-2-150-6002-0-72210-529910-0000-0000-150	Long Term Disability	399
141-2-150-6002-0-72210-529930-0000-0000-150	Short Term Disability	775
141-2-150-6002-0-72210-535510-0000-0000-150	Travel Mileage	2,000
	Total 72210 - Instructional Support	275,150
	Total MidTown - District Level	275,150
Dalewood Middle		
141-2-150-0055-2-71100-513450-PPTT-0000-150	Tutors Part-time (.5 FTE)	21,240
141-2-150-0055-2-71100-520110-0000-0000-150	Social Security	1,317
141-2-150-0055-2-71100-521210-0000-0000-150	Medicare	308
	Total 71100 - Regular Instruction	22,865
141-2-150-0055-2-72130-513020-0000-0000-150	Behavior Management Specialist (1 FTE)	43,205
141-2-150-0055-2-72130-520110-0000-0000-150	Social Security	2,679
141-2-150-0055-2-72130-520410-0000-0000-150	Retirement	6,351
141-2-150-0055-2-72130-520610-0000-0000-150	Life Insurance	35
141-2-150-0055-2-72130-520710-0000-0000-150	Medical Insurance	8,459
141-2-150-0055-2-72130-520810-0000-0000-150	Dental Insurance	301
141-2-150-0055-2-72130-521010-0000-0000-150	Unemployment Compensation	35
141-2-150-0055-2-72130-521210-0000-0000-150	Medicare	626
141-2-150-0055-2-72130-529910-0000-0000-150	Long Term Disability	86
141-2-150-0055-2-72130-529930-0000-0000-150	Short Term Disability	168
	Total 72130 - Other Student Support	61,945
141-2-150-0055-2-72410-518810-0000-0000-150	Bonus - Principal	10,000
141-2-150-0055-2-72410-520110-0000-0000-150	Social Security	620
141-2-150-0055-2-72410-520410-0000-0000-150	Retirement	869
141-2-150-0055-2-72410-521210-0000-0000-150	Medicare	145
	Total 72410 - Office of Principal	11,634
	Total School	96,444
Orchard Knob Middle		
141-2-150-0200-2-72410-518810-0000-0000-150	Bonus - Principal	10,000
141-2-150-0200-2-72410-520110-0000-0000-150	Social Security	620
141-2-150-0200-2-72410-520410-0000-0000-150	Retirement	869
141-2-150-0200-2-72410-521210-0000-0000-150	Medicare	145
	Total 72410 - Office of Principal	11,634
	Total School	11,634

ACCOUNT CODE	DESCRIPTION	FY2023 BUDGET 12/8/2022
Calvin Donaldson Elementary		
141-2-150-0037-1-71100-511610-0000-0000-150	Teacher - RTI (1 FTE)	62,978
141-2-150-0037-1-71100-5116A0-0000-0000-150	STEM Lab Teacher (.5 FTE)	33,353
141-2-150-0037-1-71100-520110-0000-0000-150	Social Security	5,973
141-2-150-0037-1-71100-520410-0000-0000-150	Retirement	8,371
141-2-150-0037-1-71100-520610-0000-0000-150	Life Insurance	54
141-2-150-0037-1-71100-520710-0000-0000-150	Health Insurance	12,689
141-2-150-0037-1-71100-520810-0000-0000-150	Dental Insurance	452
141-2-150-0037-1-71100-521010-0000-0000-150	Unemployment Compensation	54
141-2-150-0037-1-71100-521210-0000-0000-150	Medicare	1,397
141-2-150-0037-1-71100-529910-0000-0000-150	Long Term Disability	193
141-2-150-0037-1-71100-529930-0000-0000-150	Short Term Disability	374
	Total 71100 - Regular Instruction	125,888
141-2-150-0037-1-72410-518810-0000-0000-150	Bonus - Principal	10,000
141-2-150-0037-1-72410-520110-0000-0000-150	Social Security	620
141-2-150-0037-1-72410-520410-0000-0000-150	Retirement	869
141-2-150-0037-1-72410-521210-0000-0000-150	Medicare	145
	Total 72410 - Office of Principal	11,634
	Total School	137,522
Hardy Elementary		
141-2-150-0110-1-71100-5116A0-0000-0000-150	Teacher - Related Arts (.5 FTE)	22,435
141-2-150-0110-1-71100-511660-0000-0000-150	Part-Time Interventionist (.5 FTE)	26,550
141-2-150-0110-1-71100-513450-0000-0000-150	Tutor (1 FTE)	30,437
141-2-150-0110-1-71100-520110-0000-0000-150	Social Security	4,924
141-2-150-0110-1-71100-520410-0000-0000-150	Retirement	6,424
141-2-150-0110-1-71100-520610-0000-0000-150	Life Insurance	54
141-2-150-0110-1-71100-520710-0000-0000-150	Medical Insurance	12,689
141-2-150-0110-1-71100-520810-0000-0000-150	Dental Insurance	452
141-2-150-0110-1-71100-521010-0000-0000-150	Unemployment Compensation	54
141-2-150-0110-1-71100-521210-0000-0000-150	Medicare	1,152
141-2-150-0110-1-71100-529910-0000-0000-150	Long Term Disability	106
141-2-150-0110-1-71100-529930-0000-0000-150	Short Term Disability	205
	Total 71100 - Regular Instruction	105,482
141-2-150-0110-1-72130-513020-0000-0000-150	Behavior Management Specialist (1 FTE)	40,115
141-2-150-0110-1-72130-520110-0000-0000-150	Social Security	2,487
141-2-150-0110-1-72130-520410-0000-0000-150	Retirement	5,897
141-2-150-0110-1-72130-520610-0000-0000-150	Life Insurance	35
141-2-150-0110-1-72130-520710-0000-0000-150	Medical Insurance	8,459
141-2-150-0110-1-72130-520810-0000-0000-150	Dental Insurance	301
141-2-150-0110-1-72130-521010-0000-0000-150	Unemployment Compensation	35
141-2-150-0110-1-72130-521210-0000-0000-150	Medicare	582
141-2-150-0110-1-72130-529910-0000-0000-150	Long Term Disability	80
141-2-150-0110-1-72130-529930-0000-0000-150	Short Term Disability	156
	Total 72130 - Other Student Support	58,147

ACCOUNT CODE	DESCRIPTION	FY2023 BUDGET 12/8/2022
141-2-150-0110-1-72210-511690-0000-0000-150	Instructional Coach (1 FTE)	65,676
141-2-150-0110-1-72210-520110-0000-0000-150	Social Security	4,072
141-2-150-0110-1-72210-520410-0000-0000-150	Retirement	5,707
141-2-150-0110-1-72210-520610-0000-0000-150	Life Insurance	35
141-2-150-0110-1-72210-520710-0000-0000-150	Health Insurance	8,459
141-2-150-0110-1-72210-520810-0000-0000-150	Dental Insurance	301
141-2-150-0110-1-72210-521010-0000-0000-150	Unemployment Compensation	35
141-2-150-0110-1-72210-521210-0000-0000-150	Medicare	952
141-2-150-0110-1-72210-529910-0000-0000-150	Long Term Disability	131
141-2-150-0110-1-72210-529930-0000-0000-150	Short Term Disability	255
	Total 72210 - Instructional Support	85,623
141-2-150-0110-1-72410-518810-0000-0000-150	Bonus - Principal	10,000
141-2-150-0110-1-72410-520110-0000-0000-150	Social Security	620
141-2-150-0110-1-72410-520410-0000-0000-150	Retirement	869
141-2-150-0110-1-72410-521210-0000-0000-150	Medicare	145
	Total 72410 - Office of Principal	11,634
	Total School	260,886
Orchard Knob Elementary		
141-2-150-0194-1-71100-511610-0000-0000-150	STEM Lab Teacher (.5 FTE)	35,634
141-2-150-0194-1-71100-5116A0-0000-0000-150	Teacher - Related Arts (.5 FTE)	26,310
141-2-150-0194-1-71100-520110-0000-0000-150	Social Security	3,841
141-2-150-0194-1-71100-520410-0000-0000-150	Retirement	5,383
141-2-150-0194-1-71100-520610-0000-0000-150	Life Insurance	35
141-2-150-0194-1-71100-520710-0000-0000-150	Health Insurance	8,459
141-2-150-0194-1-71100-520810-0000-0000-150	Dental Insurance	301
141-2-150-0194-1-71100-521010-0000-0000-150	Unemployment Compensation	35
141-2-150-0194-1-71100-521210-0000-0000-150	Medicare	898
141-2-150-0194-1-71100-529910-0000-0000-150	Long Term Disability	124
141-2-150-0194-1-71100-529930-0000-0000-150	Short Term Disability	240
	Total 71100 - Regular Instruction	81,260
141-2-150-0194-1-72210-511690-0000-0000-150	Math Coach (1 FTE)	57,847
141-2-150-0194-1-72210-520110-0000-0000-150	Social Security	3,586
141-2-150-0194-1-72210-520410-0000-0000-150	Retirement	5,027
141-2-150-0194-1-72210-520610-0000-0000-150	Life Insurance	35
141-2-150-0194-1-72210-520710-0000-0000-150	Health Insurance	8,459
141-2-150-0194-1-72210-520810-0000-0000-150	Dental Insurance	301
141-2-150-0194-1-72210-521010-0000-0000-150	Unemployment Compensation	35
141-2-150-0194-1-72210-521210-0000-0000-150	Medicare	839
141-2-150-0194-1-72210-529910-0000-0000-150	Long Term Disability	116
141-2-150-0194-1-72210-529930-0000-0000-150	Short Term Disability	224
	Total 72210 - Instructional Support	76,469
141-2-150-0194-1-72410-518810-0000-0000-150	Bonus - Principal	10,000
141-2-150-0194-1-72410-520110-0000-0000-150	Social Security	620
141-2-150-0194-1-72410-520410-0000-0000-150	Retirement	869
141-2-150-0194-1-72410-521210-0000-0000-150	Medicare	145
	Total 72410 - Office of Principal	11,634
	Total School	169,363
	Total MidTown Learning Community	950,999

ACCOUNT CODE	DESCRIPTION	
Missionary Ridge Learning Community		
East Lake Academy, The Howard School		
141-2-150-6003-0-72210-5116B0-0000-0000-150	MR ELA Content Lead (.5 FTE)	35,951
141-2-150-6003-0-72210-5116B0-0000-0000-150	MR ELA Content Lead (.5 FTE)	37,379
141-2-150-6003-0-72210-5116B0-0000-0000-150	MR Math Content Lead (.5 FTE)	34,760
141-2-150-6003-0-72210-5116B0-0000-0000-150	MR Math Content Lead (.5 FTE)	36,189
141-2-150-6003-0-72210-518810-0000-0000-150	Bonus	14,210
141-2-150-6003-0-72210-520110-0000-0000-150	Social Security	9,827
141-2-150-6003-0-72210-520410-0000-0000-150	Retirement	13,773
141-2-150-6003-0-72210-520610-0000-0000-150	Life Insurance	71
141-2-150-6003-0-72210-520710-0000-0000-150	Health Insurance	16,918
141-2-150-6003-0-72210-520810-0000-0000-150	Dental Insurance	602
141-2-150-6003-0-72210-521010-0000-0000-150	Unemployment Compensation	71
141-2-150-6003-0-72210-521210-0000-0000-150	Medicare	2,298
141-2-150-6003-0-72210-529910-0000-0000-150	Long Term Disability	289
141-2-150-6003-0-72210-529930-0000-0000-150	Short Term Disability	560
141-2-150-6003-0-72210-535510-0000-0000-150	Travel Mileage	2,000
	Total 72210 - Instructional Support	204,898
	Total Missionary Ridge - District Level	204,898
The Howard School		
141-2-150-0137-3-72130-513470-0000-0000-150	ESL Interpreter (1 FTE)	32,569
141-2-150-0137-3-72130-518990-0000-0000-150	ESOL Transition Specialist (1 FTE)	69,591
141-2-150-0137-3-72130-520110-0000-0000-150	Social Security	6,334
141-2-150-0137-3-72130-520410-0000-0000-150	Retirement	10,835
141-2-150-0137-3-72130-520610-0000-0000-150	Life Insurance	70
141-2-150-0137-3-72130-520710-0000-0000-150	Medical Insurance	16,918
141-2-150-0137-3-72130-520810-0000-0000-150	Dental Insurance	602
141-2-150-0137-3-72130-521010-0000-0000-150	Unemployment Compensation	70
141-2-150-0137-3-72130-521210-0000-0000-150	Medicare	1,481
141-2-150-0137-3-72130-529910-0000-0000-150	Long Term Disability	204
141-2-150-0137-3-72130-529930-0000-0000-150	Short Term Disability	396
	Total 72130 - Other Student Support	139,070
141-2-150-0137-3-72410-518810-0000-0000-150	Bonus	10,000
141-2-150-0137-3-72410-520110-0000-0000-150	Social Security	620
141-2-150-0137-3-72410-520410-0000-0000-150	Retirement	869
141-2-150-0137-3-72410-521210-0000-0000-150	Medicare	145
	Total 72410 - Office of Principal	11,634
	Total School	150,704
East Lake Academy		
141-2-150-0064-2-71100-511610-0000-0000-150	RTI Teacher (1.5 FTE)	99,450
141-2-150-0064-2-71100-520110-0000-0000-150	Social Security	6,166
141-2-150-0064-2-71100-520410-0000-0000-150	Retirement	8,642
141-2-150-0064-2-71100-520610-0000-0000-150	Life Insurance	53
141-2-150-0064-2-71100-520710-0000-0000-150	Health Insurance	12,689
141-2-150-0064-2-71100-520810-0000-0000-150	Dental Insurance	452
141-2-150-0064-2-71100-521010-0000-0000-150	Unemployment Compensation	53
141-2-150-0064-2-71100-521210-0000-0000-150	Medicare	1,442
141-2-150-0064-2-71100-529910-0000-0000-150	Long Term Disability	199
141-2-150-0064-2-71100-529930-0000-0000-150	Short Term Disability	386
	Total 71100 - Regular Instruction	129,532

