

# Hamilton County Department of Education Board Meeting - Regular Session

April 18, 2019 5:30 PM  
3074 Hickory Valley Road Chattanooga, TN 37421  
3074 Hickory Valley Road  
Chattanooga, TN 37421

Attendance Taken at 5:30 PM.

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

{{Name: Agenda Item Name}} {{Actions: Agenda Item Actions}} {{Discussion: Agenda Item Discussion}} {{Comments: Agenda Item Comments}} {{AgendaItemEnd}}

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Chairperson

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Date

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Superintendent

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Date

**I. Roll Call**

**II. \*\*Approval of the Agenda**

- III. approval of the agenda as amended with the following requests: Under Item V. Exemplars of Excellence – Add D. Request to recognize Caroline Cornett, Max Burk, and Jack Poss for their ACT achievement; Under Item VI. Delegations - remove D. Jeanette Omarkhail - HCEA; and add Tom Bagley, Kate Caldwell, and Dillan Thomas - Chattanooga Faith Allies for Children, Teachers, and Schools; add Melissa Astin -

Parent to Speak on Board Policy 6.300 passed with a motion by Dr. Steve Highlander and a second by Mrs. Kathy Lennon.

IV. Dr. Steve Highlander: V. Yes

VI. Mrs. Jenny Hill: VII. Yes

VIII. Mrs. Karitsa Jones: IX. Yes

X. Mrs. Kathy Lennon: XI. Yes

XII. Mr. Tucker McClendon: XIII. Yes

XIV. Mrs. Tiffanie Robinson: XV. Yes

XVI. Mr. Joe Smith: XVII. Yes

XVIII. Mrs. Rhonda Thurman: XIX. Yes

XX. Mr. Joe Wingate: XXI. Yes

XXII. Yes: 9, No: 0

**XXIII. Executive Session - No**

**XXIV. Pledge to the Flag and Meditation - Jill Evans, Principal of Rivermont Elementary School**

**XXV. Exemplars of Excellence**

A. Recognition of the Mock Trial Teams from Signal Mountain Middle-High - Dr. Robert Sharpe and Scott Bennett

B. Recognition of Principal of the Year for Hamilton County Schools - Dr. Zac Brown

C. Recognition of Teachers of the Year for Hamilton County Schools - Stephanie Hinton

D. Request to Recognize Caroline Cornett, Max Burk, and Jack Poss for their ACT Achievement

**XXVI. Delegations**

A. Librarian Leadership Team - April is School Librarian Month

B. Linda A. Rudder - Be SMART for Kids

C. Jeanette Omarkhail - HCEA

D. Tom Bagley, Kate Caldwell, Ticia Dillan Thomas - Chattanooga Faith Allies for Children, Teachers, and Schools to address the Board about funding public education

E. Melissa Astin, Parent - Speaking in regard to Board Policy 6.300

**XXVII. Presentations**

A. Recognition of Leadership Hamilton County Schools-Class of 2019 - Dr. Nakia Towns Edwards

B. Future Ready 2023 Monthly Update - Dr. Justin Robertson

**XXVIII. \*\*Approval of the Consent Agenda**

XXIX. approval of the Consent Agenda (see the discussion box) passed with a motion by Dr. Steve Highlander and a second by Mrs. Tiffanie Robinson.

XXX. Dr. Steve Highlander: XXXI. Yes

XXII. Mrs. Jenny Hill: XXXIII. Yes

XXIV. Mrs. Karitsa Jones: XXV. Yes

XXVI. Mrs. Kathy Lennon: XVII. Yes

XXVIII. Mr. Tucker McClendon: XXIX. Yes

XL. Mrs. Tiffanie Robinson: XLI. Yes

XLII. Mr. Joe Smith: XLIII. Yes

XLIV. Mrs. Rhonda Thurman: XLV. Yes

XLVI. Mr. Joe Wingate:

LVII. Yes

XLVIII. Yes: 9, No: 0

- A. Approval of the Minutes of the March 14, 2019 Quarterly Session and March 28, 2019 Special Called Session
- B. Executive Committee Report
- C. Chief Schools Officer - Dr. Justin Robertson and Jill Levine, Chief of Opportunity Zone
  - 1. Field Trips
    - a. Dr. Larrie Reynolds and Dr. Robert Sharpe, Executive Directors (7)
    - b. Dr. Neelie Parker and Dr. John Tharp, Executive Directors (5)
    - c. John Maynard, Director of College, Career and Technical Education (2)
    - d. Dr. Zac Brown, Director of Secondary Schools - Opportunity Zone (3)
- D. Chief Financial Officer - Christie Jordan
  - 1. Bids/Contracts
  - 2. Conferences/Consultants
  - 3. Financial Reports
  - 4. Budget Amendments
    - a. General Operating Amendments
    - b. Federal Grants and Self-Funded Programs
    - c. School Nutrition
- E. Chief of Staff - Dr. Nakia Towns Edwards
  - 1. Board Policies - Second and Final Reading
    - a. Board Policy 5.101 - Creation of Positions and Lines of Authority

**XLIX. Administrative Business Matters**

- A. Chief Talent Officer - Keith Fogleman
  - 1. **\*\*Sick Leave Bank Trustee Recommendation**
  - 2. approval of the Sick Leave Bank Trustee passed with a motion by Mrs. Karitsa Jones and a second by Mr. Tucker McClendon.
  - 3. Dr. Steve Highlander: 4. Yes
  - 5. Mrs. Jenny Hill: 6. Yes
  - 7. Mrs. Karitsa Jones: 8. Yes
  - 9. Mrs. Kathy Lennon: 10. Yes
  - 11. Mr. Tucker McClendon: 12. Yes
  - 13. Mrs. Tiffanie Robinson: 14. Yes
  - 15. Mr. Joe Smith: 16. Yes
  - 17. Mrs. Rhonda Thurman: 18. Yes
  - 19. Mr. Joe Wingate: 20. Yes
  - 21. Yes: 9, No: 0
- B. Chief Operations Officer - Dr. Ken Bradshaw and Chief of Opportunity Zone - Jill Levine
  - 1. **\*\*The Howard School's Work-Based Learning Program Memorandum of Understanding Between Hamilton County Department of Education and The City of Chattanooga**

2. approval of The Howard School's Work-Base Learning Program MOU between Hamilton County Department of Education and the City of Chattanooga passed with a motion by Mrs. Tiffanie Robinson and a second by Mr. Joe Smith.

- |                             |         |
|-----------------------------|---------|
| 3. Dr. Steve Highlander:    | 4. Yes  |
| 5. Mrs. Jenny Hill:         | 6. Yes  |
| 7. Mrs. Karitsa Jones:      | 8. Yes  |
| 9. Mrs. Kathy Lennon:       | 10. Yes |
| 11. Mr. Tucker McClendon:   | 12. Yes |
| 13. Mrs. Tiffanie Robinson: | 14. Yes |
| 15. Mr. Joe Smith:          | 16. Yes |
| 17. Mrs. Rhonda Thurman:    | 18. Yes |
| 19. Mr. Joe Wingate:        | 20. Yes |
| 21. Yes: 9, No: 0           |         |

C. Chief Operations Officer - Dr. Ken Bradshaw

1. \*\*Tuition Rates - Dr. Ken Bradshaw

2. approval of the proposed tuition rates passed with a motion by Mrs. Tiffanie Robinson and a second by Mr. Tucker McClendon.

- |                             |         |
|-----------------------------|---------|
| 3. Dr. Steve Highlander:    | 4. Yes  |
| 5. Mrs. Jenny Hill:         | 6. Yes  |
| 7. Mrs. Karitsa Jones:      | 8. Yes  |
| 9. Mrs. Kathy Lennon:       | 10. Yes |
| 11. Mr. Tucker McClendon:   | 12. Yes |
| 13. Mrs. Tiffanie Robinson: | 14. Yes |
| 15. Mr. Joe Smith:          | 16. Yes |
| 17. Mrs. Rhonda Thurman:    | 18. Yes |
| 19. Mr. Joe Wingate:        | 20. Yes |
| 21. Yes: 9, No: 0           |         |

22. \*\*Brainerd High School Running Track-Additional Site Remediation - Justin Witt

23. approval of the Brainerd High School Running Track-Additional Site Remediation passed with a motion by Mrs. Karitsa Jones and a second by Dr. Steve Highlander.

- |                             |         |
|-----------------------------|---------|
| 24. Dr. Steve Highlander:   | 25. Yes |
| 26. Mrs. Jenny Hill:        | 27. Yes |
| 28. Mrs. Karitsa Jones:     | 29. Yes |
| 30. Mrs. Kathy Lennon:      | 31. Yes |
| 32. Mr. Tucker McClendon:   | 33. Yes |
| 34. Mrs. Tiffanie Robinson: | 35. Yes |
| 36. Mr. Joe Smith:          | 37. Yes |
| 38. Mrs. Rhonda Thurman:    | 39. Yes |
| 40. Mr. Joe Wingate:        | 41. Yes |
| 42. Yes: 9, No: 0           |         |

43. \*\*Central High School Running Track-Additional Site Remediation - Justin Witt

44. approval of the Central High School Running Track-Additional Site Remediation passed with a motion by Dr. Steve Highlander and a second by Mrs. Karitsa Jones.

- |                             |         |
|-----------------------------|---------|
| 45. Dr. Steve Highlander:   | 46. Yes |
| 47. Mrs. Jenny Hill:        | 48. Yes |
| 49. Mrs. Karitsa Jones:     | 50. Yes |
| 51. Mrs. Kathy Lennon:      | 52. Yes |
| 53. Mr. Tucker McClendon:   | 54. Yes |
| 55. Mrs. Tiffanie Robinson: | 56. Yes |
| 57. Mr. Joe Smith:          | 58. Yes |
| 59. Mrs. Rhonda Thurman:    | 60. Yes |
| 61. Mr. Joe Wingate:        | 62. Yes |
| 63. Yes: 9, No: 0           |         |

D. Chief Schools Officer - Dr. Justin Robertson

1. \*\*Textbook Adoption - Stephanie Hinton
2. approval of the Textbook Adoption recommendations by the committee passed with a motion by Mrs. Tiffanie Robinson and a second by Mr. Tucker McClendon.

- |                             |         |
|-----------------------------|---------|
| 3. Dr. Steve Highlander:    | 4. Yes  |
| 5. Mrs. Jenny Hill:         | 6. Yes  |
| 7. Mrs. Karitsa Jones:      | 8. Yes  |
| 9. Mrs. Kathy Lennon:       | 10. Yes |
| 11. Mr. Tucker McClendon:   | 12. Yes |
| 13. Mrs. Tiffanie Robinson: | 14. Yes |
| 15. Mr. Joe Smith:          | 16. Yes |
| 17. Mrs. Rhonda Thurman:    | 18. Yes |
| 19. Mr. Joe Wingate:        | 20. Yes |
| 21. Yes: 9, No: 0           |         |

L. **Board Matters**

- A. \*\*Approval of Schedule of Sessions for 2019-2020 - Dr. Bryan Johnson
- B. approval of the Schedule of Sessions for 2019-2020 passed with a motion by Mrs. Tiffanie Robinson and a second by Mr. Tucker McClendon.

- |                            |        |
|----------------------------|--------|
| C. Dr. Steve Highlander:   | D. Yes |
| E. Mrs. Jenny Hill:        | F. Yes |
| G. Mrs. Karitsa Jones:     | H. Yes |
| I. Mrs. Kathy Lennon:      | J. Yes |
| K. Mr. Tucker McClendon:   | L. Yes |
| M. Mrs. Tiffanie Robinson: | N. Yes |
| O. Mr. Joe Smith:          | P. Yes |
| Q. Mrs. Rhonda Thurman:    | R. Yes |
| S. Mr. Joe Wingate:        | T. Yes |
| U. Yes: 9, No: 0           |        |

- V. \*\*Zero Tolerance Appeal - Dr. Ken Bradshaw

W. approval of the Zero Tolerance recommendation by the administration passed with a motion by Mrs. Rhonda Thurman and a second by Mrs. Tiffanie Robinson.

X. Dr. Steve Highlander: Y. Yes

Z. Mrs. Jenny Hill: AA. Yes

BB. Mrs. Karitsa Jones: CC. Yes

DD. Mrs. Kathy Lennon: EE. Yes

FF. Mr. Tucker McClendon: GG. Yes

HH. Mrs. Tiffanie Robinson: II. Yes

JJ. Mr. Joe Smith: KK. Yes

LL. Mrs. Rhonda Thurman: MM. Yes

NN. Mr. Joe Wingate: OO. Yes

PP. Yes: 9, No: 0

**LI. Information Only**

A. Legal Services Report

**LII. Events/Announcements**

**HAMILTON COUNTY DEPARTMENT OF EDUCATION**

3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

MEMORANDUM

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

From: Dr. Robert Sharpe, Executive Director of Rock Point Learning Community

Date: April 18, 2019

Re: Recognition of Signal Mountain Middle-High School's Mock Trial Teams

With your permission, Scott Bennett and I would like to recognize the two mock trial teams from Signal Mountain Middle-High School at the April Board meeting.

The underclass team, Signal Mountain Red, won Third Place in District competition despite having many first-time competitors. They were undefeated in the preliminary rounds and were second seed in the finals, losing to a homeschool team coached by Chancellor Jeff Atherton.

Signal Mountain Red was comprised of the following students: Emma Wu, Megan Hanson, Abby Frank, May Mon, Claire Lynch, Lainey Jenkins, Yoonie Yang, Hannah Morton, Carson Bock, Sean Goggins and Camille Schmied. In the Finals, Emma Wu was named best attorney, and Claire Lynch was named best witness.

The upper class team, Signal Mountain Black, won First Place in District competition, soundly defeating Girls Preparatory School. They were first seed throughout the competition and earned their third consecutive trip to the State Tournament.

Signal Mountain Black was comprised of the following students: Ethan Fell, Tehreem Hussain, Luke Whitney, Jack Poss, Ryan McGregor, Camilla Mincey, David Cornea, Caroline Cornett, Meredith Bennett, Maggie Meller, George Andreescu and Max Burk. George Andreescu was named best witness.

On March 22-23, Signal Mountain Black and two alternates from Signal Mountain Red competed in the State Tournament sponsored by the Tennessee Bar Association. After three trials over two days, Signal Mountain Black and the defending State champion, Agathos Classical School, were the only two undefeated teams. In the semifinal round, Signal Mountain Black lost to Agathos by a score of two to one. Agathos then went on to win the State Tournament once again.

Because of Signal Mountain's overall performance during the entire Tournament, it won Third Place, marking the most successful performance of any Hamilton County School in the history of the Tennessee Mock Trial Tournament. In fact, Signal Mountain fared better than any other public school in the State. What made Signal's performance so noteworthy was that, in the State Tournament, no individual attorney or witness placed in the top three. Instead, each of our attorneys and each of our witnesses, start to finish, did exceptionally well. This was a true team effort.

Please join us in recognizing these outstanding students and their remarkable achievement.

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

**MEMORANDUM**

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

**FROM:** Jill Levine, Chief of Opportunity Zone  
Dr. Zac Brown, Director of Secondary Schools

**Date:** April 18, 2019

**RE:** Recognition of LeAndrea Ware

We request permission to recognize Dr. LeAndrea Ware.

Dr. Ware, Executive Principal at The Howard School, has been named the Hamilton County Schools' Principal of the Year. Dr. Ware will advance in the Tennessee principal of the year program in the search for the best principal in the state.

Dr. Ware has a passion for exuding HOPE (Helping Others Pursue Excellence) and working to foster an environment of success for all students and teachers. She also believes in shared leadership and empowering students and teachers to engage in school leadership in creating positive change.

HAMILTON COUNTY SCHOOLS  
3074 Hickory Valley Road  
Chattanooga, TN 37421

**MEMORANDUM**

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

**FROM:** Justin Robertson, Chief Schools Officer  
Stephanie Hinton, Executive Director, Teaching & Learning

**DATE:** April 18, 2019

**SUBJECT:** 2019-20 Teachers of the Year

The Tennessee Teacher of the Year Program promotes recognition and appreciation for excellence in teaching. This program, sponsored annually by the Tennessee Department of Education, recognizes a Teacher of the Year in each of three categories: Grades PreK-4, 5-8, and 9-12.

It is my pleasure to announce the Teacher of the Year in each of these categories for Hamilton County.

Sara Pratt – Grades Pre-K–4 – Apison Elementary (4<sup>th</sup> Grade, Science, Social Studies, Reading, Writing)

Michele Jones - Grades 5-8 – Middle Valley Elementary (5<sup>th</sup> Grade, Math and Literacy)

Kristin Robertson - Grades 9-12 – Signal Mountain Middle High School (9<sup>th</sup> Grade, English)

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

**MEMORANDUM**

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

**FROM:** Dr. Nakia Towns Edwards  
Chief of Staff

**DATE:** April 18, 2019

**RE:** Recognition of Leadership Hamilton County Schools – Class of 2019

We request permission to recognize sixteen outstanding community leaders, who have completed six sessions toward graduation from the inaugural class of Leadership Hamilton County Schools. The cohort members have visited schools, engaged with teachers, shadowed our principals, and celebrated the success of our students. The participants have gained a greater understanding of and appreciation for public education, as well as completing a deep-dive into the Future Ready 2023 five-year district plan.

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

**MEMORANDUM**

To: Hamilton County Board of Education

From: Dr. Bryan Johnson, Superintendent

Date: April 18, 2019

RE: FUTURE READY 2023 UPDATES TO SCHOOL BOARD

In order to provide the School Board up-to-date information on strategies being implemented and progress towards the goals outlined with the Future Ready 2023 plan, district leadership will provide a monthly report describing the work being done.

Future Ready 2023 outlines five action areas:

- Accelerating Student Achievement
- Future Ready Students
- Great Teachers and Leaders
- Effective and Efficient Operations
- Engaged Community

This month you will hear an update on:

- Accelerating Student Achievement
- Deeply understand state standards
  - Aligned Assessment
- .

**I. Roll Call**

**II. \*\*Approval of the Agenda**

**III. Executive Session - No**

**IV. Pledge to the Flag and Meditation - Christy Drake, Principal of East Ridge Middle School**

**V. Exemplars of Excellence**

**A. Recognition of Madison Hayes of East Hamilton-TSSAA Division I Class 3A Miss Basketball - Dr. Larrie Reynolds, Executive Director**

**B. Request to Recognize State Runner-ups and State Champions in Wrestling - Brad Jackson**

**VI. Delegations**

**A. Sean Richards, UTC Foundation Professor - TN STRONG and Coalition Youth regarding the Tobacco Free Campus Policy**

**B. Jeanette Omarkhail, HCEA**

**VII. Presentations**

**A. Future Ready 2023 Updates - Accelerating Student Achievement**

**1. Claire Stockman, Content Lead for Arts - Arts Program Update**

**VIII. \*\*Approval of the Consent Agenda**

**A. Executive Committee Report**

**B. Approval of the Minutes of the February 21, 2019 Regular Session**

**C. Chief Schools Officer - Dr. Justin Robertson**

**1. Field Trips**

**a. Dr. Larrie Reynolds and Dr. Robert Sharpe – Executive Directors (9)**

**b. Dr. Neelie Parker and Dr. John Tharp, Executive Directors (6)**

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

**d. Garfield Adams - Director of Exceptional Education (2)**

**e. Jill Levine, Chief of Opportunity Zone; Dr. Zac Brown, Director of Secondary Schools; Lakesha Carson, Principal (1)**

**D. Chief Financial Officer - Christie Jordan**

**1. Bids/Contracts**

**2. CAFR Transmittal**

**3. Financial Reports**

**4. Budget Amendments**

**a. General Operating Amendments**

**b. Federal Grants and Self-Funded Programs**

**c. Revision of Pre-K**

**5. School Activity Fund Audit Report**

**6. Budget Amendment - Appropriation of Fund Balance Designated for Technology**

**E. Chief of Staff - Dr. Nakia Towns Edwards**

**1. Board Policies - Second and Final Reading**

**a. Board Policy 2.100 - Fiscal Management Goals**

**b. Board Policy 2.200 - Annual Operating Budget**

**c. Board Policy 2401 - Gifts and Bequests**

**d. Board Policy 2.402 - Investment Earning**

**e. Board Policy 2.500 - Deposit of Funds**

- f. Board Policy 2.702 - Inventories
- g. Board Policy 2.801 - Petty Cash Accounts
- h. Board Policy 2.802 - Payroll Procedures
- i. Board Policy 2.805 - Purchasing
- j. Board Policy 2.910 - School Support Organization
- k. Board Policy 5.100 - Goals for Personnel – Human Resources
- l. Board Policy 5.101 - Creation of Positions and Lines of Authority
- m. Board Policy 5.102 - Classification and Qualifications
- n. Board Policy 5.103 - Job Descriptions
- o. Board Policy 5.104 - Equal Opportunity Employment
- p. Board Policy 5.1041 - Americans with Disabilities
- q. Board Policy 5.105 - Recruitment
- r. Board Policy 5.106 - Application Recommendation
- s. Board Policy 5.107 - Classified Employees
- t. Board Policy 5.108 - Supervision
- u. Board Policy 5.109 - Evaluation
- v. Board Policy 5.114 - Personnel Records
- w. Board Policy 5.1141 - Teacher Effect Data
- x. Board Policy 5.1142 - Employee Demographic Changes
- y. Board Policy 5.115 - Assignment/Transfer
- z. Board Policy 5.200 - Suspension/Dismissal of Non-Tenured Teachers
- aa. Board Policy 5.201 - Suspension/Dismissal of Tenured Teachers
- bb. Board Policy 5.202 - Supervision/Dismissal of Classified
- cc. Board Policy 5.204 - Resignation
- dd. Board Policy 5.205 - Retirement
- ee. Board Policy 5.311 - On-The-Job Injury
- ff. Board Policy 5.403 - Drug and Alcohol Testing for Employees
- gg. Board Policy 5.701 - Substitute Teachers

**F. Chief Operations Officer - Dr. Ken Bradshaw**

- 1. Cabling Infrastructure Installation-eRate Projects - Ben Coulter, Director of Information Technology