ACCOUNT CODE	DESCRIPTION	FY2023 BUDGET 12/8/2022
141-2-150-0064-2-72410-518810-0000-0000-150	Bonus - Principal	10,000
141-2-150-0064-2-72410-520110-0000-0000-150	Social Security	620
141-2-150-0064-2-72410-520410-0000-0000-150	Retirement	869
141-2-150-0064-2-72410-521210-0000-0000-150	Medicare	145
	Total 72410 - Office of Principal	11,634
	Total School	141,166
	Total Missionary Ridge Learning Community	496,768
<u>Rock Point Learning Community</u>		
<u>Hamilton County Virtual School</u>		
141-2-150-0275-3-72130-518970-0000-0000-150	Family Partnership Specialist (1.5 FTE)	69,944
141-2-150-0275-3-72130-520110-0000-0000-150	Social Security	4,337
141-2-150-0275-3-72130-520410-0000-0000-150	Retirement	10,282
141-2-150-0275-3-72130-520610-0000-0000-150	Life Insurance	53
141-2-150-0275-3-72130-520710-0000-0000-150	Medical Insurance	12,689
141-2-150-0275-3-72130-520810-0000-0000-150	Dental Insurance	452
141-2-150-0275-3-72130-521010-0000-0000-150	Unemployment Compensation	53
141-2-150-0275-3-72130-521210-0000-0000-150	Medicare	1,014
141-2-150-0275-3-72130-529910-0000-0000-150	Long Term Disability	140
141-2-150-0275-3-72130-529930-0000-0000-150	Short Term Disability	271
	Total 72130 - Other Student Support	99,235
141-2-150-0275-3-72410-518810-0000-0000-150	Bonus	10,000
141-2-150-0275-3-72410-520110-0000-0000-150	Social Security	620
141-2-150-0275-3-72410-520410-0000-0000-150	Retirement	869
141-2-150-0275-3-72410-521210-0000-0000-150	Medicare	145
	Total 72410 - Office of Principal	11,634
	Total School	110,869
	Total Rock Point Learning Community	110,869
	Total Budget	1,859,734

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS
ARP IDEA PART B AND PRESCHOOL
BUDGET FISCAL YEAR 2022-2023
FY22 carryover - \$1,893,116.12**

ARP IDEA Part B 2022 Carryover Funds	1,756,827	1,756,827
ARP IDEA Preschool Carryover Funds	136,289	136,289
Transfer to ARP CCEIS	(238,967)	(238,967)
Total Source of Funds	1,654,149	1,654,149

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 11/17/2022	INCREASE	DECREASE	AMENDED BUDGET 12/8/2022
141-2-174-0000-0-00000-474020-0000-0000-174	Revenue	1,517,860			1,517,860
141-2-174-0000-0-00000-474030-0000-0000-174	Revenue	136,289			136,289
	Total Source of Funds	1,654,149	-	-	1,654,149

USE OF FUNDS SUMMARY

71200	Special Education Instruction	659,615	-	-	659,615
72220	Special Education Support	887,670	5,000	(5,000)	887,670
72710	Transportation	60,000	-	-	60,000
99100	Indirect Cost	46,864	-	-	46,864
	Total Use of Funds	1,654,149	5,000	(5,000)	1,654,149

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 11/17/2022	INCREASE	DECREASE	AMENDED BUDGET 12/8/2022
ARP IDEA Part B					
ARP IDEA Part B - Direct Services/Supports for SWDs					
141-2-174-0275-0-71200-511660-0000-6510-174	Teacher - Virtual School (1.0 FTE)	62,752			62,752
141-2-174-0275-0-71200-516310-0000-6510-174	Educational Assistant - Virtual School (1.0 FTE)	20,778			20,778
141-2-174-0275-0-71200-520110-0000-6510-174	Social Security	5,179			5,179
141-2-174-0275-0-71200-520410-0000-6510-174	State Retirement	9,518			9,518
141-2-174-0275-0-71200-520610-0000-6510-174	Life Insurance	70			70
141-2-174-0275-0-71200-520710-0000-6510-174	Health Insurance	16,918			16,918
141-2-174-0275-0-71200-520810-0000-6510-174	Dental Insurance	602			602
141-2-174-0275-0-71200-521010-0000-6510-174	Unemployment Compensation	70			70
141-2-174-0275-0-71200-521210-0000-6510-174	Medicare	1,211			1,211
141-2-174-0275-0-71200-529910-0000-6510-174	Long Term Disability	167			167
141-2-174-0275-0-71200-529930-0000-6510-174	Short Term Disability	324			324
	Total 71200 - Special Education Instruction - Virtual School	117,589	-	-	117,589
141-2-174-0000-0-71200-511610-0000-6510-174	Teacher - Extended School Year (1.0 FTE)	50,000			50,000
141-2-174-0000-0-71200-520110-0000-6510-174	Social Security	3,100			3,100
141-2-174-0000-0-71200-520410-0000-6510-174	State Retirement	5,150			5,150
141-2-174-0000-0-71200-521210-0000-6510-174	Medicare	725			725
141-2-174-0000-0-71200-542910-0000-6510-174	Instructional Supplies & Materials	179,241			179,241
	Total 71200 - Special Education Instruction - System-Wide	238,216	-	-	238,216
141-2-174-0000-0-72220-531210-0000-6510-174	Contracts w/ Private Agencies	720,961			720,961
141-2-174-0000-0-72220-549990-0000-6510-174	Other Supplies & Materials	5,000			5,000
141-2-174-0000-0-72220-552410-0000-6510-174	Staff Development	8,800			8,800
	Total 72220 - Special Education Support - System-Wide	734,761	-	-	734,761
Chattanooga Charter School of Excellence					
141-2-174-8003-1-71200-559990-0000-6510-174	Other Charges	4,908			4,908
	Total 71200 - Special Education Instruction	4,908	-	-	4,908
Montessori School (CGLA)					
141-2-174-8142-1-71200-559990-0000-6510-174	Other Charges	4,018			4,018
	Total 71200 - Special Education Instruction	4,018	-	-	4,018
	Total ARP IDEA Part B - Direct Services/Supports for SWDs	1,099,492	-	-	1,099,492
ARP IDEA Part B - Direct Services/Supports for SWDs/CCEIS					
141-2-174-0000-0-71200-542910-0000-6511-174	Instructional Supplies & Materials	5,000			5,000
	Total 71200 - Special Education Instruction	5,000	-	-	5,000
141-2-174-0000-0-72220-552410-0000-6511-174	In-Service/Staff Development	40,000			40,000
	Total 72220 - Special Education Support	40,000	-	-	40,000
	Total ARP IDEA Part B - Direct Services/Supports for SWDs/CCEIS	45,000	-	-	45,000

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 11/17/2022	INCREASE	DECREASE	AMENDED BUDGET 12/8/2022
ARP IDEA Part B - Implementing Child Find					
141-2-174-0000-0-72220-512410-0000-6520-174	School Psychologist (1.0 FTE)	54,707			54,707
141-2-174-0000-0-72220-520110-0000-6520-174	Social Security	3,392			3,392
141-2-174-0000-0-72220-520410-0000-6520-174	State Retirement	5,635			5,635
141-2-174-0000-0-72220-520610-0000-6520-174	Life Insurance	35			35
141-2-174-0000-0-72220-520710-0000-6520-174	Health Insurance	8,459			8,459
141-2-174-0000-0-72220-520810-0000-6520-174	Dental Insurance	301			301
141-2-174-0000-0-72220-521010-0000-6520-174	Unemployment Compensation	35			35
141-2-174-0000-0-72220-521210-0000-6520-174	Medicare	793			793
141-2-174-0000-0-72220-529910-0000-6520-174	Long Term Disability	109			109
141-2-174-0000-0-72220-529930-0000-6520-174	Short Term Disability	212			212
	Total 72220 - Special Education Support	73,678	-	-	73,678
	Total - ARP IDEA Part B - Implementing Child Find	73,678	-	-	73,678
ARP IDEA Part B - Ensuring Technology Accessibility					
141-2-174-0000-0-71200-549990-0000-6530-174	Other Supplies And Materials	89,253			89,253
141-2-174-0000-0-71200-572510-0000-6530-174	Equipment - Exceptional Education	100,000			100,000
	Total 71200 - Special Education Instruction	189,253	-	-	189,253
	Total - ARP IDEA Part B - Ensuring Tech Accessibility	189,253	-	-	189,253
ARP IDEA Part B - Improving Transition Services					
141-2-174-0000-0-72220-549990-0000-6540-174	Other Supplies And Materials	5,000			5,000
	Total 72220 - Special Education Support	5,000	-	-	5,000
141-2-174-0000-0-72710-531410-0000-6540-174	Transportation	60,000			60,000
	Total 72710 - Transportation	60,000	-	-	60,000
	Total - ARP IDEA Part B - Improving Transition Services	65,000	-	-	65,000
ARP IDEA Part B - Additional Programming Placement Needs					
141-2-174-0000-0-99100-559010-0000-6560-174	Indirect Cost (3.33%)	45,437			45,437
	Total 99100 - Indirect Cost	45,437	-	-	45,437
	Total - ARP IDEA Part B - Additional Programming Placement Needs	45,437	-	-	45,437
	Grand Total: ARP IDEA Part B	1,517,860	-	-	1,517,860
ARP IDEA Preschool					
Preschool - Direct Services/Supports for SWDs					
141-2-174-0000-0-71200-542910-0000-6610-174	Instructional Supplies & Materials	8,631			8,631
	Total 71200 - Special Education Instruction	8,631	-	-	8,631
141-2-174-0000-0-72220-531210-0000-6610-174	Contracts w/ Private Agencies	13,831	5,000		18,831
141-2-174-0000-0-72220-549990-0000-6610-174	Other Supplies and Materials	4,000			4,000
141-2-174-0000-0-72220-552410-0000-6610-174	In-Service/Staff Development	16,400		(5,000)	11,400
	Total 72220 - Special Education Instructional Support	34,231	5,000	(5,000)	34,231
	Total - Preschool - Direct Services/Supports for SWDs	42,862	5,000	(5,000)	42,862
Ensuring Technology Accessibility for SWDs					
141-2-174-0000-0-71200-572510-0000-6630-174	Equipment - Exceptional Education	92,000			92,000
	Total 71200 - Special Education Instructional Support	92,000	-	-	92,000
	Total - ARP IDEA Preschool - Ensuring Tech Accessibility	92,000	-	-	92,000
Preschool - Additional Programming Placement Needs					
141-2-174-0000-0-99100-559010-0000-6660-174	Indirect Cost (3.33%)	1,427			1,427
	Total 99100 - Indirect Cost	1,427	-	-	1,427
	Total - Preschool - Additional Programming Placement Needs	1,427	-	-	1,427
	Grand Total: ARP IDEA Preschool	136,289	5,000	(5,000)	136,289
	TOTAL BUDGET	1,654,149	5,000	(5,000)	1,654,149

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 TN ALL CORPS
 BUDGET FISCAL YEAR 2022-2023**
 FY22 carryover is \$410,951.17
 FY23 award is \$1,680,000.00

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			
		10/20/2022	INCREASE	DECREASE	AMENDED BUDGET 12/8/2022
141-2-175-0000-0-00000-474010-0000-0000-175	Revenue	2,090,951			2,090,951
	Total Source of Funds	2,090,951	-	-	2,090,951

USE OF FUNDS SUMMARY

71100	Regular Instruction	1,770,675	503,962	(503,962)	1,770,675
72210	Regular Instruction Support	320,276	-	-	320,276
	Total Use of Funds	2,090,951	503,962	(503,962)	2,090,951

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			
		10/20/2022	INCREASE	DECREASE	AMENDED BUDGET 12/8/2022
<u>District</u>					
141-2-175-0000-0-71100-514090-0000-0000-175	Teachers - Extended Contracts	1,020,187		(448,197)	571,990
141-2-175-0000-0-71100-518990-0000-0000-175	Other Salaries	114,400	500,000		614,400
141-2-175-0000-0-71100-520110-0000-0000-175	Social Security	70,344	3,212		73,556
141-2-175-0000-0-71100-520410-0000-0000-175	State Retirement	105,470		(55,765)	49,705
141-2-175-0000-0-71100-521210-0000-0000-175	Medicare	16,452	750		17,202
141-2-175-0000-0-71100-542910-0000-0000-175	Instructional Supplies & Materials	400,422			400,422
	Total 71100 - Regular Instruction	1,727,275	503,962	(503,962)	1,727,275
141-2-175-0000-0-72210-510510-0000-0000-175	Coordinator	95,405			95,405
141-2-175-0000-0-72210-5116B0-0000-0000-175	District Content Lead - Learning Acceleration	74,429			74,429
141-2-175-0000-0-72210-5116B0-0000-0000-175	District Content Lead - Reading Specialist	72,581			72,581
141-2-175-0000-0-72210-518990-PPTT-0000-175	Intern	9,600			9,600
141-2-175-0000-0-72210-520110-0000-0000-175	Social Security	15,625			15,625
141-2-175-0000-0-72210-520410-0000-0000-175	State Retirement	21,066			21,066
141-2-175-0000-0-72210-520610-0000-0000-175	Life Insurance	105			105
141-2-175-0000-0-72210-520710-0000-0000-175	Medical Insurance	25,377			25,377
141-2-175-0000-0-72210-520810-0000-0000-175	Dental Reimbursement	903			903
141-2-175-0000-0-72210-521010-0000-0000-175	Unemployment Compensation	105			105
141-2-175-0000-0-72210-521210-0000-0000-175	Medicare	3,654			3,654
141-2-175-0000-0-72210-529910-0000-0000-175	Long Term Disability	485			485
141-2-175-0000-0-72210-529930-0000-0000-175	Short Term Disability	941			941
	Total 72210 - Regular Instruction Support	320,276	-	-	320,276
<u>Ivy Academy</u>					
141-2-175-8002-3-71100-559990-0000-0000-175	Other Charges - Salaries & Benefits	16,100			16,100
	Total 71100 - Regular Instruction	16,100	-	-	16,100
<u>Chattanooga Charter School of Excellence Elementary</u>					
141-2-175-8003-3-71100-559990-0000-0000-175	Other Charges - Salaries & Benefits	14,000			14,000
	Total 71100 - Regular Instruction	14,000	-	-	14,000
<u>Chattanooga Charter School of Excellence Middle</u>					
141-2-175-8010-2-71100-559990-0000-0000-175	Other Charges - Salaries & Benefits	13,300			13,300
	Total 71100 - Regular Instruction	13,300	-	-	13,300
	TOTAL BUDGET	2,090,951	503,962	(503,962)	2,090,951

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 EMERGENCY CONNECTIVITY FUND
 BUDGET FISCAL YEAR 2022-2023**

FY23 award is \$168,096

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2023 BUDGET 12/8/2022
141-2-176-0000-0-00000-479900-0000-0000-176	Direct Federal Funds	168,096
	Total Source of Funds	168,096

USE OF FUNDS SUMMARY

71100	Regular Education Instruction	168,096
	Total Use of Funds	168,096

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	FY2023 BUDGET 12/8/2022
141-2-176-0000-0-71100-559990-0000-0000-176	Other Charges	168,096
	Total 71100 - Regular Education Instruction	168,096
	TOTAL BUDGET	168,096

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS
IDEA PART B GRANT
BUDGET FISCAL YEAR 2022-2023**

2023 Award	10,253,354	10,253,354
2022 Carryover	2,365,965	2,365,965
Transfer to CCEIS	(1,199,563)	(1,199,563)
Transfer 2022 CCEIS Carryover	(721,726)	(721,726)
Total Source of Funds	10,698,030	10,698,030

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		
		11/17/2022	INCREASE	DECREASE
141-2-328-0000-0-00000-471430-0000-0000-328	Revenue	10,698,030		10,698,030
	Total Source of Funds	10,698,030	-	10,698,030

USE OF FUNDS SUMMARY

		AMENDED BUDGET	INCREASE	DECREASE	AMENDED BUDGET
71200	Special Education Instruction	5,268,788	319,014	(319,014)	5,268,788
72130	Other Student Support	81,415	-	-	81,415
72220	Special Education Support	4,879,959	-	-	4,879,959
72710	Transportation	124,715	-	-	124,715
99100	Indirect Cost	343,153	-	-	343,153
	Total Use of Funds	10,698,030	319,014	(319,014)	10,698,030

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			
		11/17/2022	INCREASE	DECREASE	
141-2-328-0000-0-71200-511610-0000-0000-328	Teachers (2.95 FTE)	190,157		190,157	
141-2-328-0000-0-71200-514040-0000-0000-328	Salary Bonus	8,000		8,000	
141-2-328-0000-0-71200-516310-0000-0000-328	Educational Assistants (108 FTE)	2,815,285		2,815,285	
141-2-328-0000-0-71200-520110-0000-0000-328	Social Security	191,377		191,377	
141-2-328-0000-0-71200-520410-0000-0000-328	State Retirement	445,030		445,030	
141-2-328-0000-0-71200-520610-0000-0000-328	Life Insurance	3,850		3,850	
141-2-328-0000-0-71200-520710-0000-0000-328	Health Insurance	930,490		930,490	
141-2-328-0000-0-71200-520810-0000-0000-328	Dental Insurance	33,110		33,110	
141-2-328-0000-0-71200-521010-0000-0000-328	Unemployment Compensation	3,850		3,850	
141-2-328-0000-0-71200-521210-0000-0000-328	Medicare	44,757		44,757	
141-2-328-0000-0-71200-529910-0000-0000-328	Long Term Disability	6,173		6,173	
141-2-328-0000-0-71200-529930-0000-0000-328	Short Term Disability	11,976		11,976	
141-2-328-0000-0-71200-531210-0000-0000-328	Contracts w Private Agencies	78,000		78,000	
141-2-328-0000-0-71200-533610-0000-0000-328	Equipment Maintenance & Repair	2,000		2,000	
141-2-328-0000-0-71200-542910-0000-0000-328	Instructional Supplies & Materials	25,299		25,299	
141-2-328-0000-0-71200-559990-0000-0000-328	Other Charges:Charter schools	319,014		(319,014)	
141-2-328-0000-0-71200-572510-0000-0000-328	Exceptional Ed Equipment	50,000		50,000	
	Total 71200 - Special Education Instruction	5,158,368	-	(319,014)	4,839,354
141-2-328-0155-1-71200-511610-0000-6511-328	Teacher (1 FTE)	52,295		52,295	
141-2-328-0155-1-71200-516310-0000-6511-328	Educational Assistants (1 FTE)	25,029		25,029	
141-2-328-0155-1-71200-520110-0000-6511-328	Social Security	4,794		4,794	
141-2-328-0155-1-71200-520410-0000-6511-328	State Retirement	9,066		9,066	
141-2-328-0155-1-71200-520610-0000-6511-328	Life Insurance	70		70	
141-2-328-0155-1-71200-520710-0000-6511-328	Health Insurance	16,918		16,918	
141-2-328-0155-1-71200-520810-0000-6511-328	Dental Insurance	602		602	
141-2-328-0155-1-71200-521010-0000-6511-328	Unemployment Compensation	70		70	
141-2-328-0155-1-71200-521210-0000-6511-328	Medicare	1,121		1,121	
141-2-328-0155-1-71200-529910-0000-6511-328	Long Term Disability	155		155	
141-2-328-0155-1-71200-529930-0000-6511-328	Short Term Disability	300		300	
	Total 71200 - Special Education Instruction - CCEIS	110,420	-	-	110,420
141-2-328-0056-1-72130-513010-0000-6511-328	Social Worker	61,183		61,183	
141-2-328-0056-1-72130-520110-0000-6511-328	Social Security	3,813		3,813	
141-2-328-0056-1-72130-520410-0000-6511-328	State Retirement	6,335		6,335	
141-2-328-0056-1-72130-520610-0000-6511-328	Life Insurance	35		35	
141-2-328-0056-1-72130-520710-0000-6511-328	Health Insurance	8,459		8,459	
141-2-328-0056-1-72130-520810-0000-6511-328	Dental Insurance	301		301	
141-2-328-0056-1-72130-521010-0000-6511-328	Unemployment Compensation	35		35	
141-2-328-0056-1-72130-521210-0000-6511-328	Medicare	892		892	
141-2-328-0056-1-72130-529910-0000-6511-328	Long Term Disability	123		123	
141-2-328-0056-1-72130-529930-0000-6511-328	Short Term Disability	239		239	
	Total 72130 - Special Education Other Supports - CCEIS	81,415	-	-	81,415