**IX. Administrative Business Matters**

**A. Chief Operations Officer - Dr. Ken Bradshaw**

- 1. \*\*Howard High School TDOT Easement - Justin Witt, Director of Maintenance and Operations

**B. Chief School Officer - Justin Robertson**

- 1. \*\*Approval of Special Courses for 2019-2020

**X. Information Only**

**A. Legal Services Report**

**XI. Events/Announcements**

A. March 15, 2019 - End of 3rd Quarter

B. March 18-22, 2019 - Spring Break

C. March 25, 2019 - Teacher Professional Development (No Students)

D. March 26, 2019 - LC Advisory Missionary Ridge - 4:15-6:15 (STEM)

E. March 28, 2019 - Board Work Session Budget

F. March 28, 2019 - Opportunity Arts Showcase

G. March 28, 2019 - LC Advisory

H. March 29, 2019 - Report Cards

Harrison Bay - 4:15-6:15 (Central High)

I. April 3, 2019 - LC Advisory  
Rock Point - 4:15-6:15 (Alpine Crest)

J. April 11, 2019 - Board Work Session  
Budget

K. April 11, 2019 - LC Advisory  
North River (Allen Elementary)

L. April 15, 2019 - Agenda Review Session

M. April 16, 2019 - LC Advisory  
Opportunity Zone 4:15-6:15 (Hardy)

N. April 18, 2019 - Board Work Session  
Budget (Prior to Board Meeting)

O. April 18, 2019 - Board Meeting  
Regular Session

**Hamilton County Board of Education  
Board Meeting - Quarterly Session**

**DRAFT MINUTES**

March 14, 2019 5:30 PM  
3074 Hickory Valley Road  
Chattanooga, TN 37421

**I. Roll Call**

**Attendance Taken at 5:30 PM:**

Present Board Members:

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

**Also Present:**

Dr. Bryan Johnson, Superintendent  
Noah Harris, Student Board Representative

**II. \*\*Approval of the Agenda as Amended**

**Motion Passed:** approval of the agenda with the following amendments: Under Item V. Exemplars of Excellence - Add B. Request to recognize the following State Runner-ups and State Champions in Wrestling; Under Item VIII. Consent Agenda - pull item E. 1. Request for New Grant-Funded Positions; pull from item F.1. Board Policies - ee. 5.300 Short Term Leaves of Absence; ff. 5.301 Religious, Emergency and Legal Leave; gg. 5.302 Sick Leave; hh. 5.3022 Bereavement Leave; ii. 5.303 Personal and Professional Leave; jj. 5.305 Family and Medical Leave; kk. 5.306 Military Leave; ll. 5.308 Sabbatical Leave; mm. 5.309 Legislative Leave; and renumber/letter remaining policies; Under Item IX. Administrative Business Matters - add B. Chief Schools Officer - Justin Robertson, 1. \*\*Approval of Special Courses for 2019-2020; renumbering/lettering items as needed passed with a motion by Mrs. Tiffanie Robinson and a second by Dr. Steve Highlander.

**9 Yeas - 0 Nays.**

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

**III. Executive Session - No**

**IV. Pledge to the Flag and Meditation - Christy Drake, Principal of East Ridge Middle School**

**V. Exemplars of Excellence**

**V.A. Recognition of Madison Hayes of East Hamilton-TSSAA Division I Class 3A Miss Basketball - Dr. Larrie Reynolds, Executive Director**

**V.B. Request to Recognize State Runner-ups and State Champions in Wrestling - Brad Jackson**

**VI. Delegations**

Discussion:

Calandra Smith with the Coalition for Tobacco Free Chattanooga was present in place of Sean Richards.

**VI.A. Sean Richards, UTC Foundation Professor - TN STRONG and Coalition Youth regarding the Tobacco Free Campus Policy**

**VI.B. Jeanette Omarkhail, HCEA**

**VII. Presentations**

**VII.A. Future Ready 2023 Updates - Accelerating Student Achievement**

**VII.A.1. Claire Stockman, Content Lead for Arts - Arts Program Update**

**VIII. \*\*Approval of the Consent Agenda**

**Motion Passed:** approval of the Consent Agenda with the following items being pulled VIII. F. 1. Board Policy 5.101 (Dr. Highlander) and VIII. D. 4. Budget Amendments c. Revision of Pre-K (Mrs. Thurman) passed with a motion by Dr. Steve Highlander and a second by Mr. Tucker McClendon.

**9 Yeas - 0 Nays.**

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

**Motion Passed:** after discussion a formal motion was made to approve removing Board Policy 5.101 for further review and to be brought back to the Board at a later date; the motion passed with a motion by Dr. Steve Highlander and a second by Mr. Tucker McClendon.

**9 Yeas - 0 Nays.**

Dr. Steve Highlander	Yes
Mrs. Jenny Hill	Yes
Mrs. Karitsa Jones	Yes
Mrs. Kathy Lennon	Yes

Mr. Tucker McClendon	Yes
Mrs. Tiffanie Robinson	Yes
Mr. Joe Smith	Yes
Mrs. Rhonda Thurman	Yes
Mr. Joe Wingate	Yes

**Motion Passed:** approval of the motion to add back to the agenda and approve the Revision of Pre-K passed with a motion by Mrs. Rhonda Thurman and a second by Dr. Steve Highlander.

**9 Yeas - 0 Nays.**

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

**VIII.A. Executive Committee Report**

**VIII.B. Approval of the Minutes of the February 21, 2019 Regular Session**

**VIII.C. Chief Schools Officer - Dr. Justin Robertson**

**VIII.C.1. Field Trips**

**VIII.C.1.a. Dr. Larrie Reynolds and Dr. Robert Sharpe Executive Directors (9)**

- # 1. **Chattanooga High School Center for Creative Arts** – Twelve students enrolled in Instrumental and Choir will travel to Nashville, Tennessee April 10-13, 2019 to attend the All State Senior Clinic.
- # 2. **Chattanooga School for the Arts and Sciences Upper School** – Ten members of Youth in Government will travel to Nashville, Tennessee April 11-14, 2019 to attend the Youth in Government Conference.
- # 3. **Chattanooga School for the Arts and Sciences Upper School** – Thirty-nine students enrolled in Choir will travel to Orlando, Florida May 2-5, 2019 to perform at Festival Disney.
- # 4. **Normal Park Museum Magnet School** – Sixty-seven students enrolled in eighth grade will travel to Jekyll Island, Georgia March 31-April 3 to attend Jekyll Island 4-H Camp.
- # 5. **Signal Mountain Middle/High School** – Seventeen members of the softball team will travel to Knoxville, Tennessee April 12-13, 2019 to compete in the Gibb’s High School Softball Tournament.
- # 6. \* **Red Bank High School** – Four members of the varsity wrestling team traveled to Franklin, Tennessee February 14-16, 2019 to compete in the TSSAA State Wrestling Championships.
- # 7. \* **Red Bank High School** – Thirty students enrolled in JROTC traveled to Radcliff, Kentucky March 8-9, 2019 to compete in the 7<sup>th</sup> Bde Championships.
- # 8. \* **Signal Mountain Middle/High School** – Sixteen members of the wrestling team traveled to Franklin, Tennessee February 14-16, 2019 to compete in the TSSAA State Wrestling Championships.

- # 9. \* **Tyner Academy** – Two members of the wrestling team traveled to Franklin, Tennessee February 14-16, 2019 to compete in the TSSAA State Wrestling Championships.  
\*This item was previously approved by Dr. Bryan Johnson, Superintendent and Mr. Joe Wingate, Board Chairman.

**VIII.C.1.b. Dr. Neelie Parker and Dr. John Tharp, Executive Directors (6)**

- # 1. **Ooltewah High School** – Seven members of the Band will travel to Nashville, TN April 10-13, 2019 to represent East Tennessee at the All-State Band performance.
- #2. **Soddy Daisy High School** – Thirty-five members of the Forensics Team will travel to Knoxville, TN March 28-30, 2019 to compete in the District Forensics Tournament.
- #3. \* **Central High School** – Eight members of the Wrestling Team traveled to Franklin, TN February 14-16, 2019 and competed in the TSSAA State Wrestling Tournament.
- #4. \* **Sale Creek Middle/High School** – Four members of the Wrestling Team traveled to Franklin, TN February 14-16, 2019 and competed in the TSSAA State Wrestling Tournament.
- #5. \* **Soddy Daisy High School** - Four members of the Wrestling Team traveled to Franklin, TN February 13-16, 2019 and competed in the TSSAA State Wrestling Tournament.
- #6. \* **Soddy Daisy High School** - Ten members of the Forensics Team traveled to Franklin, TN March 1-2, 2019 and competed in the National Forensics Qualifying Tournament.

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

**VIII.C.1.c. John Maynard, Director of College, Career and Technical Education (2)**

- # 1. **Hixson High School** – Twenty students to attend the FFA Camp Clements June 17-21, June 24-28th and July 8-12, 2019 in Doyle, Tn.
- # 2. **East Hamilton** – \*Twenty students to attend FBLA State competitive events at the Chattanooga Marriott, Chattanooga Tn. March 11-13, 2019.

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

**VIII.C.1.d. Garfield Adams - Director of Exceptional Education (2)**

- #1 \* **East Hamilton and Ooltewah High**: Up to twenty (20) students, two (2) teachers and (4) chaperones to participate in the Special Olympics State Basketball Tournament on March 15-16, 2019 at Lipscomb University in Nashville, Tennessee. Itinerary attached.
- # 2 **Hixson High School**: Up to four (4) students and two (2) teacher chaperones to participate in the Tennessee YMCA Youth in Government Conference on April 04-07, 2019 at the State Capitol in Nashville, Tennessee. Itinerary attached.

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

**VIII.C.1.e. Jill Levine, Chief of Opportunity Zone;  
Dr. Zac Brown, Director of Secondary Schools;  
Lakesha Carson, Principal (1)**

- # 1. **East Lake Academy** – Fifty students enrolled in grades sixth through eighth will travel to Memphis, Tennessee on March 29<sup>th</sup> – 30<sup>th</sup>, 2019 to study and research local museums.

## **VIII.D. Chief Financial Officer - Christie Jordan**

### **VIII.D.1. Bids/Contracts**

- A. Recommended Approval of Giant Steps for musical equipment repairs and parts for 2019-2020 school year.
- B. Recommended Approval of School Annual Publishers for 2019-2020 school year.
- C. Recommended Approval of SRO Contract with Hamilton County Sheriff's Office.
- D. Purchase of Paper for Warehouse Inventory (Bid File 19-28)
- E. Furnish and Install Kitchen Equipment for School Nutrition Program (Bid File 19-29)
2. Ratification of Emergency/Early Approval to Furnish and Install Science Lab Casework and Equipment at Howard Middle School (Bid File 19-24)
3. Bids procured by the Purchasing Department. In all cases, low bids meeting specifications are recommended.

### **VIII.D.2. CAFR Transmittal**

The Comprehensive Annual Financial Report for Hamilton County, Tennessee for the year ended June 30, 2018 is presented on the County's website at the link listed below. The printed copy will be presented upon receipt from County Government. The audit covers the financial statements for the Hamilton County Board of Education as a discretely presented component unit of Hamilton County. The audit report indicates that the financial statements fairly present the financial position of the discretely presented component units. This report is a public document and was prepared in conformity with generally accepted accounting principles.