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		
		11/17/2022	INCREASE	DECREASE
141-2-328-0000-0-72220-510520-0000-0000-328	Supervisor/Director (2 FTE)	200,652		200,652
141-2-328-0000-0-72220-512410-0000-0000-328	Psychological Personnel (16.8 FTE)	1,107,878		1,107,878
141-2-328-0000-0-72220-516110-0000-0000-328	Secretary (3 FTE)	125,544		125,544
141-2-328-0000-0-72220-518990-0000-0000-328	Other Salaries (12 FTE)	602,868		602,868
141-2-328-0000-0-72220-519610-0000-0000-328	Stipends for Professional Development	2,000		2,000
141-2-328-0000-0-72220-520110-0000-0000-328	Social Security	126,414		126,414
141-2-328-0000-0-72220-520410-0000-0000-328	State Retirement	226,262		226,262
141-2-328-0000-0-72220-520610-0000-0000-328	Life Insurance	1,155		1,155
141-2-328-0000-0-72220-520710-0000-0000-328	Health Insurance	279,147		279,147
141-2-328-0000-0-72220-520810-0000-0000-328	Dental Insurance	9,933		9,933
141-2-328-0000-0-72220-521010-0000-0000-328	Unemployment Compensation	1,155		1,155
141-2-328-0000-0-72220-521210-0000-0000-328	Medicare	29,565		29,565
141-2-328-0000-0-72220-529910-0000-0000-328	Long Term Disability	4,078		4,078
141-2-328-0000-0-72220-529930-0000-0000-328	Short Term Disability	7,911		7,911
141-2-328-0000-0-72220-531210-0000-0000-328	Contracts with Private Agencies	1,785,407		1,785,407
141-2-328-0000-0-72220-535520-0000-0000-328	Travel-Mileage	85,000		85,000
141-2-328-0000-0-72220-549990-0000-0000-328	Other Supplies & Materials	49,324		49,324
141-2-328-0000-0-72220-552410-0000-0000-328	Staff Development	47,500		47,500
Total 72220 - Special Education Support		4,691,793	-	4,691,793
141-2-328-0000-0-72220-518990-0000-6511-328	Other Salaries (3 FTE)	134,359		134,359
141-2-328-0000-0-72220-520110-0000-6511-328	Social Security	8,330		8,330
141-2-328-0000-0-72220-520410-0000-6511-328	State Retirement	16,249		16,249
141-2-328-0000-0-72220-520610-0000-6511-328	Life Insurance	105		105
141-2-328-0000-0-72220-520710-0000-6511-328	Health Insurance	25,377		25,377
141-2-328-0000-0-72220-520810-0000-6511-328	Dental Insurance	903		903
141-2-328-0000-0-72220-521010-0000-6511-328	Unemployment Compensation	105		105
141-2-328-0000-0-72220-521210-0000-6511-328	Medicare	1,948		1,948
141-2-328-0000-0-72220-529910-0000-6511-328	Long Term Disability	269		269
141-2-328-0000-0-72220-529930-0000-6511-328	Short Term Disability	521		521
Total 72220 - Special Ed Support - CCEIS		188,166	-	188,166
141-2-328-0000-0-72710-531310-0000-0000-328	Contracts w/ Parents	1,000		1,000
141-2-328-0000-0-72710-531410-0000-0000-328	Contracts w/ Public Carriers	123,715		123,715
Total 72710 - Transportation		124,715	-	124,715
141-2-328-0000-0-99100-559010-0000-0000-328	Indirect Cost (3.33%)	343,153		343,153
Total 99100 - Indirect Cost		343,153	-	343,153
CHARTER SCHOOLS				
<u>Girls Leadership Academy</u>				
141-2-328-8001-3-71200-559990-0000-0000-328	Charges: Reimburse for Teacher	-	24,858	24,858
Total 71200		-	24,858	24,858
<u>Ivy Academy</u>				
141-2-328-8002-3-71200-559990-0000-0000-328	Charges: Reimburse for Teacher	-	143,625	143,625
Total 71200		-	143,625	143,625
<u>Chattanooga Charter School of Excellence</u>				
141-2-328-8003-3-71200-559990-0000-0000-328	Charges: Reimburse for Teacher	-	38,669	38,669
Total 71200		-	38,669	38,669
<u>Skiljern Elementary</u>				
141-2-328-8005-1-71200-559990-0000-0000-328	Charges: Reimburse for Teacher	-	8,286	8,286
Total 71200		-	8,286	8,286
<u>Chattanooga Charter School of Excellence Middle</u>				
141-2-328-8010-2-71200-559990-0000-0000-328	Charges: Reimburse for Teacher	-	20,715	20,715
Total 71200		-	20,715	20,715
<u>Chattanooga Preparatory School</u>				
141-2-328-8011-5-71200-559990-0000-0000-328	Charges: Reimburse for Teacher	-	58,003	58,003
Total 71200		-	58,003	58,003
<u>Montessori School</u>				
141-2-328-8142-1-71200-559990-0000-0000-328	Charges: Reimburse for Teacher	-	24,858	24,858
Total 71200		-	24,858	24,858
Charter School Total		-	319,014	319,014
TOTAL BUDGET		10,698,030	319,014	(319,014) 10,698,030

HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 COMMUNITY DONATIONS - SCHOOLS
 BUDGET FISCAL YEAR 2022-2023

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		8/18/2022	INCREASE	DECREASE	12/8/2022
141-5-427-0000-0-00000-4T4555-0000-0000	Restricted For Education	4,542			4,542
141-5-427-0000-0-00000-445700-0000-0000	Contributions & Gifts	5,000			5,000
	Total Source of Funds	9,542	-	-	9,542

USE OF FUNDS SUMMARY

71100	Regular Instruction	2,249	-	-	2,249
72210	Instructional Support	7,293	1,500	(1,500)	7,293
	Total Use of Funds	9,542	1,500	(1,500)	9,542

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		8/18/2022	INCREASE	DECREASE	12/8/2022
<u>Battelle STEM Classroom Grant</u>					
141-5-427-0000-0-71100-549990-0000-0000	Other Supplies and Materials	2,249			2,249
	Total 71100 - Regular Instruction	2,249	-	-	2,249
	Total - Battelle STEM Classroom Grant	2,249	-	-	2,249
<u>Tobacco Cessation Education</u>					
141-5-427-0000-0-72210-549990-0000-0000	Other Supplies and Materials	1,000			1,000
	Total 72210 - Instructional Support	1,000	-	-	1,000
	Total - Tobacco Cessation Education	1,000	-	-	1,000
<u>Librarians</u>					
141-5-427-0000-0-72210-552410-0000-0000	In-Service/Staff Development	1,293			1,293
	Total 72210 - Instructional Support	1,293	-	-	1,293
	Total - Librarian Funds	1,293	-	-	1,293
<u>Coherent Inst Study Rand</u>					
141-5-427-0000-0-72210-519610-0000-9190	Stipends	849			849
141-5-427-0000-0-72210-520110-0000-9190	Social Security	52			52
141-5-427-0000-0-72210-520410-0000-9190	Retirement	87			87
141-5-427-0000-0-72210-521210-0000-9190	Medicare	12			12
141-5-427-0000-0-72210-539990-0000-9190	Other Contracted Services	1,500		(1,500)	-
141-5-427-0000-0-72210-549990-0000-9190	Other Supplies and Materials	1,000	1,500		2,500
141-5-427-0000-0-72210-552410-0000-9190	In-Service/Staff Development	1,500			1,500
	Total 72210 - Instructional Support	5,000	1,500	(1,500)	5,000
	Total - Coherent Inst Study Rand	5,000	1,500	(1,500)	5,000
	TOTAL BUDGET	9,542	1,500	(1,500)	9,542

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

MEMORANDUM

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

From: Mary Ellen Heuton, CPA
Chief Financial Officer

Date: December 8, 2022

RE: **FY23 Budget Amendment – General Purpose**

Board approval is requested to amend the FY23 General Purpose Operating Budget as follows:

- Transfers between accounts to reclassify existing budget appropriations between various accounts as indicated in the attachment. These transfers will not increase the total FY23 budget.
- Appropriate unassigned fund balance for the following projects:
 - \$500,000 for fire upgrades
 - \$89,000 for paging system at Signal Mountain Middle/High School
- Appropriate \$3,800,000 of unassigned fund balance for the 6th and 9th grade device refresh.

Recommendation: It is recommended that the Board approve the amendment to the FY23 General Purpose Operating Budget to reallocate appropriations between various expense line items, and appropriate unassigned fund balance for various one-time expenditures.

Hamilton County Schools
 FY 2023 GP Budget Amendment Detail
 December 8, 2022

Munis Account Number	Type	Department	Object Description	FY23 Revised Budget Increase/(Decrease)
141-1-826-0000-0-72210-539990-0000-0000-	E	Education & Leadership	Other Contracted Services	30,000.00
141-1-826-0000-0-72210-559990-0000-0000-	E	Education & Leadership	Other Charges	21,000.00
141-1-826-0000-0-72110-539990-0000-0000 -	E	Education & Leadership	Other Contracted Services	(51,000.00)
141-1-826-0000-0-72210-570110-0000-0000-	E	Education & Leadership	Equipment Admin	27,000.00
141-1-842-0000-0-71100-542910-0000-0000-	E	I B Programs	Instructional Supplies	(27,000.00)
141-1-858-0000-0-72210-559990-0000-0000-	E	Rock Point Community	Other Charges	672.09
141-1-856-0000-0-72210-559990-0000-0000-	E	Missionary Ridge Community	Other Charges	124.19
141-1-826-0000-0-72210-559990-0000-0000-	E	Education & Leadership	Other Charges	(796.28)
141-1-841-0000-0-72210-530810-0000-0000-	E	Innovation	Consultants	100,000.00
141-1-835-0000-0-72320-559990-0000-0000-	E	School Allocations	Other Charges	(100,000.00)
141-1-838-0000-0-72510-543510-0000-0000-	E	Grants and Federal Programs	Office Supplies	4,720.00
141-1-838-0000-0-72510-539990-0000-0000-	E	Grants and Federal Programs	Other Contracted Services	280.00
141-1-804-0000-0-72510-543510-0000-0000-	E	Accounting & Budgeting	Office Supplies	(5,000.00)
141-1-853-0000-0-72130-539990-0000-0000-	E	SEAD	Other Contracted Services	168,650.00
141-1-930-0000-0-71100-514040-0000-0000-	E	Projected Salary Increase	Salary Holding	(168,650.00)
141-1-821-0000-0-00000-4T9000-0000-0000-	R	Maintenance	Transfer from Unassigned FB	(500,000.00)
141-1-821-0000-0-99100-559010-0000-0000-	E	Maintenance	Transfers	500,000.00
141-1-906-0000-0-00000-4T9000-0000-0000-	R	Maintenance	Transfer from Unassigned FB	(89,000.00)
141-1-906-0000-0-72620-570910-0000-0000-	E	Maintenance	Transfers	89,000.00
141-1-916-0000-0-00000-4T9000-0000-0000-	R	Capital Technology	Transfer from Unassigned FB	(3,800,000.00)
141-1-916-0000-0-71100-572210-0000-0000-	E	Capital Technology	Equipment Reg Instr	3,800,000.00
			Net adjustment	-

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

MEMORANDUM

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

From: Mary Ellen Heuton, CPA
Chief Financial Officer

Date: December 8, 2022

RE: **Coalition of Large School (CLASS) Revision of Bylaws**

A revised set of Bylaws for The Coalition of Large School Systems (CLASS) has been proposed. The main purpose is to remove Knox County who voted to withdraw from CLASS in October 2022. There is also proposed language to update the purpose section and revise the fiscal year.

Hamilton County Schools has been a member of CLASS since inception. Member school systems include Hamilton County, Memphis-Shelby County, and Metro Nashville/Davidson County.

Hamilton County will be serving as the Chairman of CLASS for Fiscal year 2023.

Enclosed: CLASS Draft Revised Bylaws

Recommendation: It is recommended that the Board accept these revised Bylaws.

BYLAWS OF THE COALITION OF LARGE AREA SCHOOL SYSTEMS

1. **Purpose.** The Memphis-Shelby County, Metro-Nashville and Hamilton County school systems in the State of Tennessee have formed a Coalition for the purpose of jointly pursuing legislative policy that will serve the unique interests of these systems. The Coalition shall be referred to as the “Coalition of Large School Systems” or CLASS. CLASS will not pursue any items that conflict with any of the three school systems’ priorities.
2. **Fiscal Year.** The fiscal year of CLASS shall commence on January 1 and shall conclude on the December 31.
3. **Designated Representatives.** Each of the school systems shall designate two (2) persons to serve as designated representatives. All communications among the members and from any person/ firm hired by CLASS to represent the Coalition shall also be directed to the representatives of each school system. Either of the representatives of each school system may cast votes on behalf of their school system; however, each school system shall be entitled to cast only one vote on any question.
4. **Offices of Chair and Vice-Chair.** The offices of Chair and Vice-Chair shall rotate each fiscal year on an alphabetical basis. The Vice-Chair shall succeed the Chair the following fiscal year. The rotation shall be as follows beginning with the 2023 fiscal year:

Chair – Hamilton County

Vice-Chair – Memphis-Shelby County

Chair – Memphis-Shelby County

Vice-Chair – Metro-Nashville

Chair – Metro-Nashville

Vice-Chair – Hamilton County

And so on during the existence of CLASS unless these Bylaws are otherwise amended. The school district that serves as the Chair of CLASS shall provide clerical and legal support services on behalf of CLASS.

5. **Dues Assessment.** The membership shall vote on the annual dues assessment for each member no later than November 30th of each year.
6. **Duties of the Chair and Vice-Chair.** The duties of the Chair shall include maintaining a bank account on behalf of CLASS, serving as the custodian of funds of that account during his/her term, collecting dues, providing an accounting of the balance of the CLASS account, serving as the primary contact person for CLASS, facilitating communications between and among members of CLASS, remitting payments out of the CLASS account balance to those persons/firms hired by CLASS to represent or provide services on behalf of the Coalition, remitting payments out of the CLASS account balance for costs and fees associated with CLASS business, serving as the primary liaison between CLASS and any lobbyists or other persons/firms hired to represent the Coalition, and communicating with members about issues that are of common concern/interest to CLASS members. The Vice-Chair shall perform the duties of the Chair if the Chair is unavailable to or becomes unable to perform the duties outlined above.

7. **Termination of CLASS Membership.** Each school district shall have the option of terminating its relationship with CLASS by delivering written notice of its intention to sever its relationship with the Coalition for the upcoming fiscal year to the Chair of CLASS by the 1st day of November of each year. If the Chair does not receive written notice by the 1st day of November, the school district shall be responsible for paying the dues set by the majority of the CLASS membership for the upcoming fiscal year.

8. **Meetings.** The Chair shall call an in-person meeting of the entire CLASS membership at least twice per year. However, the Chair may call additional meetings comprised of just the designated representatives as described in Section 3 of the Bylaws as he/she deems necessary.

These Bylaws are hereby accepted by each member of CLASS on this ____ day of _____, 2022.

For Memphis-Shelby County Schools

Date

For Metro-Nashville Schools

Date

For Hamilton County Schools

Date

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

MEMORANDUM

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

From: Mary Ellen Heuton, CPA
Chief Financial Officer

Date: December 8, 2022

RE: **Coalition of Large School (CLASS) Retainer Agreement – Millsaps
Gowan Government Relations**

The Coalition of Large School Systems (CLASS) retainer agreement with Millsaps Gowan Government Relations requires Board approval.

Hamilton County Schools has been a member of CLASS since inception. Member school systems include Hamilton County, Memphis-Shelby County, and Metro Nashville/Davidson County.

The annual cost is \$37,500 and this amount is included in the general purpose operating budget as an ongoing operating expense.

Enclosed: Retainer Agreement with Millsaps Gowan Government Relations

Recommendation: It is recommended that the Board accept the retainer agreement with Millsaps Gowan Government Relations.

Millsaps Gowan Government Relations

PO BOX 159249
Nashville, TN 37215
Phone: [615.418.9219](tel:615.418.9219)

November 18, 2022

CLASS
c/o Dr. Justin Robertson, Superintendent
Hamilton County Schools (2023 CLASS chair)
3074 Hickory Valley Road
Chattanooga, TN 37421

Re: Retainer Agreement with Millsaps Gowan Government Relations

Dear Dr. Robertson:

We appreciate the opportunity to provide governmental consulting services to the Coalition of Large School Systems (CLASS) in Tennessee. Millsaps Gowan Government Relations (Millsaps Gowan) is committed to providing the highest level of service in furtherance of your goals. This agreement will describe the terms under which that representation will occur.

You have asked that we provide CLASS government relations services on issues related to public education. Millsaps Gowan will provide legislative and state administrative advocacy services including, but not limited to, tracking legislation, representing CLASS interests in the legislative process, exploring legislative opportunities to advance the CLASS agenda, monitoring actions of the state board of education and providing timely communications to member systems.

In exchange for these services, CLASS has agreed to pay Millsaps Gowan Government Relations \$9,375 per month beginning January 1, 2023 and ending December 31, 2023. This amount reflects an aggregate, annual contribution of \$37,500 per CLASS member school system. Millsaps Gowan will send an invoice on the first of each month and payment is due by the end of each month. This agreement will proceed on a month-to-month basis and may be terminated by either party with 30 days written notice. Costs directly attributable to the performance of this work will be billed in addition to the monthly retainer: these costs will only include expenses incurred on behalf of CLASS. Also, by signing below, you agree that you will complete any forms necessary to comply with lobbyist registration requirements under Tennessee law that may arise as a result of our representation of CLASS during the term of this contract or after its termination should reporting periods overlap.

I believe the above reflects our understanding. If it does, please sign this agreement and return a copy for our files. I appreciate your attention to this matter and look forward to working with you. Please never hesitate to contact me if we can assist CLASS in any way.

Sincerely,

Robert Gowan, Partner
Millsaps Gowan Government Relations

For Hamilton County Schools

Date

For Davidson County Schools

Date

For Memphis-Shelby County Schools

Date

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Justin Robertson
Superintendent

FROM: Shannon Moody
Chief Strategy Officer

DATE: December 8, 2022

RE: Second and Final Reading
Proposed Policy Revisions

The Administration, in consultation and under the advisement of the Board's attorneys, has reviewed and recommended the following policies for a second and final reading.

<u>POLICY #</u>	POLICY TITLE
4.200	Curriculum Development
4.202	Exceptional Education
4.204	Career & Technical Education
4.206	Early Postsecondary Opportunities
4.207	Supplementary Programs
4.208	Virtual Education Program
4.210	Credit Recovery
4.211	Work-Based Learning Program
4.402	Selection of Instructional Materials (Other than Textbooks)
4.605	Lottery Scholarships
4.609	Promotion and Retention

Proposed changes/revisions must receive approval by the Board upon a second and final reading to take effect.

Hamilton County Board of Education

Monitoring: Annually, in November	Descriptor Term: Curriculum Development	Descriptor Code: 4.200	Issued Date: 12/16/04
		Rescinded:	Revised: 12/08/22

1 “What” teachers teach is defined by state academic standards approved by the State Board of
2 Education. “How well” students are mastering those standards is measured through aligned
3 assessment. Teachers have autonomy in terms of the “how” through their pedagogy – or
4 instructional practice. We must ensure that our teachers understand best practices and are able to
5 integrate them in their classrooms to facilitate student learning.

6
7 Administration supports curriculum development through providing curriculum guides, assessment
8 items, and other instructional materials that are aligned to state academic standards.¹

9
10 In the development of curriculum guides, Hamilton County will work to ensure each teacher's ability
11 to succeed in addressing the educational needs of all students as they continue to advance in the
12 general curriculum. Teachers in each school shall participate in the system-wide development of the
13 curriculum guides in their appropriate subject areas. Assignments for curriculum guide development
14 will be made by directors in the Teaching and Learning department, in consultation with principals.

15
16 The curriculum guides will be revised and updated regularly through professional development
17 programs and curriculum planning sessions.

18
19 The complete curriculum guide shall be accessible to each school. Copies of the portion which
20 pertains to their area of teaching shall be available to all teachers. Curriculum guide orientation shall
21 be provided for all new teachers.

22 **SPECIAL COURSES**

23 A special course is defined as a high school elective course that is intended to meet the unique needs
24 of a school or district that cannot be met using the courses and standards approved in the State Board
25 of Education (SBE) Approved High School Courses Policy (SBE Policy 3.205) and listed in the
26 Correlation of Course Codes.

27
28
29 Effective January 2017, the SBE approved a policy change to adjust the length of approval for special
30 course applications. The revised policy allows for the approval of special courses for one, three,
31 or six years after which time the district is required to submit a special course application to continue
32 offering the course.

33
34 The state department opens the application process in early spring. Applications and their developed
35 curriculum are submitted to the Executive Director of Teaching and Learning, Deputy Superintendent of
36 Schools and the Hamilton County Board of Education. Special Course requests are then submitted to the
37 state board of education for consideration of approval.

38
39
40

IMPLEMENTATION

The primary responsibility for the effective operation of the curriculum program and activities shall be delegated to the director of schools and/or his designee.

The school principals shall be responsible for administering the established instructional programs and for the development and supervision of a coordinated plan for the improvement of instruction in their schools.

Legal References and Cross References:

1. TCA 49-1-302(a);(1);(2);(3);(8)
2. TCA 49-2-301(b)(1)(H)
3. Board Policy 5.113 - In-Service & Staff Development Opportunities

Hamilton County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Exceptional Education	Descriptor Code: 4.202	Issued Date: 12/16/18
		Rescinded:	Revised: 12/08/22

1 The Board shall provide access to a free appropriate public education to all students with disabilities
2 ages 3-21 who reside within the jurisdiction of the district and who are in need of exceptional education
3 and related services. Implementation of appropriate instruction and exceptional education services shall
4 be based upon the Individualized Education Program for each student and provided in accordance with
5 applicable and current federal¹ and state laws,² rules and regulations ensuring that the rights of disabled
6 students and their parents are protected.³

7
8 To the maximum extent appropriate, students with disabilities eligible for exceptional education services,
9 shall be educated with students who are not disabled. Special classes, separate schooling or other removal
10 of students with disabilities from the regular education environment shall occur only if the nature or the
11 severity of the disability is such that education in regular classes cannot be achieved satisfactorily with
12 the use of supplementary aids and services.

13
14 A continuum of services shall be available to meet the needs of students with disabilities who are
15 eligible for exceptional education and related services. Placement determinations for students eligible
16 for exceptional education and related services shall be made by a group of persons, including the parents
17 (or adult student) and others knowledgeable about the student, the meaning of the evaluation data, and
18 the placement option and a review of IEP at least every three years to determine the necessity for a
19 complete re-evaluation. Placement decisions must be made in conformity with the least restrictive
20 environment, determined at least annually, based on the student's IEP, and as close as possible to the
21 student's home. Students with disabilities who are eligible for exceptional education and related
22 services shall not be removed from education in age-appropriate regular classrooms solely because of
23 needed modifications in the general education curriculum.

24
25 Each student with a disability who is eligible for exceptional education and related services must be
26 given the opportunity to participate with nondisabled students in nonacademic, career and technical, and
27 extracurricular activities to the maximum extent appropriate to the individual needs of that student.
28
29
30
31
32

Legal References:

1. Education of Individuals with Disabilities 20 U.S. C. Sections 1400-1485. Section 504 of the Rehabilitation Act of 1973. (Note: 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include individuals with contagious diseases to be handicapped.)
2. TCA 49-10-101 et. seq.
3. TRR/MS 0520-1-3-.09

Hamilton County Board of Education

Monitoring: Annually, in November	Descriptor Term: Career & Technical Education	Descriptor Code: 4.204	Issued Date: 12/16/04
		Rescinded:	Revised: 12/08/22

The Board shall offer sequenced career and technical educational programs that provide individuals with the academic and technical skills required in pursuing further education and careers in current or emerging employment sectors. Those employment sectors shall align with state approved career clusters and associated programs of study. The approved career clusters are as follows:

- Advanced Manufacturing
- Agriculture, Food, & Natural Resources
- Architecture & Construction
- Arts, Audio/Visual Technology, & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, & Security
- Marketing, Distribution and Logistics
- STEM (Science, Technology, Engineering and Math)
- Transportation

Our district's goal is that every student graduates high school prepared for postsecondary coursework and qualified for quality employment. To achieve this, we will seek to place students in career-aligned learning pathways through robust career and technical education (CTE) programs that culminate in the achievement of nationally recognized industry certifications, capstone work-based learning experiences, and/or attainment of postsecondary credit hours through early postsecondary opportunities (EPSOs), reference policy 4.206.

The district will offer industry certification opportunities aligned to the certifications that have been vetted and promoted by the state department of education. The Board will continue to review and add programs of study and industry certifications that reflect future workforce demand in our region.

Implementation of appropriate programs shall be provided in accordance with applicable and current federal and state laws, rules, and regulations of the State Board of Education.

Cross References:

1. Board Policy 4.206 – Early Postsecondary Opportunities

Hamilton County Board of Education

Monitoring: Annually, in November	Descriptor Term: Early Postsecondary Opportunities	Descriptor Code: 4.206	Issued Date: 12/16/04
		Rescinded:	Revised: 12/08/22

1 Early postsecondary opportunities (EPSOs) provide students with the opportunity to earn college credit
2 while in high school, develop the confidence and skills necessary for success in postsecondary, make
3 informed postsecondary and career decisions, and decrease the time and cost of completing a
4 certificate of degree.

5 6 **ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, CAMBRIDGE 7 INTERNATIONAL AND COLLEGE LEVEL EXAM PROGRAM COURSES**

8 College Board's Advanced Placement (AP) courses, International Baccalaureate (IB) Diploma
9 Programme courses, Cambridge International Examination (CIE) courses and College Board's College
10 Level Examination Program (CLEP) exams offer motivated high school students the opportunity to
11 take challenging college level courses while in high school. Courses follow the learning objectives
12 and course descriptions as defined by the College Board, International Baccalaureate, or Cambridge
13 International and prepare students for culminating national exams that, if passed, can provide students
14 college credit, advanced standing, or both. The cost of AP courses to the student is the examination
15 fee and the cost of IB course work is the registration fee and any individual course costs.

16
17 While these courses are open to all students, those who choose to take Advanced Placement,
18 International Baccalaureate, or Cambridge International courses, as well as their parents, must be
19 committed to the college level academic demands necessary to the course as defined by the respective
20 programs. In addition, students are expected to complete the exams that are required for students to
21 earn college credit. Whenever possible, the district will seek to support families who need financial
22 assistance to pay examination fees, through waiver applications with program sponsors and/or direct
23 funding from school or district budget.

24
25 Grades earned in college level courses will be included in determining class rank, grade point average,
26 and class valedictorian or salutatorian.