It is our recommendation that the Board receive this report as a matter of record for the minutes.

<http://www.hamiltontn.gov/PDF/CAFR/2018/FY18CAFR.pdf>

### **VIII.D.3. Financial Reports**

The monthly financial report compares budget to actual through January, 2019. The presentation of the monthly financial statement compares actual year-to-date expenditures to the original adopted budget and the year-to-date amended budget.

### **VIII.D.4. Budget Amendments**

#### **VIII.D.4.a. General Operating Amendments**

Board approval is needed to amend the FY19 General Purpose Operating Budget for transfers between accounts. These amendments reclassify existing budget appropriations between various accounts as indicated in the attachments to the agenda.

Recommendation: It is recommended that the Board approve the General Operating Budget transfers.

#### **VIII.D.4.b. Federal Grants and Self-Funded Programs**

The following budget amendments for Federal Grants and Self-Funded Programs for FY2019 are recommended for your approval.

The Federal Programs budget is amended by items # 1-5. Items #1-2 consist of current year awards and carryover from the prior year. Items # 3-5 consist of current year awards.

The Self-Funded Programs budget is amended by items # 6-7 and consists of grants awarded by non-federal agencies and designed for a specific purpose. Item #6 consists of a current year contribution and of carryover contributions from the prior year. Item #7 consists of a current year contribution.

1. Title I, Part A: Improving Basic Programs, with transfers between line items
2. Title III, Language Instruction for English Learners and Immigrant Students, with transfers between line items
3. Title IV, Part A: Student Support and Academic Enrichment, totaling \$30,000
4. Title IV, Part A: Student Support and Academic Enrichment –Trauma Informed Schools, totaling \$6,000
5. School Level Improvement Grant, with transfers between line items
6. Technology Donation, totaling \$23,622
7. Teacher Recruitment/Induction, totaling \$250

**VIII.D.4.c. Revision of Pre-K**

Board approval is needed to amend the FY2018-2019 budget for the Pre-K State Grant Award. The amendment reclassifies existing budget appropriations between various accounts, and increases the budget by an additional \$29,657 awarded by the State.

Recommendation: It is recommended that the Board approve the attached amendment.

**VIII.D.5. School Activity Fund Audit Report**

The School Activity Fund Audit Report for the Hamilton County Schools for the year ended June 30, 2018 is attached electronically. The audit report indicates that the financial statements fairly present the financial position of the School Activity Funds in accordance with the accounting practices prescribed by the Tennessee Internal School Uniform Accounting Policy Manual, which is a comprehensive basis of accounting other than generally accepted accounting principles.

This report is a public document and has been submitted to the State Comptroller’s Office. If you have any questions, please feel free to call me at 498-7168.

It is our recommendation that the Board receive this report as a matter of record for the minutes.

**VIII.D.6. Budget Amendment - Appropriation of Fund Balance Designated for Technology**

Approval is recommended to appropriate the fund balance previously assigned for technology projects in the amount of \$5,000,000. These funds will be used to provide chromebooks for high school students. Approval is also recommended to appropriate the fund balance previously restricted for education projects to update school wiring infrastructure in the amount of \$500,000. No additional funds are being requested.

Recommendation: It is recommended that the Board approve the following budget amendment.

Source of Funds:

10000000 - 30004755 Fund Balance Assigned for Education	\$5,000,000
10000000 - 30004555 Fund Balance Restricted for Education	\$500,000

Use of Funds:

19160000 – 51107221	Technology – Instructional Equipment	\$5,000,000
34530000 – 51103999	Technology – Contracted Services	\$500,000

**VIII.E. Chief of Staff - Dr. Nakia Towns Edwards**

**VIII.E.1. Board Policies - Second and Final Reading**

**VIII.E.1.a. Board Policy 2.100 - Fiscal Management Goals**

**VIII.E.1.b. Board Policy 2.200 - Annual Operating Budget**

**VIII.E.1.c. Board Policy 2401 - Gifts and Bequests**

**VIII.E.1.d. Board Policy 2.402 - Investment Earning**

**VIII.E.1.e. Board Policy 2.500 - Deposit of Funds**

**VIII.E.1.f. Board Policy 2.702 - Inventories**

**VIII.E.1.g. Board Policy 2.801 - Petty Cash Accounts**

**VIII.E.1.h. Board Policy 2.802 - Payroll Procedures**

**VIII.E.1.i. Board Policy 2.805 - Purchasing**

**VIII.E.1.j. Board Policy 2.910 - School Support Organization**

**VIII.E.1.k. Board Policy 5.100 - Goals for Personnel Human Resources**

**VIII.E.1.l. Board Policy 5.101 - Creation of Positions and Lines of Authority**

**VIII.E.1.m. Board Policy 5.102 - Classification and Qualifications**

**VIII.E.1.n. Board Policy 5.103 - Job Descriptions**

**VIII.E.1.o. Board Policy 5.104 - Equal Opportunity Employment**

**VIII.E.1.p. Board Policy 5.1041 - Americans with Disabilities**

**VIII.E.1.q. Board Policy 5.105 - Recruitment**

**VIII.E.1.r. Board Policy 5.106 - Application Recommendation**

**VIII.E.1.s. Board Policy 5.107 - Classified Employees**

**VIII.E.1.t. Board Policy 5.108 - Supervision**

**VIII.E.1.u. Board Policy 5.109 - Evaluation**

**VIII.E.1.v. Board Policy 5.114 - Personnel Records**

**VIII.E.1.w. Board Policy 5.1141 - Teacher Effect Data**

**VIII.E.1.x. Board Policy 5.1142 - Employee Demographic Changes**

**VIII.E.1.y. Board Policy 5.115 - Assignment/Transfer**

**VIII.E.1.z. Board Policy 5.200 - Suspension/Dismissal of Non-Tenured Teachers**

**VIII.E.1.aa. Board Policy 5.201 - Suspension/Dismissal of Tenured Teachers**

**VIII.E.1.bb. Board Policy 5.202 - Supervision/Dismissal of Classified**

**VIII.E.1.cc. Board Policy 5.204 - Resignation**

**VIII.E.1.dd. Board Policy 5.205 - Retirement**

**VIII.E.1.ee. Board Policy 5.311 - On-The-Job Injury**

**VIII.E.1.ff. Board Policy 5.403 - Drug and Alcohol Testing for Employees**

**VIII.E.1.gg. Board Policy 5.701 - Substitute Teachers**

**VIII.F. Chief Operations Officer - Dr. Ken Bradshaw**

**VIII.F.1. Cabling Infrastructure Installation-eRate Projects - Ben Coulter, Director of Information Technology**

The Information Technology department is requesting approval of 3 contracts from Requests for Proposals, 19-25, 19-26 and 19-27 for the wiring of schools in connection with E-Rate. E-Rate is a federally funded rebate program that allows the district to purchase wiring infrastructure at 20% of

costs. The purpose of this additional wiring is to support the One to One initiative in the schools and to update the wiring infrastructure at schools in need. The contract/installation period is from April 2, 2019 through August 6, 2019. The following evaluation criteria was used to select the vendor.

	<b>Evaluation Criteria</b>	<b>Points</b>
1	Purchase price	35
2	The quality of the vendor's good or services	30
3	Vendors past relationship with the district	20
4	Reputation of the vendor and its goods and services	15

Information Technology recommends the following vendors be awarded.

<b>Request for Proposal</b>	<b>Awarded Vendor</b>	<b>Amount</b>
RFP 19-26	DataComm Cabling, LLC	\$67,970.00
RFP 19-25	ClearLine Networks, LLC	\$75,241.00
RFP 19-27	ClearLine Networks, LLC	\$77,128.50
<b>Total</b>		<b>\$220,339.50</b>

The district will be required to pay the full price of \$220,339.50 before receiving the rebates. The calculated cost to the district after rebates have been applied is \$44,067. Funding will come from the self-funded programs fund balance. Rebates will be reimbursed to the self-funded programs fund balance.

**IX. Administrative Business Matters**

**IX.A. Chief Operations Officer - Dr. Ken Bradshaw**

**IX.A.1. \*\*Howard High School TDOT Easement - Justin Witt, Director of Maintenance and Operations**

We have been requested to approve a slope easement and construction easement located at the former Poss Home Site by the Tennessee Department of Transportation. The easements are required in order to improve the on ramp located at I-24 and Market Street. TDOT has offered a price of \$26,300.00 based on a fair market appraisal provided by Eades Valuation Group. After review the easements should not impact the future development of the site. If approved the attached "sellers acknowledgment of sale price and conditions" will need to be signed. After receipt of the document TDOT will prepare the deeds that will require School Board approval at a future meeting. I recommend approval.

**Motion Passed:** approval of the Howard High School/TDOT Easement with compensation of \$26,300 passed with a motion by Mrs. Tiffanie Robinson and a second by Dr. Steve Highlander.

**9 Yeas - 0 Nays.**

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



Mrs. Rhonda Thurman Yes  
Mr. Joe Wingate Yes

**X. Information Only**

**X.A. Legal Services Report**

**XI. Events/Announcements**

- A. March 15, 2019 - End of 3rd Quarter
- B. March 18-22, 2019 - Spring Break
- C. March 25, 2019 - Teacher Professional Development (No Students)
- D. March 26, 2019 - LC Advisory Missionary Ridge - 4:15-6:15 (STEM)
- E. March 28, 2019 - Board Work Session Budget
- F. March 28, 2019 - Opportunity Arts Showcase
- G. March 28, 2019 - LC Advisory Harrison Bay - 4:15-6:15 (Central High)
- H. March 29, 2019 - Report Cards
- I. April 3, 2019 - LC Advisory Rock Point - 4:15-6:15 (Alpine Crest)
- J. April 11, 2019 - Board Work Session Budget
- K. April 11, 2019 - LC Advisory North River (Allen Elementary)
- L. April 15, 2019 - Agenda Review Session
- M. April 16, 2019 - LC Advisory Opportunity Zone 4:15-6:15 (Hardy)
- N. April 18, 2019 - Board Work Session Budget (Prior to Board Meeting)
- O. April 18, 2019 - Board Meeting Regular Session

Adjourn: The meeting was adjourned at 6:21 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Hamilton County Board of Education  
Special Called Session  
March 28, 2019 5:00 PM  
3074 Hickory Valley Road

Draft Minutes-Not Yet Approved by the Board

**I.** Roll Call - Chairman Wingate

**II.** \*\*New Harrison Elementary School Building Project - Justin Witt

**III.** \*\*Recommended Award Request for Transportation RFP/Bid File 19-23 – Dr. Ken Bradshaw/David Eaves

**Hamilton County Board of Education**  
**Special Called Session**  
March 28, 2019 5:00 PM  
3074 Hickory Valley Road

**I. Roll Call - Chairman Wingate**

**Attendance Taken at 5:00 PM:**

Present Board Members:

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

**Also Attending:**

Dr. Bryan Johnson, Superintendent

**Absent:**

Noah Harris, Student Board Member

**II. \*\*New Harrison Elementary School Building Project - Justin Witt**

**Motion Passed:** approval of the New Harrison Elementary School Hamilton County Project # 18-07-01.04 passed with a motion by Dr. Steve Highlander and a second by Mrs. Rhonda Thurman.

**9 Yeas - 0 Nays.**

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

**III. \*\*Recommended Award Request for Transportation RFP/Bid File 19-23 Dr. Ken Bradshaw/David Eaves**

**Motion Passed:** approval of the Recommended Award Request for RFP/Bid File 19-23 Student Transportation Management Services passed with a motion by Mrs. Tiffanie Robinson and a second by Mr. Tucker McClendon.

**7 Yeas - 1 Nays - 1 Abstained.**

Dr. Steve Highlander	Abstain
----------------------	---------

Mrs. Jenny Hill	Yes
Mrs. Karitsa Jones	Yes
Mrs. Kathy Lennon	Yes
Mr. Tucker McClendon	Yes
Mrs. Tiffanie Robinson	Yes
Mr. Joe Smith	Yes
Mrs. Rhonda Thurman	No
Mr. Joe Wingate	Yes

**Adjourn:** The meeting was adjourned at 6:09 p.m.

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Chairperson

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Date

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Superintendent

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Date

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

**MEMORANDUM**

TO: Hamilton County Board of Education

FROM: Sherrie Ford

DATE: April 18, 2019

RE: Executive Committee Report

The Executive Committee of the Board may act on behalf of the full Board during the time between Board meetings. The Executive Committee items submitted to me for the agenda packet for the period of March 14, 2019 through April 18, 2019 are included. These items include previously approved field trips indicated by an asterisk and various early/emergency approvals presented for ratification.

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

**MEMORANDUM**

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

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

**DATE:** April 18, 2019

**RE:** Overnight Field Trips

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

- # 1. **Lookout Valley Middle/High School** – Thirty students enrolled in seventh and eighth grade will travel to Washington, D.C. May 22-25, 2019 to learn about U.S. history.
- # 2. **Red Bank High School** – Fifteen students enrolled in JROTC will travel to Greenville, Tennessee June 3-7, 2019 to attend JROTC Cadet Leadership Camp.
- # 3. \* **East Ridge High School** – Nineteen members of the football team traveled to Ocoee, Tennessee March 1-2, 2019 for leadership development at Camp Ocoee.
- # 4. \* **Red Bank High School** – One member of the track team traveled to Arcadia, California April 4-8, 2019 to compete in the Arcadia Invitational Track Meet.
- # 5. \* **Signal Mountain Middle/High School** – Twenty members of the robotics team traveled to Brentwood, Tennessee March 1-2, 2019 to compete in the robotics state championships.
- # 6. \* **Signal Mountain Middle/High School** – Six members of the math team traveled to Nashville, Tennessee March 8-9, 2019 to attend the state MATHCOUNTS competition.
- # 7. \* **Signal Mountain Middle/High School** – Fourteen members of the mock trial team traveled to Nashville, Tennessee March 22-23, 2019 to compete in the mock trial state competition.

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

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

Day  **Overnight** (Must go to Board for Approval) Today's Date: 3/14/2019

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK

School Lookout Valley Middle High School Grade/Group/Team 7th and 8th grade

Departure Date/Time 5/22/2019- 9:00 a.m. Return Date/Time 5/25/2019 1:00 a.m.

Event/Venue Washington D.C. Address \_\_\_\_\_

Instructional value to learn about U.S. history and our nation's capitol

Evaluation student discussion and writing

Fee Requested \$ 755.00 How Acquired? fundraisers and private donations

Total # of Students 30 Total # of Staff 3 staff Total # of Chaperones 6 parents Nurse Required:  Yes  No

Number of subs needed 0 Funding source for subs \_\_\_\_\_

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

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

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

Charter Bus (Board Approved)  Mashburn Bus Service Cost \$ TBD

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: Brenda Buffington, Kris York, Darren Crownover

Chaperones: Erin Collins, Mary Burnette, Rene Tuders, Shannon Addison, Barron Fortner, Tommy Dale Winchester

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

**\*Overnight Field Trips**

\*Number of students not attending for economic reasons 0

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

\*Estimated cost to parent support groups for this trip \$ 855.00

\*Projects students have undertaken to secure funds Krispy Krema Donuts, Fund Pass Discount Cards

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

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

Teacher's Signature: <u>Brenda Buffington</u>	Date: <u>3-14-2019</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>3/15/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>4/1/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership Received 3/15/19
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HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

Day  Overnight (Must go to Board for Approval)

Today's Date: 3/12/2019

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK  
School Red Bank HS

Grade/Group/Team 9-11 Grade

Departure Date/Time 3 June 2019, 7:30 AM

Return Date/Time 7 June 2019, 2:00 PM

Event/Venue JROTC Cadet Leadership Camp

Address Camp Wendell Ford, Greenville, KY 42345

Instructional value Leadership and Team Building

Evaluation JROTC Instructors and Trainers

Fee Requested \$ 0 How Acquired?

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

Number of subs needed 0 Funding source for subs

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

Modifications Needed  
Modifications Needed

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

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

Charter Bus (Board Approved)  TBA by HCDE JROTC DAI Office Cost \$ N/A

Cars  List Driver(s) Cost \$

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

List Chaperones:

Staff: LTC Hugh Enicks

Chaperones: Ms. Sally Brown, HCDE Employee

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

Overnight Field Trips

Number of students not attending for economic reasons 0

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

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

Projects students have undertaken to secure funds N/A

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

Travel itinerary attached with name/address of accommodations  Yes

Teacher's Signature:		Date: 3/12/19
Principal's Signature:		Date: 3-12-19
Director's Signature:		Date: 3/13/19

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership  
Received 3/12/19



Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: East Ridge High School

Date: 2/27/2019 Trip Dates: 3/1-3/2

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:

Was rescheduled due to weather and school being canceled,  
plus the road to Camp Ocoee was damaged.

*Jimmy Helton*  
Principal Signature

2-27-19  
Date

*Justin Robertson*  
Chief Schools Officer

2/28/19  
Date

**APPROVED:**

*[Signature]*  
Superintendent Signature

2/28/19  
Date

*[Signature]*  
Board Chairman Signature

3/1/19/19  
Date

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

Day  Overnight (Must go to Board for Approval) Today's Date: 02/26/19

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK  
School East Ridge High School Grade/Group/Team East Ridge Football Leaders

Departure Date/Time 03/01/19 1:00 pm Return Date/Time 03/02/19 3:00 pm

Event/Venue Camp Ocoee Address 111 YMCA Drive -Ocoee , TN

Instructional value Leadership development of student athletes

Evaluation Future actions and behavior of those in attendance

Fee Requested \$ 0 How Acquired? 0

Total # of Students 19 Total # of Staff 4 Total # of Chaperones 0 Nurse Required:  Yes  No

Number of subs needed 0 Funding source for subs 0

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

**Transportation:** The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.  
 County School Bus  Cost \$ \_\_\_\_\_ Handicap Accessible Bus  Cost \$ \_\_\_\_\_  
 Charter Bus (Board Approved)  YCAP Bus Cost \$ 0  
 Cars  List Driver(s) \_\_\_\_\_ Cost \$ \_\_\_\_\_

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


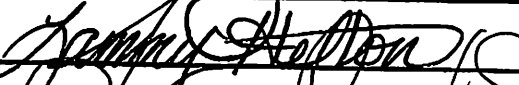

List Chaperones:  
 Staff: Tim James, Lebron Williams, Scott Tunnell, Reggie Upshaw

Chaperones: \_\_\_\_\_

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

**\*Overnight Field Trips**

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

Teacher's Signature: 	Date: <u>2-27-19</u>
Principal's Signature: 	Date: <u>2-27-19</u>
Director's Signature: 	Date: <u>2-27-19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership  
Received 2/27/19



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

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Red Bank High School

Date: 3/15/19 Trip Dates: 4-8 April 2019

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:

Cole Bullock has been invited to run in Arcadia Invitational

3200 m run. Invitation based on last week performance at New

Balance National Meet in New York City.

*Elaine Hoyer*  
Principal Signature

3-15-19  
Date

*Justin Nelson*  
Asst. Superintendent Signature

3/26/19  
Date

APPROVED:

*[Signature]*  
Superintendent Signature

3/27/19  
Date

*[Signature]*  
Board Chairman Signature

3/28/19  
Date

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

Day  **Overnight** (Must go to Board for Approval) Today's Date: 3/15/19

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK  
School Red Bank HS Grade/Group/Team 12th Grade

Departure Date/Time 4 April 2019, 6 AM Return Date/Time 8 April 2019, 12 AM

Event/Venue Arcadia Invitational Track Meet Address 180 Campus Drive, Arcadia, CA 91006

Instructional value Invite only Track Meet based on National Level Performance, Track Officials/Judges

Evaluation Track Officials

Fee Requested \$ N/A How Acquired? \_\_\_\_\_

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

Number of subs needed 1 Funding source for subs RBHS

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

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

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

Charter Bus (Board Approved)  \_\_\_\_\_ Cost \$ \_\_\_\_\_

Cars  List Driver(s) Other Air Travel/Rental Car (Enicks) 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: Hugh Enicks

Chaperones: \_\_\_\_\_

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

**Overnight Field Trips**

Number of students not attending for economic reasons 0

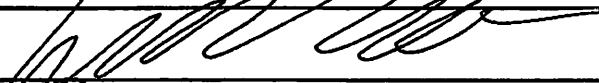


Number of trips this group expects to take which will require funds 0

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

Projects students have undertaken to secure funds N/A

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

Travel itinerary attached with name/address of accommodations  Yes

Teacher's Signature: 	Date: <u>3/15/19</u>
Principal's Signature: 	Date: <u>3-15-19</u>
Director's Signature: 	Date: <u>3/25/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership  
Received 3/25/19



Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: SMMHS

Date: 2/19/2019 Trip Dates: 3/1-3/2 2019

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:

Teams did not qualify for the state robotics championships until 2/9/2019. After arrangements were made for additional chaperones and lodging the request was submitted.