27 28 **LOCAL DUAL CREDIT**

29 Local dual credit is a high school course aligned to a local postsecondary institutions course and exam.
30 Students who pass the exam earn credits that are accepted and/or recognized by the specific
31 postsecondary institution(s) participating in the articulation agreement. Courses are taught by licensed
32 high school teachers or certified college instructors approved by Hamilton County Schools and the
33 postsecondary institution.

34
35 Grades earned in college level courses will be included in determining class rank, grade point average,
36 and class valedictorian or salutatorian.

37 38 **STATEWIDE DUAL CREDIT**

39 A statewide dual credit (SDC) course is a high school course that incorporates postsecondary learning
40 objectives and is aligned with an approved dual credit challenge exam. These college level courses are
41 taught at the high school level by trained high school teachers.

42

1 All students enrolled in an identified statewide dual credit course offered through the district must sit
2 for the challenge exam. Students which meet or exceed the exam 'cut score' receive college credit
3 that can be applied to any Tennessee public postsecondary institution. Grades earned in college level courses
4 will be included in determining class rank, grade point average, and class valedictorian or salutatorian.
5
6

7 **DUAL ENROLLMENT**

8 Dual enrollment (DE) is a postsecondary course, taught either at the postsecondary institution or at the
9 high school, by postsecondary faculty or credentialed adjunct faculty. Dual enrollment instructors
10 must meet postsecondary requirements, but do not have to meet specific TN teacher licensure or
11 endorsement requirements. Dual enrollment courses can be taught at the postsecondary campus, the
12 high school, or online. The location of the course does not affect its status as a dual enrollment course.
13

14 Students who are in good standing in their high schools and who met the registration requirements of
15 the college and successfully complete the course earn both college credits and credits toward their high
16 school diploma. Approval by the principal shall be required before enrollment. The state
17 department of education currently provides funding for five enrollment courses for all students.
18 Beyond those state funds, students are expected to pay college tuition, purchase college textbooks, and
19 provide transportation when the college class is not on the high school campus.
20

21 Grades earned in college level courses will be included in determining class rank, grade point average,
22 and class valedictorian or salutatorian.
23

24 **INDUSTRY CERTIFICATION**

25 Industry certifications (IC) are earned through secondary and postsecondary career and technical
26 education programs and courses. High school students are encouraged to focus their elective credits on
27 robust, career-aligned learning pathways. Robust learning pathways should culminate with the
28 achievement of nationally recognized industry certifications, meaningful work-based learning
29 experiences, and/or attainment of postsecondary credit hours through early postsecondary
30 opportunities. As it pertains to industry certifications, all department-promoted certifications are
31 aligned with postsecondary and employment opportunities and with the competencies and skills that
32 students should have acquired through their chosen programs of study.
33

34 **HAMILTON COUNTY COLLEGIATE HIGH**

35 Hamilton County Collegiate High is a partnership between the Hamilton County Schools and
36 Chattanooga State Community College where students earn both a high school diploma and college
37 credits with the potential of earning an associate's degree. Students who attend the Hamilton County
38 Collegiate High and who meet the admission requirements for the sponsoring college pay tuition,
39 purchase textbooks, and furnish transportation. Students must meet Hamilton County graduation
40 requirements.
41

42 **EARLY ADMISSION**

43 In keeping with the State Board of Education's endorsement of the Early Admission Program, a high
44 school student may complete the twelfth grade at a participating institution of higher learning.¹ The
45 student will earn a year's credit in college at the same time that he earns credit for his/her senior year
46 in high school.
47

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

Legal References:

1. TRR/MS 0520-1-3-.06(4)(a)
2. TRR/MS 0520-1-3-.04(3)(h)

Hamilton County Board of Education

Monitoring: Annually, in November	Descriptor Term: Supplementary Programs	Descriptor Code: 4.207	Issued Date: 12/16/04
		Rescinded:	Revised: 12/13/18

1 The district provides supplemental programs to support student learning, promotion and
2 credit attainment beyond standard enrollment during the traditional school day or school
3 calendar.

4 **SUMMER PROGRAMS**

5 Summer programs shall be under the control and management of the Board and shall comply with
6 Rules and Regulations of the State Board of Education.¹ The summer programs shall provide
7 opportunities for remediation and enrichment at the elementary, middle, and high school levels and
8 special programs funded by state, federal, and/or private grants.
9

10 ~~ADULT EDUCATION~~ **GRADUATION SUCCESS PROGRAM**

11 An ~~adult education~~ **alternate** program may be provided to enable ~~persons~~ **students** to meet ~~GED~~ or graduation
12 requirements. The director of schools will appoint a member of the staff to coordinate, plan, and
13 develop the program.
14

15 **EVENING EDUCATION PROGRAMS**

16 Evening programs shall be made available for students who have a need for additional options to earn
17 credits and/or other concerns as identified by school staff.²
18

19 Evening education programs are managed at the school level. Principals in consultation with the
20 appropriate executive director should coordinate, plan, and develop the program.
21

22 **VIRTUAL LEARNING PROGRAMS**

23 Virtual Learning Programs provide an alternative way for students to earn academic credits. The
24 Director of Schools will appoint a member of the staff to coordinate, plan, and develop the program.
25

26 Legal References:

- 27 1. 2. TRR/MS 0520-1-3-.03(7)(A)
 - 28 2. TCA 49-6-501
- 29
30
31
32
33
34
35
36
37
38
39
40
-

Hamilton County Board of Education

Monitoring: Review: Annually in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.208	Issued Date: 08/19/21
		Rescinded:	Revised: 12/08/22

In order to provide students of the Hamilton County Schools a broader range of educational opportunities, the Hamilton County Board of Education hereby authorizes the development of virtual education programs in accordance with T.C.A. §§ 49-16-101-49-16105 and the Rules of the Tennessee Board of Education. For purposes of this policy, "virtual education program" means a course or series of courses offered using technology and does not mean full time attendance at a virtual school.

Providing students a broader range of educational opportunities includes any of the following:

1. Academic remediation or enrichment, or providing students access to a wider range of courses.
2. Continuity of educational service for students who are homebound pursuant to the Rules of the Tennessee Board of Education.
3. Continuity of educational service for students enrolled in an alternative education program.

Unless a student has an IEP that requires otherwise, virtual education programs must be comprised of individual courses accessed by students in an entirely virtual setting. However, teachers of virtual education program courses may meet with students in-person for non-instructional time such as office hours.

Remote instruction via a virtual education program shall not constitute the majority of a student's total instructional time per school semester unless the student meets one of the following criteria:

1. The student is temporarily receiving all of their instruction via a virtual education program pursuant to a homebound or an alternate educational placement.
2. The student is taking course coursework virtually so they may participate in a work-based learning program or internship that takes place during regular school hours;
3. The student is accessing Advanced Placement (AP) courses or similar advanced coursework virtually; or
4. The student is taking virtual coursework for purposes of credit recovery.

A student may participate in a virtual education program without enrolling a virtual school; provided, however, that the student must be enrolled at the school where the student receives the majority of

1 his/her instruction each school year. A student's participation in a virtual education program shall be
2 at the discretion of the Administration.

3
4 Each school shall maintain attendance policies and procedures for determining when a student is
5 present in a course offered via the virtual education program. Methods of confirming attendance
6 include two or more of the following:

- 7
8 1. Students participating in a phone call with a teacher, with parent or legal guardian support as
9 appropriate for the age of the student;
- 10
11 2. Students participating in synchronous virtual instruction;
- 12
13 3. Students completing work in a learning management system;
- 14
15 4. Students submitting work via hard-copy or virtual formats; or
- 16
17 5. Students complete or submit other work as assigned by the school which shows evidence of
18 engagement with virtual learning.

19
20 A student that meets the attendance requirements set forth in the previous paragraph will be considered
21 present and marked with the appropriate attendance code in the district's student information system.
22 A student who fails to meet these requirements will be considered absent according to Hamilton
23 County Board of Education policy 6.200, "Attendance."

24
25 Virtual education programs must be taught using district-approved textbooks and instructional
26 materials. Schools must ensure students participating in virtual education programs are given access to
27 instructional materials, technology such as a computer that may be necessary for participation in the
28 virtual program, and offered an internet connection. Students with special needs, including students
29 with disabilities and limited English proficiency, shall not be excluded from enrolling and participating
30 in virtual education programs and must receive all services required by the student's Individualized
31 Education Program (IEP), Section 504 Plan, or Individual Learning Plan (ILP).

32
33
34
35
36
37
38
39
40
41
42
43 _____
44 Legal References:
45 T.C.A. §§ 49-16-101–49-16-105
46 Tennessee State Board of Education Policy 0520-01-03

43 _____
44 Cross References:
45 HCDE Board Policy 6.200, Attendance
46 HCDE Board Policy 6.310, Alternative School Program
47 HCDE Board Policy 6.506, Homebound Instruction

Hamilton County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Credit Recovery	Descriptor Code: 4.210	Issued Date: 04/20/17
		Rescinds:	Revised: 12/08/22

GENERAL

Credit recovery is a course-specific, standards based extended learning opportunity for students who have previously been unsuccessful in mastering the standards required to receive course credit or earn promotion. Credit recovery programs, in general, have a primary focus of helping students stay in school and graduate on time.

The director of schools shall ensure that credit recovery facilitators receive training regarding course organization, online instruction management and related technology.

Credit recovery teachers shall comply with all State Board of Education certification requirements.

ADMISSION AND REMOVAL¹

No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

1. The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and
2. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until he/she has enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

The board shall track students enrolled in credit recovery courses as directed by the Tennessee Department of Education.

Hamilton County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Credit Recovery	Descriptor Code: 4.210	Issued Date: 04/20/17
		Rescinds:	Revised: 12/08/22

1 INSTRUCTION AND CONTENT

2
3 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content
4 and instruction.

5
6 The director of schools shall ensure that all credit recovery courses:

- 7
8 1. Align with Tennessee's current academic standards for the relevant course content area, as
9 approved by the State Board of Education; and
- 10
11 2. Differentiate instruction to address individual student growth needs based on diagnostic
12 assessment or End of Course data.

13
14 Students in credit recovery programs shall:

- 15
16 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
- 17
18 2. Meet individual skill-specific goals in a flexible time frame as established by identified
19 student need; and
- 20
21 3. Master all individualized skill-specific goals as established by the diagnostic process in order
22 to earn credit.

23 GRADES

24
25
26 The director of schools shall establish a grading formula for credit recovery courses that includes the
27 original failing grade in the calculation of the final credit recovery grade.

- 28
29 • Students passing credit recovery shall receive a grade of sixty percent (60%).
- 30
31 • The student transcript shall denote that the credit was attained through credit recovery.
- 32
33 • The original failing grade may also be listed on the transcript, but shall not factor into the
34 students GPA, in accordance with the State Board of Education's Uniform Grading Policy
(3.103).

35
36 Grades awarded in credit recovery courses shall adhere to the State Board of Education's Uniform
37 Grading Policy.

38
39 Legal Reference

- 40
41 1. SBOE Policy 2.103

Hamilton County Board of Education

Monitoring: Annually, in November	Descriptor Term: Work-based Learning and Apprenticeship Program	Descriptor Code: 4.211	Issued Date: 04/20/17
		Rescinded:	Revised: 12/08/22

1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
2 them to apply classroom theories to practical problems as well as explore career options.

3
4 The overarching policy guidance for work-based learning programs are as follows:

- 5
6 • Capstone WBL experiences and training must be aligned with the student's area of elective
7 focus and updated Plan of Study (as required in state board high school policy), equate to a full
8 time equivalent credit, meet the standards of the Career Practicum or other WBL course in
9 which they are enrolled, and facilitate intentional progress toward the attainment of knowledge
10 and skills necessary to pursue the student's postsecondary and career goals.
- 11 • Participating students must be on track to meet the requirements for graduation as adopted by
12 the state board and may earn WBL credit over the summer term if all WBL program
13 requirements are met.
- 14 • Structured WBL experiences may be paid or unpaid, may occur in public, private, or non-profit
15 organizations, or on-site at the school; they may occur during or outside of school hours and
16 may result in the attainment of academic credit when WBL course standards are met. In all
17 instances, all federal and state labor laws shall be observed.
- 18 • WBL programs shall align with general and implementation policies detailed in the *Work-*
19 *Based Learning Policy Guide* published by the Tennessee Department of Education, May 2017
20 (www.tn.gov/education/career-and-technical-education/work-based-learning.html).