*[Handwritten Signature]*

Principal Signature

2-19-19

Date

*[Handwritten Signature]*

Chief Schools Officer

3/1/19

Date

**APPROVED:**

*[Handwritten Signature]*

Superintendent Signature

3/1/19

Date

*[Handwritten Signature]*

Board Chairman Signature

3/1/19

Date

RECEIVED  
MAR 01 2019  
HC Board of Education

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

Day  **Overnight** (Must go to Board for Approval) Today's Date: 2-19-2019

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

Departure Date/Time 3-1 3:00 pm Return Date/Time 3-2 7:00 pm

Event/Venue Robotics State Championships Address Brentwood Academy - 219 Granny White Pk Brentwood, TN

Instructional value participation in robotics program

Evaluation participation in state chaponships tournament

Fee Requested \$ 0 How Acquired? \_\_\_\_\_

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

Number of subs needed 0 Funding source for subs NA

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

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

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

Charter Bus (Board Approved)  \_\_\_\_\_ Cost \$ \_\_\_\_\_

Cars  List Driver(s) Parents responsible for student transportation Cost \$ \_\_\_\_\_

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

List Chaperones:

Staff: Rob Dodson, Olivia Webb

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

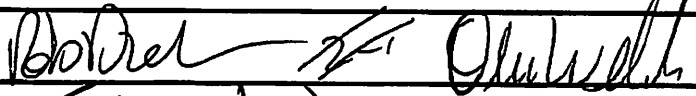

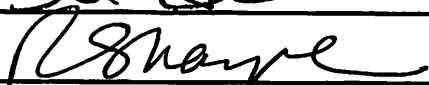
\*Number of trips this group expects to take which will require funds 0

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

\*Projects students have undertaken to secure funds NA

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

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

Teacher's Signature:		Date: <u>2-19-19</u>
Principal's Signature:		Date: <u>2-19-19</u>
Director's Signature:		Date: <u>3/1/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership  
Received 3/1/19



Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board


School: SMMHS

Date: 02/28/2019 Trip Dates: 3/8-3/9/2019

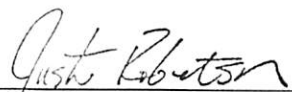
The attached request requires approval of the Board of Education. The reason this item was not submitted within the timeframe necessary for it to be placed on the agenda for a scheduled Board session is as follows:

Just found out that they qualified on 2/26/2019

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Principal Signature

2-28-19  
Date

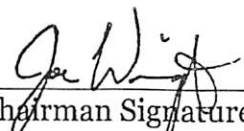
  
Chief Schools Officer

3/6/19  
Date

**APPROVED:**

  
Superintendent Signature

3/6/19  
Date

  
Board Chairman Signature

3/7/19/19  
Date

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

Day  **Overnight** (Must go to Board for Approval) Today's Date: 2/27/2019

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK  
School: Signal Mountain Middle High School Grade/Group/Team 6th, 7th, 8th

Departure Date/Time 3/08/2019 /3:30 PM Return Date/Time 3/09/2019/ 2:00 PM

Event/Venue State MATHCOUNTS Competition Address 800 Negley Road, Nashville, TN 37203

Instructional value exposure to high level mathematics problems

Evaluation placement of students in the competition

Fee Requested \$ 0 How Acquired? n/a

Total # of Students 6 Total # of Staff 2 Total # of Chaperones 0 Nurse Required:  Yes  No

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

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

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

County School Bus  Cost \$ 0 Handicap Accessible Bus  Cost \$ 0

Charter Bus (Board Approved)  n/a Cost \$ 0

Cars  List Driver(s) parents are responsible for providing students' transportation Cost \$ 0

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

**List Chaperones:**

Staff: Jennifer Agan, Michael Goza

Chaperones: n/a

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

**\*Overnight Field Trips**

\*Number of students not attending for economic reasons 0

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

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

\*Projects students have undertaken to secure funds n/a

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

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

Teacher's Signature: <u>Jennifer H Agan</u>	Date: <u>2-27-2019</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>2-27-19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>3/4/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership  
Received 3/1/19



Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board  
School: Signal Mountain Middle High School  
Date: 3/5/19 Trip Dates: March 22-23, 2019

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

We competed in the District Mock Trial competition, and we did not complete the competition until the evening of February 27th. At 9:00 on the evening of the 27th, we learned that we advanced to State.

Sh [Signature]  
Principal Signature

3-5-19  
Date

[Signature]  
Chief Schools Officer

3/8/19  
Date

**APPROVED:**

[Signature]  
Superintendent Signature

3/8/19  
Date

[Signature]  
Board Chairman Signature

3/11/19  
Date

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

Day  **Overnight** (Must go to Board for Approval) Today's Date: 3-4-19

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK  
School Signal Mountain Middle High School Grade/Group/Team Mock Trial

Departure Date/Time Friday, March 22, 2019, 7:00 AM Return Date/Time Saturday, March 23, 2019, 6:00 PM

Event/Venue Mock Trial State Competition Address Nashville, TN

Instructional value Public speaking and critical thinking skill development

Evaluation student reflection and awards won

Fee Requested \$ 125.00 How Acquired? parents are responsible for student fees

Total # of Students 14 Total # of Staff 1 Total # of Chaperones 2 Nurse Required:  Yes  No

Number of subs needed 0 Funding source for subs \_\_\_\_\_

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

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

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

Charter Bus (Board Approved)  \_\_\_\_\_ Cost \$ \_\_\_\_\_

Cars  List Driver(s) parents are responsible for student transportation Cost \$ \_\_\_\_\_

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

**List Chaperones:**

Staff: Lorri Whitney

Chaperones: Charlie Poss, Debbie Poss

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

**\*Overnight Field Trips**

\*Number of students not attending for economic reasons 0

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

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

\*Projects students have undertaken to secure funds 0

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

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

Teacher's Signature: <u>[Signature]</u>	Date: <u>3-4-19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>3-4-19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>3/6/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

HCS School Leadership  
Received 3/6/19

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

**MEMORANDUM**

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

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

**DATE:** April 18, 2019

**RE:** Overnight Field Trips

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

- #1. **Hixson High School** – Fourteen members of the Cheer Team will travel to Panama City Beach, FL June 5-9, 2019 to attend camp.
- #2. **Ooltewah High School** – Fourteen students enrolled in Army JROTC will travel to Greenville, KY June 3-7, 2019 to attend Leadership camp.
- #3. **Soddy Daisy High** – Twenty-three members of the Cheer Team will travel to LaGrange, GA June 17-20, 2019 to attend camp.
- #4. **Soddy Daisy High** – Fifteen members of the Girls Basketball Team will travel to Gatlinburg, TN December 18-21, 2019 to compete in the Smokey Mountain Classic.
- #5. \* **Ooltewah High School** – Twenty members of the Boys Soccer Team traveled to Englewood, TN February 22-23, 2019 and attended camp.

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

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

Day  **Overnight** (Must go to Board for Approval) Today's Date: 3/14/19

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

Departure Date/Time 6/5/19 - 8:00 a.m. Return Date/Time 6/9/19 8:00 p.m.

Event/Venue Cheer Camp, Edgewater Beach Resort Address 11212 Front Beach Road, PCB, FL 32407

Instructional value Athletics

Evaluation Discussion and implementation of learned skills; teamwork

Fee Requested \$ 500.00 How Acquired? Parent/fundraiser

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

Number of subs needed 0 Funding source for subs \_\_\_\_\_

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

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

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

Charter Bus (Board Approved)  \_\_\_\_\_ Cost \$ \_\_\_\_\_

Cars  List Driver(s) Susan Long, April Grubbs, Barbara Burhans, Kassie Gunnels, Kristen Swaney, Sheila Rector 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: Susan Long, April Grubbs, Kristen Swaney

Chaperones: Barbara Burhans, Kassie Gunnels, Sheila Rector

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 Academic calendar

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

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

Teacher's Signature: <u>[Signature]</u>	Date: <u>3/14/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>3/14/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>3/25/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

## HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day  **Overnight** (Must go to Board for Approval) Today's Date: March 5th, 2019

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

School Ooltewah High School

Grade/Group/Team 9-12, Army JROTC

Departure Date/Time 8:00 AM June 3rd, 2019

Return Date/Time 3:00 PM June 7th, 2019

Event/Venue Junior Cadet leadership Challenge, Wendell Ford Regional Training Center

Address Greenville, KY 42345

Instructional value Leadership Training

Evaluation Instructor Observation

Fee Requested \$ 0 How Acquired? N/A

Total # of Students 14 Total # of Staff 3 Total # of Chaperones 1 Nurse Required:  Yes  No

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

- Total # of Students with 504 Plan 0 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)  Malone Cost \$ 0

Cars  List Driver(s) \_\_\_\_\_ Cost \$ \_\_\_\_\_

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

**List Chaperones:**

Staff: Major (Retired) Paul Dean, CW4 (Retired) David Fleming, 1SG (Retired) Mike McCullough

Chaperones: Ms Renee Moses

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

**\*Overnight Field Trips**

\*Number of students not attending for economic reasons 0




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

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

\*Projects students have undertaken to secure funds N/A

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

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

Teacher's Signature: 	Date: <u>March 5<sup>th</sup>, 2019</u>
Principal's Signature: 	Date: <u>3/5/19</u>
Director's Signature: 	Date: <u>3/7/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

**received**  
3/7/19

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

Day  Overnight (Must go to Board for Approval)

Today's Date: 3/27/19

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK

School Soddy Daisy High School

Grade/Group/Team Football Cheerleading

Departure Date/Time 6/17/19; 6:00am

Return Date/Time 6/20/19; 5:00pm

Event/Venue NCA Summer Cheer Camp

Address 150 Tom Hall Parkway LaGrange, GA

Instructional value Prepare for cheer season (football, basketball, competition, etc)

Evaluation Earning a bid to NCA High School Nationals

Fee Requested \$ 400 How Acquired? Calendar Ad Fundraising and Parent Payment

Total # of Students 23 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 \$ \_\_\_\_\_ Handicap Accessible Bus  Cost \$ \_\_\_\_\_

Charter Bus (Board Approved)  Cost \$ \_\_\_\_\_

Cars  List Driver(s) Each parent is responsible for their own child Cost \$ 0

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

List Chaperones:

Staff: Breanne Johnson

Chaperones: Anita Newsom, Matti Newsom

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 4~~

~~Estimated cost to parent support groups for this trip \$ 100~~

~~Projects students have undertaken to secure funds Calendar Ad 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>[Signature]</u>	Date: <u>3/27/19</u>
Principal's Signature: <u>Steve Henry</u>	Date: <u>MAR 27 2019</u>
Director's Signature: <u>Neelie Parker</u>	Date: <u>3/28/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL



# HAMILTON COUNTY SCHOOLS

## Request for Field Trip Approval

Day  **Overnight** (Must go to Board for Approval) Today's Date: 3/14/2019

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK

School Soddy Daisy High School Grade/Group/Team Lady Trojans Basketball Team (Grades 9-12)

Departure Date/Time 12/18/2019 4:00 PM Return Date/Time 12/21/2019 6:00 PM

Event/Venue 2019 Smoky Mountain Classic/Gatlinburg-Pittman High School Address 150 Proffitt Road, Gatlinburg, TN 37738

Instructional value Team Bonding/Team Building. Competitive Games.

Evaluation See the early season progress we have made on and off the court.

Fee Requested \$ 50 How Acquired? Fundraisers throughout the preseason

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

Number of subs needed 0 Funding source for subs \_\_\_\_\_

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

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

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

Charter Bus (Board Approved)  \_\_\_\_\_ Cost \$ \_\_\_\_\_

Cars  List Driver(s) Parents are driving their daughters to the tournament 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: Drew Lyness (Head Coach), Emily Malone (Assistant Coach), Kim Ingle

Chaperones: \_\_\_\_\_

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

\*Overnight Field Trips

\*Number of students not attending for economic reasons 0

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

\*Estimated cost to parent support groups for this trip \$ 100

\*Projects students have undertaken to secure funds Sold T-Shirts, Sponsor Ads

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

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

Teacher's Signature: <u>[Signature]</u>	Date: <u>3/14/2019</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>3/15/19</u>
Director's Signature: <u>Neelie Parer</u>	Date: <u>3/25/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

**received**  
3/25/19



Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Ooltewah High School

Date: 2/27/19 Trip Dates: 3/08/19-3/09/19

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

Field Trip was previously approved by Board, however, dates have been updated due to inclement weather. Original dates: 2/22/19-2/23/19; HCS were closed and all events cancelled.

*Angela Case*  
Principal Signature

2/28/19  
Date

*Justin R. Brown*  
Chief Schools Officer

3/1/19  
Date

**APPROVED:**

*[Signature]*  
Superintendent Signature

3/1/19  
Date

*[Signature]*  
Board Chairman Signature

3/1/19/af  
Date

RECEIVED

MAR 01 2019

HC Board of Education

**received**  
2/28/19

## CLEMENTS LISA

---

**From:** CASS ANGELA  
**Sent:** Monday, February 25, 2019 3:47 PM  
**To:** CLEMENTS LISA  
**Subject:** Field Trip Change

Lisa,

OHS has to adjust the dates of our soccer field trip due to the inclement weather last Friday (school was out and events were cancelled).

The trip is:

Soccer Team for OHS  
Camp Living Stones  
The new dates will be March 8th and 9th

Let us know if you need anything else.

*Angela D. Cass*  
*Principal, Ooltewah High School*  
*423-498-6920*



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

Day  **Overnight** (Must go to Board for Approval) Today's Date: 11/12/18

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK

School Ooltewah High School Grade/Group/Team Boys Soccer

Departure Date/Time Feb 22, 2019 / 3:00 pm Return Date/Time Feb 23, 2019 / 6:00 pm

Event/Venue Team Camp - Camp Living Stones Address 534 County Rd 876, Englewood, TN 37329

Instructional value Team Building

Evaluation Coaches

Fee Requested \$ 70 How Acquired? Players Pay

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

Number of subs needed NA Funding source for subs NA

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

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

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

Charter Bus (Board Approved)  Cost \$ \_\_\_\_\_

Cars  List Driver(s) Parents will drive players to and from camp Cost \$ NA

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: Rick Adolph, Bruce Stubblefield

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 NA

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

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

\*Projects students have undertaken to secure funds 0

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

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

Teacher's Signature: <u>Rick Adolph</u>	Date: <u>11-12-18</u>
Principal's Signature: <u>Angela Coad</u>	Date: <u>11/14/18</u>
Director's Signature: <u>[Signature]</u>	Date: <u>11/16/18</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

**BOARD APPROVED**

**received**  
11/15/18

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

**MEMORANDUM**

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

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

**DATE:** April 18, 2019

**RE:** Overnight Field Trip (s)

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

- # 1. **CSLA**– Six students to attend the VEX IQ Robotics competitive events in Louisville, KY. April 28-30, 2019
- # 2. **Hixson High School**-Eight students to attend the Statewide TN Strong Youth conference in Murfreesboro, Tn. June 2-4, 2019.

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

## HAMILTON COUNTY SCHOOLS Request for Field Trip Approval

Day  **Overnight** (Must go to Board for Approval) Today's Date: March 5, 2019

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK  
School CSLA Grade/Group/Team VEX IQ Robotics

Departure Date/Time 04/28/2019 6:00AM Return Date/Time 04/30/2019 10:00PM

Event/Venue Kentucky Exposition Center Address 937 Phillips Ln. Louisville, Kentucky 40209

Instructional value VEX IQ World Championship 2019 - Compete with and learn from other teams

Evaluation Student reflection and discussion of experience and areas to focus improvement.

Fee Requested \$ 0 How Acquired? \_\_\_\_\_

Total # of Students 6 Total # of Staff 1 Total # of Chaperones 1 Nurse Required:  Yes  No

Number of subs needed 1 Funding source for subs CTE

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

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

County School Bus  Cost \$ \_\_\_\_\_ Handicap Accessible Bus  Cost \$ \_\_\_\_\_  
Charter Bus (Board Approved)  Cost \$ \_\_\_\_\_  
Cars  List Driver(s) All students transported by own parents 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: Natasha Clark

Chaperones: Scott Rosenow (HXMS)

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

N/A

**\*Overnight Field Trips**

- \*Number of students not attending for economic reasons \_\_\_\_\_
- \*Number of trips this group expects to take which will require funds \_\_\_\_\_
- \*Estimated cost to parent support groups for this trip \$ \_\_\_\_\_
- \*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:	<u>M. Clark</u>	Date: <u>3-5-19</u>
Principal's Signature:	<u>Kristal Scarborough</u>	Date: <u>3-5-19</u>
Director's Signature:	<u>John Maynard</u>	Date: <u>3/6/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

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

Day  **Overnight** (Must go to Board for Approval) Today's Date: 03/26/2019

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK  
School Hixson High School Grade/Group/Team Health Science - Anti-Vaping Campaign Group

Departure Date/Time Sunday, June 2, 2019 @ 1:00 pm Return Date/Time Tuesday, June 4, 2019 @ 2:00pm

Event/Venue Statewide TN Strong Youth conference Address 1200 Conference Center BLVD Murfreesboro, TN

Instructional value Students will be excited and prepared to take action. This group will also present at the conference

Evaluation evaluation through the TN Dept of Health

Fee Requested \$ 0 How Acquired? Expenses covered by TN Dept of Health

Total # of Students 8 Total # of Staff 1-2 Total # of Chaperones \_\_\_\_\_ Nurse Required:  Yes  No

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

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

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

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

Charter Bus (Board Approved)  Cost \$ \_\_\_\_\_

Cars  List Driver(s) Mandy Shell, Rashaad Williams 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: Mandy Shell, Rashaad Williams

Chaperones: \_\_\_\_\_

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

**\*Overnight Field Trips**

\*Number of students not attending for economic reasons 0

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

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

\*Projects students have undertaken to secure funds 0

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

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

Teacher's Signature: <u>Rashaad Williams, AP Chaperone 1</u>	Date: <u>3/28/19</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>3/28/19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>3/29/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

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

**MEMORANDUM**

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

**FROM:** Jill Levine, Chief of Opportunity Zone  
Dr. Zac Brown, Director of Secondary Schools  
Dr. LeAndrea Ware, Executive Principal  
Christopher James, Principal

**DATE:** April 18, 2019

**RE:** Overnight Field Trips

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

- # 1. \***Brainerd High School** – Thirteen members of the Boy’s Basketball team traveled to Murfreesboro, Tennessee on March 12, 2019 through March 16, 2019 to participate in the TSSAA State Basketball Tournament.
- #2. \***The Howard School** – Twelve members of the Boy’s Basketball team traveled to Murfreesboro, Tennessee on March 12, 2019 through March 16, 2019 to participate in the TSSAA State Basketball Tournament.
- #3. \***The Howard School** – One member of the student body, recipient of a four-year Faculty Scholarship, will travel to DeLand, Florida on April 6, 2019 through April 9, 2019 to tour and shadow Stetson University.

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



Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Brainerd High School

Date: 3/6/2019 Trip Dates: 03/12/19 - 03/16/19

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

The Brainerd High School boy's basketball team has qualified to participate in the TSSAA State Tournament being held on the above dates in Murfreesboro, TN. The dates of the tournament do not allow the sufficient amount of time to be included on the March agenda.

  
Principal Signature

3/7/2019  
Date

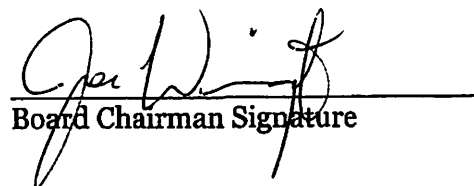
  
Chief Schools Officer

3/10/19  
Date

**APPROVED:**

  
Superintendent Signature

3/11/19  
Date

  
Board Chairman Signature

3/11/19  
Date

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

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

Today's Date: 3-6-2019

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK

School Brainerd High School

Grade/Group/Team Boys Basketball

Departure Date/Time March 12, 2019 /2:30

Return Date/Time March 16, 2019/ 9:00pm

Event/Venue TSSAA State Tournament

Address 1301 E. Main Street, Murfreesboro, TN 37132

Instructional value State Basketball Competition

Evaluation N/A

Fee Requested \$ 0 How Acquired? N/A

Total # of Students 13 Total # of Staff 1 Total # of Chaperones 2 Nurse Required:  Yes  No

Number of subs needed 1

Funding source for subs \_\_\_\_\_

• Total # of Students with 504 Plan \_\_\_\_\_

Modifications Needed \_\_\_\_\_

• Total # of Students with Disabilities \_\_\_\_\_

Modifications Needed \_\_\_\_\_

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

County School Bus  Cost \$ \_\_\_\_\_

Handicap Accessible Bus  Cost \$ \_\_\_\_\_

Charter Bus (Board Approved)  Cost \$ \_\_\_\_\_

Cars  List Driver(s) Levar Brown, Jermaine Washington 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: Levar Brown

Chaperones: Levar Brown, Jermaine Washington

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

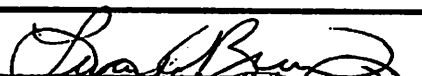


\*Number of trips this group expects to take which will require funds 10

\*Estimated cost to parent support groups for this trip \$500

\*Projects students have undertaken to secure funds Concessions Sells

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

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

Teacher's Signature: 	Date: <u>3-6-2019</u>
Principal's Signature: 	Date: <u>3/6/19</u>
Director's Signature: 	Date: <u>3/7/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

Hamilton County Department of Education

Field Trip Permission Slip

School Brainerd High School Grade/Course Boy's Basketball Team

Destination and Event TSSAA State Tournament, Murfreesboro, TN

Trip Date 3/12/19-3/16/19 Departure time 2:30 PM Return time 9:00 PM

No. of Teachers/Chaperones 2 Instructional value of trip/relationship to classroom activities:  
State Basketball Tournament

Provision for students not attending Attend regular school schedule

Name of Teacher(s)/Chaperone(s)\* Levar Brown, Jermaine Washington

Transportation  County School Bus \_\_\_\_\_  
 Charter Bus Name \_\_\_\_\_  
 Car / List Drivers Levar Brown, Jermaine Washington

Fee Requested \$ 0 Permission Slip and Fee Due to Teacher by: March 11, 2019

**Any trip which occurs during the regular day or is offered in connection with a class is offered without charge. However, if enough funds are not provided, this trip can be cancelled. Any received funds will be refunded.**

All rules of conduct that are in effect on school grounds apply on this school trip.

----- Cut Here -----  
Field Trip Destination TSSAA State Tournament, Murfreesboro Tennessee Trip Date 3/12 -3/16 2019

I/we, the undersigned, hereby grant permission for \_\_\_\_\_  
to participate in the above activity. (Student Name)

- I/we do hereby agree to release from any and all liability and otherwise hold harmless all school personnel acting in their supervisory capacity for personal injury, property or other type of loss which occurred as a result of this activity.
- I/we further authorize the above mentioned teachers/chaperones to seek and arrange for emergency medical care, hospitalization or surgery that may become necessary in my absence and I/we will assume financial responsibility for same.
- The school sponsors, schools, and Hamilton County School officials will make every reasonable effort to properly supervise, control, and render safe all activities in the planned program above.