21
22 The director of schools shall develop administrative procedures to govern the administration
23 of the WLB program. Such procedures shall include, among other things: (a) supervision of students;
24 (b) development of personalized learning plans; (c) student assessment using multiple measures; and
25 (d) evaluation of program to ensure that it is of high quality and meets the needs of students.¹

26
27 _____
28 Legal References:

- 29
30 1. State Board of Education Policy 2.103
31
32
33
34
35
36
37
38
39
40
41
-

Hamilton County Board of Education			
Monitoring: Annually, in November	Descriptor Term: Selection of Instructional Materials (Other than Textbooks)	Descriptor Code: 4.402	Issued Date: 12/16/04
		Rescinded:	Revised: 07/21/22

1 The Board will seek to provide a wide range of instructional materials on varying levels of
 2 difficulty, with diversity of appeal, and the presentation of different points of view.

3
 4 Teachers, school administrators, and instructional supervisors/specialists will work together to
 5 select appropriate high-quality **age appropriate** instructional materials. Such materials could
 6 include (but are not limited to) books, magazines, newspapers, journals, and video, audio,
 7 digital, and web resources. These materials may be in the library, reading centers, or teacher’s
 8 classrooms.

9
 10 Selection of instructional materials will be based on the criteria listed below and should be
 11 continuously re-evaluated in relation to changing curriculum content, pedagogical research,
 12 and the needs of students, teachers, and administrators.

13
 14 All resources used during a course of study or in conjunction with school-wide activities will
 15 be disclosed to parents/guardians and other stakeholders sufficiently in advance of their use
 16 with students for parents to request an alternate assignment should they have a concern about
 17 the selected materials. (See note below regarding parental disclosure for Library Collection
 18 and Optional Materials.) Alternate assignments will receive the same level of instructional and
 19 assessment rigor as the primary Assignment.

20
 21 Instructional materials prescribed within the established curricula for Advanced Placement,
 22 dual enrollment, dual credit, and International Baccalaureate Program courses are on a post-
 23 secondary level and are considered appropriate for this level of academic endeavor. Enrollment
 24 in these courses constitutes acceptance of the instructional program. Alternate assignments will
 25 not be available for this level of coursework.

26
 27 The Director of Schools, or a designee, will establish an administrative procedure for review
 28 and selection of materials subject to this policy. As set forth below, particular attention will be
 29 paid to addressing the suitability of instructional materials that include content which might be
 30 considered offensive to community standards by parents or students (for example, materials
 31 that contain coarse language, graphic violence, explicit sexual content, illegal use of drugs or
 32 alcohol). Approved materials may be reconsidered per Board Policy Number 4.403.

33 **CRITERIA FOR SELECTION OR RECONSIDERATION OF MATERIALS**

34
 35 The Board recognizes that some materials, even if they have educational merit, may not be
 36 suitable for inclusion in the instructional program of the school or in the library. When
 37 initially selecting materials, accepting donations of materials, or reviewing materials for
 38 their continued use per Board Pol. No. 4.403, the administration will consider the following
 39 criteria:

- 40
- 41 • Educational purpose (as defined by state standards)
- 42 • Contribution the subject matter makes to the curriculum and to the interests of the
- 43 students
- 44 • Appropriateness to social, emotional, and intellectual level of intended audience
- 45 • Favorable reviews found in standard selection sources
- 46 • Favorable recommendations based on preview and examination of materials by
- 47 professional personnel
- 48 • Reputation and significance of the author, producer, and publisher
- 49 • Validity, currency, and appropriateness of the material
- 50 • Contribution the materials make to the breadth of representative viewpoints on
- 51 controversial issues
- 52 • High degree of potential user appeal
- 53 • High artistic quality and/or literary style
- 54 • Quality and variety of format
- 55 • Value commensurate with cost and/or need
- 56 • Timeliness or permanence of the content
- 57 • The extent to which the content may be considered offensive to contemporary standards,
- 58 i.e., graphic depictions of violence or sex, etc.; provided, however, that otherwise
- 59 offensive materials may still be used if their relative literary value, as measured in part by
- 60 the criteria above, outweighs the offensiveness of the content; the further provided that
- 61 the judgment of the Board, acting per Board Pol. No. 4.403, shall be final.
- 62

63 LIBRARY COLLECTION AND OPTIONAL MATERIALS

64

65 Parental disclosure and prior notice do not include books located in the school's library

66 collection that are intended to provide *optional* reading material on each student's individual

67 reading level. However, schools shall maintain a list of all materials covered by this policy

68 including those located in libraries, reading centers, or classrooms. This list will be posted on the

69 school's website.

70

71 The Administration will develop procedures to ensure that these materials will be monitored and

72 reviewed, and no donated materials will be entered into the library or classroom collections

73 without consideration of the criteria above; however, there may be sensitive content contained in

74 these books that were not previously reviewed by school personnel. Parents should alert the

75 administration about any sensitive content that is found in these optional materials. The

76 Administration will then undertake the reconsideration process as outlined in Policy 4.403.

77

78

79

80

81 Legal References and Cross References:

- 82 1. TCA 49-3-359
- 83 3. Board Policy 4.403 – Reconsideration of Instructional Material and Textbooks

Hamilton County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Lottery Scholarships	Descriptor Code: 4.605	Issued Date: 12/16/04
		Rescinds:	Revised: 12/08/22

1 Each school counselor shall provide incoming freshman with information on college core courses re-
2 quired for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT
3 score, etc.) that must be met in order to receive a scholarship.
4

5 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
6 Student Aid (FAFSA). The FAFSA is available at the counseling office or on-line at www.fafsa.ed.gov.
7 The priority date for FAFSA completion is May 1.
8
9

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

Legal Reference:

1. TCA 49-4--904-907

Hamilton County Board of Education

Monitoring: Review: Annually in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.609	Issued Date: 06/19/14
		Rescinded:	Revised: 12/08/22

GENERAL

All promotion and retention decisions shall be made on a case-by-case basis and comply with state and federal law, as well as local promotion guidance. The superintendent, or his/her designee, shall be responsible for all decisions regarding promotion, retention, and acceleration. Promotion, retention, or acceleration shall be considered on the basis of what is best for the child. All decisions shall be made in consultation with a student's IEP and/or 504, if applicable.¹

The teacher is responsible for making the recommendation after consulting with the appropriate professional staff. Parent preference must be taken into account. The parents may appeal the decision to the principal.

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st. Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:

1. Lack of instructional availability; or
2. Additional information acquired after results of local assessment, screening, monitoring, or 3rd quarter grades are released.

PROMOTION PLANS

When a student is considered for retention, the student's parent/guardian shall be notified within fifteen (15) days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.

A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-teacher conference to discuss the plan.

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirements for students in third grade.²

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be

1
2 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
3 year.³
4

5 **RETENTION**

6
7 A student may be retained when such retention is in the best interest of the student or when retention is
8 required per additional requirements for students in third grade. However, a student shall not be
9 retained more than once in any grade.

10
11 If a student is retained, the school shall develop an individualized academic remediation plan within
12 thirty (30) calendar days after the beginning of the next school year. A copy of the plan shall be
13 provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The
14 individualized academic remediation plan shall be completed in compliance with local guidance.
15

16 **3rd Grade Retention Decisions**

17 Third grade students shall not be promoted to the next grade unless they are determined to be
18 proficient (i.e., receive a performance level rating of "met expectations" or "exceeded expectations") in
19 English language arts (ELA) based on the student's most recent TCAP test.

20 For third grade students with disabilities, retention and promotion decisions shall be made on a case-
21 by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the
22 student's performance on the ELA portion of TCAP was due to the student's disability. The school
23 district shall not retain a student with a disability or a suspected disability that impacts their ability to
24 read.

25 Students who are not proficient in ELA may still be promoted if the conditions outlined in TCA
26 49.6.3115 are met.

27 **APPEALS**

28
29 For students where retention is required per the additional requirements for students in third grade,
30 parent(s)/guardian(s) may appeal this decision directly to the Department of Education in accordance
31 with state law.⁴
32

33 For all other grade levels, when a student is identified for retention, the parent(s)/guardian(s) shall be
34 notified about the decision to retain the student and provided with information on the right to appeal
35 the decision.
36
37
38
39
40
41
42
43

1
2
3
4
5
6
7

Legal Reference:

1. 20 USCA 1400 es seq.; 29 U.S.C. 794 (Section 504);
TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(6)(f)
3. TRR/MS 0520-01-03-.16(6)(e)
4. TRR/MS 0520-01-03-.16(7)(f)

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Justin Robertson
Superintendent

FROM: Dr. Sonia Stewart
Deputy Superintendent

Blake Freeman
Executive Director of Learning

DATE: December 8, 2022

RE: University High School

This Memo is being submitted to request approval of the University High School program at University Tennessee Chattanooga.

University High is a collaborative two-year program between The University of Tennessee at Chattanooga (UTC) and Hamilton County Schools that will serve 50 juniors on UTC's campus in its first year, with the goal of supporting 100-150 juniors and seniors each year long term. Students accepted to this program will remain students at their home school and can continue to participate in school events at those schools. Students will be supported through a model where students take both high school courses, taught by Hamilton County Schools staff, and college courses, taught by UTC, with embedded supported throughout. University High will be open to all students at little to no costs.

University High is purposefully designed as a program to partner with Hamilton County high schools in identifying and supporting the students most in need of the additional access and support students to and through a college degree.



University High, launching Fall 2023, is a Hamilton County Schools (HCS) program located on the campus of the University of Tennessee at Chattanooga (UTC) focused on **relationships, relevance, and rigor**.

Via the collaboration between Hamilton County Schools and UTC, University High puts equity into action by equipping students with a deep understanding of how to learn and think critically. Comprehensive literacy supports students' learning about themselves, their studies, and the world around them.

University High is designed to serve students and their families at no cost. Through shared collaborations between UTC and Hamilton County Schools, the cost of the program is supported financially through grants and shared resources.

Students will have full access to all UTC student support services and engagement opportunities such as University Health Services, the Center for Career and Leadership Development, attending on-campus events, and the Aquatic and Recreation Center (ARC). Students will also still be eligible to participate in extracurricular activities at their zoned high school if they choose.

BUT, WHY UNIVERSITY HIGH?

ADVISORY STRUCTURE

Knowing and supporting each student, in small classes - by name, strength and need, to serve as champions for students thriving, in and out of school.

INTERESTS & INTERNSHIPS

Helping students discover and dive deeper into their passions and interests, then jumping into experiences in those fields.

PERSONALIZED LEARNING




Teaching one student at a time, building on what brings you passion and joy, to help you personalize your path forward, to and through a college degree

PLACE-BASED LEARNING

Receive a unique education rooted in their place. Learning will be deeply connected to their campus, their community and themselves as individuals. The PBL approach to learning in their high school classes will be directly tied to Hamilton County community opportunities and challenges.

...AND BECAUSE OUR WHY IS OUR WHO, AND WE WANT TO SUPPORT YOU TO AND THROUGH.

Monday	Tuesday	Wednesday	Thursday	Friday
ACES Lab	ACES Lab	ACES Lab	ACES Lab	FLEX FRIDAYS
High School Literature	Intro to Sociology OR Cultural Anthropology	High School Literature	Intro to Sociology OR Cultural Anthropology	
PBLunch	PBLunch	PBLunch	PBLunch	PBLunch
High School Math	Humanities CoLab	High School Math	Humanities CoLab	FLEX FRIDAYS
High School Social Studies	Math and Science CoLab	High School Social Studies	Math and Science CoLab	
High School Science	Personalized Learning	High School Science	Personalized Learning	

 = led by HCS and UTC  = HCS led classes  = UTC classes



Week at a Glance

ACES Labs

A - Advisory

Our "homeroom" advisory structure serves as the backbone of University High.

C - College Prep

Small group learning to support the learning of content and habits to support success at the college level.

E - Experiential Learning

Heavy emphasis on learning by doing and reflecting.

S - Support

The advisory structure gives each student access to an advisor to provide individualized attention and support.

Flex Fridays

1 on 1 time with Advisors

Continuation of ACES labs with dedicated 1-on-1 time for students and their advisors.

Place-Based Learning within Community

At least two Fridays a month dedicated to cross-curricular authentic PBL learning in our community

On-Campus Experiences

At least 1 Friday a month dedicated to deep dive learning labs across UTC departments to build context and show clear pathways forward to continued learning

Learning Through Interests and Internships

Time spent with experts in each student's field of interest

Curriculum Design

Each semester, students will be enrolled in college-level courses taught by UTC faculty directly supported by counterpart high school courses taught by Hamilton County School teachers that will prepare them for future UTC classes and high school graduation requirements.

Each day will begin with an ACES Lab, the advisory structure which serves as the backbone for University High. Each week will conclude with a FLEX Friday, a day solely dedicated to experiential learning and community engagement.

Eligibility

All students must have a minimum 2.5 GPA (on a 4.0 scale) and two (2) letters of recommendation.

Admission to University High will be considered on a case by case basis to help recruit and support students to feel empowered to dive into deeper learning.

Relationships. Relevance. Rigor.

Questions? We'd love to hear from you!

Grant Knowles, Director of Innovation and Fine Arts for HCS

Email: knowles_g@hcde.org

Dr. Shewanee Howard-Baptiste, Vice Provost for Academic Outreach for UTC

Email: shewanee-howard@utc.edu

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

MEMORANDUM

TO: Hamilton County Board of Education

Dr. Justin Robertson
Superintendent

FROM: Shannon Moody
Chief Strategy Officer

DATE: December 8, 2022

RE: PECCA Special Question Results

In October 2022, the Hamilton County Education Association (HCEA) submitted a written request to conduct collaborative conferencing. The Board appointed a Special Question Committee for the purpose of conducting a confidential poll of all eligible professional employees.

The results of the poll were:

Eligible Voters: 3403

Ballots Cast: 2137

Question 1: Shall the professional employees of this LEA undertake collaborative conferencing with the board of education?

Yes: 2105 votes - 61.8% of eligible employees

No: 32 votes – 0.94% of eligible employees

Question 2: Which of the following organizations would you prefer to represent you in collaborative conferencing?

Hamilton County Education Association: 1871 - 87.7%

Professional Educators of Tennessee: 188 - 8.8%

Unaffiliated: 66 - 3.1%

None of the above: 8 - 0.4%

The majority of those eligible to vote responded Yes to question 1 which begins the collaborative conferencing process.

The Board shall select and approve the names and position of their appointed representatives, defined as employees who devote a majority of their time to the system-wide area or areas of professional personnel management, fiscal affairs, or general management and shall specifically include principals, assistant principals, supervisors and others whose principal responsibilities are administration rather than teaching.

We respectfully request that the Board approve this recommendation for the following seven (7) representatives to the collaborative conferencing team.

- Justin Robertson, Superintendent
- Sonia Stewart, Deputy Superintendent
- Zac Brown, Chief Talent Officer
- Mary Ellen Heuton, Chief Finance Officer
- Marsha Drake, Chief Equity Officer
- Robert Sharpe, Chief Operations Officer
- Rashaad Williams, Principal Dalewood Middle School

HCEA received at least 15% of the vote from question 2 and has appointed the following seven (7) members to the collaborative conferencing team.

- Larry Lewis, Chair and contact
- Lori Cleveland
- Michelle Gooden
- Shane McNeese
- Kimberly Elbakidze
- Kayla Butler
- Jeanette Omarkhail

Hamilton County Schools

FINAL - Report Date: 11/22/2022

TOTAL ELIGIBLE VOTERS:	TOTAL BALLOTS CAST:	TURNOUT %
3,403	2,137	62.80%
Question 1:		
Shall the professional employees of this LEA undertake collaborative conferencing with the board of education?		
YES	2105	61.86%
NO	32	0.94%
Total Votes Cast	2137	62.80%
If YES :		
Which of the following organizations would you prefer to represent you in collaborative conferencing?		
A. Hamilton County Education Association	1858	88.27%
B. Professional Educators of Tennessee	180	8.55%
C. Unaffiliated	64	3.04%
Not Answered	3	0.14%
Total Votes Cast	2105	100%
If NO :		
Which of the following organizations would you prefer to represent you in collaborative conferencing?		
A. Hamilton County Education Association	13	40.63%
B. Professional Educators of Tennessee	8	25.00%
C. Unaffiliated	2	6.25%
D. None of the Above	8	25.00%
Not Answered	1	3.13%
Total Votes Cast	32	100%

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

MEMORANDUM

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

FROM: Justin Witt

DATE: December 8, 2022

**RE: Tyner Middle High School Bid
Hamilton County Project # 22-07-01.03**

Bids were received for the new Tyner Middle High School on Thursday, November 10, 2022, at 2:00 PM at the Hamilton County procurement office. The apparent low bidder was Chrisman Co. in the amount of \$96,270,000.00. It is recommended to accept the deductive landscape alternate # 3 in the amount of (\$300,000.00) bringing the total bid to \$95,970,000.00.

MBI's recommendation letter and bid tabulation is attached.

The bid will require School Board and Hamilton County Commission approval.



December 08, 2022

Attn: Jerald Carpenter
Director of Procurement
Hamilton County Procurement Department
455 N. Highland Park Avenue
Chattanooga, TN 37404

Re: Project Name: Tyner Middle High Academy
Hamilton County Project # 22-07-01.03

Dear Mr. Carpenter:

Hamilton County received construction bids for the new Tyner Middle High Academy on November 10, 2022 at 2PM EST. Three general contractors, The Christman Company, P&C Construction and Tri-Con Construction all submitted competitive bids for the project. The total prices for each bidder are shown below with additional information provided in the attached "Bid Tabulation" form.

<u>Bidders</u>	<u>Total Base Bid w/ Allowances</u>	<u>Additive Alt. #1</u>	<u>Deductive Alt. #2</u>	<u>Deductive Alt. #3</u>	<u>Total Base Bid w/ Allowances 1- 16 and Accepting Deductive Alternate #3</u>
The Christman Co. License # 64704	\$96,270,000.00	\$1,120,000	\$2,600,000	\$300,000	\$95,970,000
P&C Construction License # 37029	\$99,357,776.91	\$1,407,390	\$2,340,000	\$287,000	\$99,070,776.91
Tri-Con Construction License # 45227	\$108,959,266.91	\$1,967,000	\$2,600,000	\$160,000	\$108,799,266.91

The project was initially estimated in November of 2021 at approximately \$68M dollars. Once the scope was determined and market conditions were reassessed in February 2022, it was estimated that the project had increased to nearly \$78M (this included 10% contingency). This amount was approved by HCDE and MBI was directed to proceed to Design Development. At the end of the DD phase (mid-June), the scope, as well as estimated construction costs, had increased bringing the estimated value to nearly \$80M (with \$2M contingency). After further review by HCDE, MBI was directed to proceed with the project and to include Deductive Alternates at time of bid.

Material escalation prices at that time appeared to continue to rise but were slowing and labor prices showed relatively similar trends. It was estimated that both material and labor prices would hold to the nearly 5% per qtr. (on average) escalation estimates provided in our DD estimate. However, labor prices over the second and third qtr. of 2022 began to increase in the local construction market as skilled labor shortages significantly impacted the labor pool. This increase nearly doubled many local labor rates as construction companies struggled to find (and keep) good workers. This increased the demand for skilled labor and likewise, the cost for these workers. Surging national inflation as well as continued global supply chain issues also contributed to the 19.5% increase (over the budgeted estimate) to the bid of nearly \$96M.

Post-bid discussions with the contractors, suggested that the size of the project (at 250,000+s.f.) also contributed to the increased labor costs. Local contractors simply could not provide enough manpower to complete the work in a timely manner. It is estimated that premiums were placed on nearly 40% of various trades of the project with the hopes that labor would be fulfilled by paying overtime rates to complete the project.

Chattanooga
University Tower
651 E. Fourth Street, Suite 500
Chattanooga, TN 37403
(o) 423.756.5046

Knoxville
299 N. Weisgarber Road
Knoxville, TN 37919
(o) 865.584.0999


It is estimated that the increased escalation costs, in conjunction with the costs attributed to the labor shortages, is nearly 15% of the total 19.5% cost difference from the budgeted estimate.

The bid of The Christman Co. is considered to be competitive and reflects current market conditions and trends. The Christman Co. is licensed in the State of Tennessee to construct the work as bid. Therefore, it is recommended that the contract is awarded to The Christman Co. Furthermore, upon discussion with HCDE, it is recommended that Deductive Alternate #3 be accepted for a Total Contract Amount of \$95,970,000.

Per the bid documents, a final decision by the Board of Commissioners must be made within sixty (60) days of the public bid opening and a Notice of Award must follow within fifteen (15) days or all bids may be withdrawn.

MBI is dedicated to the successful completion of the Tyner Middle High Academy. We are prepared and available to address any issues this bid overage imposes. If you have any questions or concerns, please contact us.

Sincerely,
MBI Companies, Inc.




Ronald G. Rahn, AIA
Principal, Architecture



Jerry A. Isaksen, AIA
Principal, Architecture

CC: Justin Robertson, Justin Witt, HCDE

Bids opened in Chattanooga, Tennessee		Page 1 of 1		Tyner Middle/High Academy MBI# 210774 bids and modifications must have been received by 2:00 pm local time, Thursday November 10, 2022										Signature required only by Presiding Official. Others can be printed or typed.	
		How many addenda issued: 3												Presiding Official	
		Contract Time contractor specified days												Designer represented by	
		Liquidated Damages \$1,000 per day												Owner represented by Ham. Co.	
Regulated Subcontractors		Bidders (name, city, license number)	Bid Forms					# Days Demo	# Days Sports Fields	Base Bid	Total Lump Sum Bid	Add Alt. 1 Tennis & Improvements	Deduct Alt. 2 Fieldhouse Concessions	Deduct Alt. 3 Landscape Courts A&B	Other notations
Electrical Adman Electrical Plumbing T. S. Raulston HVAC T. S. Raulston Geotherm Masonry Jenkins Masonry Roofing		Name Christman Co. City Knoxville, TN License Number 64704	X					70	154	\$90,912,233.09 \$358.63	\$96,270,000.00 \$379.76	\$1,120,000.00 \$305.88	\$2,600,000.00 \$305.88	\$300,000.00 Base+A1-2-3=	
Electrical Nabco Electric Plumbing T. S. Raulston HVAC T. S. Raulston Geotherm Masonry Jenkins Masonry Roofing		Name P&C Construction City Chattanooga, TN License Number 37029	X					200	200	\$94,000,019.00 \$370.81	\$99,357,776.91 \$391.94	\$1,407,390.00 \$275.29	\$2,340,000.00 \$275.29	\$287,000.00 Base+A1,2,3,4= \$197,392,185.91	
Electrical Adman Electrical Plumbing T. S. Raulston HVAC T. S. Raulston Geotherm Masonry Jenkins Masonry Roofing		Name Tricon Inc. City Cleveland, TN License Number 45227	X					150	285	\$103,700,000.00 \$409.07	\$108,959,266.91 \$429.82	\$1,967,000.00 \$305.88	\$2,600,000.00 \$305.88	\$160,000.00 Base+A1,2,3,4= \$217,386,266.91	
Electrical Plumbing HVAC Geotherm Masonry Roofing		Name City License Number													



**HAMILTON
COUNTY
SCHOOLS**

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

Memorandum

To: Hamilton County Board of Education

Justin Robertson, Ed.D.
Superintendent

From: Robert Sharpe, Ed.D.
Chief Operations Officer

Date: December 8, 2022

Re: November 2022 Legal Services Summary

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

Bennett & DeCamp, PLLC (retainer)	20,000.00
-----------------------------------	-----------

TOTAL	\$20,000.00
--------------	--------------------

Events and Announcements

December 8, 2022

- | | |
|---|---|
| A. Friday, December 16, 2022
End of 2nd Quarter | B. December 19-December 30, 2022
Winter Break |
| C. December 22-23 and
December 29-30, 2022 CO Closed | D. Monday, January 2, 2023 - No Students
Teacher Inservice #2 - School-Based |
| E. Tuesday, January 3, 2023 - No Students
Teacher Inservice #3 - System-wide | F. Wednesday, January 4, 2023
School Reopens |
| G. Friday, January 6, 2023
Report Cards | H. Monday, January 9, 2023
Discipline Committee Meeting 5:30 p.m. |
| I. Monday, January 16, 2023
Martin Luther King Day
Schools and CO Closed | Thursday, January 19, 2023
Board Work Session - 4:30 p.m.
Board Meeting Regular Session 6:00 p.m. |