Student Signature \_\_\_\_\_ Parent(s) Signature \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Online payment confirmation # \_\_\_\_\_

List any special medical requirements or allergies: \_\_\_\_\_

\*A chaperone is a non HCDE adult who has submitted to a background check and will have direct unsupervised contact with students during the field trip. A volunteer is a non HCDE adult who assists the teacher(s) during the field trip, but will not have any direct unsupervised contact with students.  
August 2018 School Leadership

## TSSAA STATE Tournament Itinerary

### Day 1

Tuesday, March 12, 2019

2:30pm - Depart for Murfreesboro, TN

3:00pm CST - Arrive at Hotel

Comfort Suites

226 N. Thompson LN

Murfreesboro, TN 37132

4:30pm - Team Meeting/Practice

Tennessee State University

3500 John A Merritt Blvd

Nashville, TN

6:30pm - Team Dinner

9:30pm – Film/Team Meeting

11:00pm – Lights Out

### Day 2

Wednesday, March 13, 2019

#### **GAME DAY**

7:30am - Team Breakfast

9:00am - Team Meeting/Film  
Session/Walkthrough

10:30pm - Depart hotel for Murphy Center

12:00pm – Team Meal

2:45pm – Game Time

6:00pm – Team Dinner

9:30pm – Film Session

11:00pm. - Lights Out

### Day 3

Thursday, March 14, 2019

OFF Day

12:00 – 4:00pm - Visit Games/Rest

4:30 - Practice

6:30 – Team Dinner

9:30 – Film Session

11:00 – Lights Out

### Day 4

Friday, March 15, 2019

#### **GAME DAY**

7:30am - Team Breakfast

### Day 5

Saturday, March 16, 2019

7:30am – Team Breakfast

Championship Saturday

1:00pm CST – Championship Game



Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: Howard School

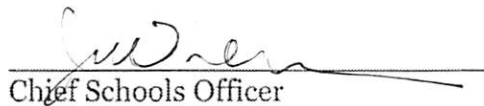
Date: 3-7-19 Trip Dates: 3/12-16/19

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

The Howard School basketball team advanced to the state tournament on March 4, 2019, which was after the required date to meet the March 14th board agenda deadline.

  
Principal Signature

3.7.19  
Date

  
Chief Schools Officer

3-11-19  
Date

**APPROVED:**

  
Superintendent Signature

8/11/19  
Date

  
Board Chairman Signature

3/11/19  
Date

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

Day  **Overnight** (Must go to Board for Approval) Today's Date: 3/7/2019

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK  
 School Howard High School Grade/Group/Team Boys Basketball Team

Departure Date/Time 3/12/2019 Return Date/Time 3/16/2019

Event/Venue State Basketball Tournament Address MTSU 1301 East Main Street Murfreesbo

Instructional value None

Evaluation None

Fee Requested \$ 3500 How Acquired? Boys Basketball Budget

Total # of Students 12 Total # of Staff 2 Total # of Chaperones 3 Nurse Required:  Yes  No

Number of subs needed 1 Funding source for subs \_\_\_\_\_

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

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

County School Bus  Cost \$ \_\_\_\_\_ Handicap Accessible Bus  Cost \$ \_\_\_\_\_  
 Charter Bus (Board Approved)  Cost \$ \_\_\_\_\_  
 Cars  List Driver(s) James Talley, Demetrius Morgan, Willie Moss 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: James Talley, Demetrius Morgan,  
 Chaperones: Willie Moss, Darrius Ricks,

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

**\*Overnight Field Trips**

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

Teacher's Signature: <u>James Talley</u>	Date: <u>3/7/2019</u>
Principal's Signature: <u>Debra Ware</u>	Date: <u>3.7.19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>3/11/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

Hamilton County Department of Education

Field Trip Permission Slip

School The Howard School

Grade/Course 10th - 12th Grade

Destination and Event Murfreesboro, TN, State basketball tournament

Trip Date 3/12-3/16 2019

Departure time 2:30 PM

Return time 7:00 PM

No. of Teachers/Chaperones 5

Instructional value of trip/relationship to classroom activities:

Provision for students not attending Remain in school

Name of Teacher(s)/Chaperone(s)\*

James Talley, Demetrius Morgan, Willie Moss, Darrius Ricks

Transportation  County School Bus

Charter Bus Name

Car / List Drivers James Talley, Demetrius Morgan, Willie Moss

Fee Requested \$ 0 Permission Slip and Fee Due to Teacher by: March 11, 2019

*Any trip which occurs during the regular day or is offered in connection with a class is offered without charge. However, if enough funds are not provided, this trip can be cancelled. Any received funds will be refunded.*

All rules of conduct that are in effect on school grounds apply on this school trip.

Cut Here

Field Trip Destination Murfreesboro TN

Trip Date 3/12-3/16 2019

I/we, the undersigned, hereby grant permission for \_\_\_\_\_ to participate in the above activity.

(Student Name)

- I/we do hereby agree to release from any and all liability and otherwise hold harmless all school personnel acting in their supervisory capacity for personal injury, property or other type of loss which occurred as a result of this activity.
- I/we further authorize the above mentioned teachers/chaperones to seek and arrange for emergency medical care, hospitalization or surgery that may become necessary in my absence and I/we will assume financial responsibility for same.
- The school sponsors, schools, and Hamilton County School officials will make every reasonable effort to properly supervise, control, and render safe all activities in the planned program above.

Student Signature \_\_\_\_\_

Parent(s) Signature \_\_\_\_\_

Emergency Phone \_\_\_\_\_

Online payment confirmation # \_\_\_\_\_

List any special medical requirements or allergies:

\*A chaperone is a non HCDE adult who has submitted to a background check and will have direct unsupervised contact with students during the field trip. A volunteer is a non HCDE adult who assists the teacher(s) during the field trip, but will not have any direct unsupervised contact with students.

Hotel : Days Inn and Suites  
182 Chaffin Place  
Murfreesboro, Tn. 37129  
Phone 615-893-8170  
Fax 615-893-1859

Depart Howard 3:00 on 3-12-19

Check in by 5 at Days Inn Murfreesboro, TN

Dinner at 7 Champys

back in room by 8:30

lights out 11

Day 2 – 3-13-19

Breakfast 8:00

Game at 10:00

Hotel by 12:00 Shower

MTSU by 2 to watch other games

Leave MTSU by 7 Dinner at Charleys

Back in Rooms By 9

Lights out by 11

Day 3 – 3-14-19

No Games on this day

Students will enjoy day at MTSU touring campus

Dinner at 6

Movie at 8

Lights out by 11



Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: The Howard School

Date: 3-6/2019 Trip Dates: 4-6-9-2019

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

The Gates funding to cover the cost of attendance for this opportunity was not solidified until Feb 26, 19 which was beyond the Feb 22, 19 regular board agenda deadline date.

  
Principal Signature

3-6-19  
Date

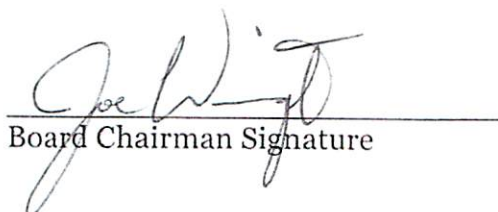
  
Chief Schools Officer

3-11-19  
Date

**APPROVED:**

  
Superintendent Signature

3/11/19  
Date

  
Board Chairman Signature

3/11/19  
Date

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

Day  Overnight (Must go to Board for Approval) Today's Date: March 6, 19

Career/Tech.  Exceptional Ed  Learning Community  Opportunity Zone  PreK

School The Howard School Grade/Group/Team 12

Departure Date Time April 6, 19 @ 8:00 am Return Date Time April 9, @ 8:00 pm

Event/Venue Stetson University Address 421 N. Woodland Blvd. DeLand, FL 32723

Instructional value Tour, shadow, and overnight visit (Giselle Perez)

Evaluation College Visit

Fee Requested \$ -0- How Acquired? PEF

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

Number of subs needed 1 Funding source for subs \_\_\_\_\_

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

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

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

Charter Bus (Board Approved)  \_\_\_\_\_ Cost \$ \_\_\_\_\_

Cars  List Driver(s) OTHER: Airline- TBD 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: Donna Taheri

Chaperones: \_\_\_\_\_

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

**\*Overnight Field Trips**

\*Number of students not attending for economic reasons -0-

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

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

\*Projects students have undertaken to secure funds -0-

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

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

Teacher's Signature: <u>Donna Taheri</u>	Date: <u>03-06-2019</u>
Principal's Signature: <u>[Signature]</u>	Date: <u>3-6-19</u>
Director's Signature: <u>[Signature]</u>	Date: <u>3/8/19</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL

**Hamilton County Department of Education**  
Field Trip Permission Slip

School The Howard School Grade/Course 12th

Destination and Event Stetson University - Shadow Visit (See Attached)

Trip Date April 6-9, 2019 Departure time 8:00 am Return time 8:00 pm

No. of Teachers/Chaperones 1 Instructional value of trip/relationship to classroom activities:  
\_\_\_\_\_

Provision for students not attending Students will report to their WBL site - sub

Name of Teacher(s)/Chaperone(s)\* Donna Taheri

Transportation  County School Bus \_\_\_\_\_  
 Charter Bus Name \_\_\_\_\_  
 Car / List Drivers (Other) Airline TBD

Fee Requested \$ 0 Permission Slip and Fee Due to Teacher by: Mar 11, 2019

**Any trip which occurs during the regular day or is offered in connection with a class is offered without charge. However, if enough funds are not provided, this trip can be cancelled. Any received funds will be refunded.**

All rules of conduct that are in effect on school grounds apply on this school trip.

----- Cut Here -----

Field Trip Destination Stetson University, Deland, FL Trip Date 4-6-9-2019

I/we, the undersigned, hereby grant permission for \_\_\_\_\_  
to participate in the above activity. (Student Name)

- I/we do hereby agree to release from any and all liability and otherwise hold harmless all school personnel acting in their supervisory capacity for personal injury, property or other type of loss which occurred as a result of this activity.
- I/we further authorize the above mentioned teachers/chaperones to seek and arrange for emergency medical care, hospitalization or surgery that may become necessary in my absence and I/we will assume financial responsibility for same.
- The school sponsors, schools, and Hamilton County School officials will make every reasonable effort to properly supervise, control, and render safe all activities in the planned program above.

Student Signature \_\_\_\_\_ Parent(s) Signature \_\_\_\_\_ Emergency Phone \_\_\_\_\_  
Online payment confirmation # \_\_\_\_\_

List any special medical requirements or allergies:  
\_\_\_\_\_

\*A chaperone is a non HCDE adult who has submitted to a background check and will have direct unsupervised contact with students during the field trip. A volunteer is a non HCDE adult who assists the teacher(s) during the field trip, but will not have any direct unsupervised contact with students.  
August 2018 School Leadership

# STETSON UNIVERSITY

Thank you for registering for your visit to Stetson

Dear Giselle,

Thank you for registering for Stetson's Shadow visit. Your visit is scheduled for Monday, April 8, 2019 at Stetson University. **The time for your visit is dependent on your schedule for the day, which will be emailed to you as your visit approaches.**

Below are general directions to campus. If needed, you may [update your registration information](#). You will receive more details such as parking and schedule closer to the event.

 [Driving Directions](#)

If you have any questions or would like to speak with someone about your visit, feel free to reach out to me at [campusvisit@stetson.edu](mailto:campusvisit@stetson.edu) or (386) 822-7100.

Sincerely,  
Dana Dolbow

Director of Campus Visitation

STETSONUNIVERSITY

**STETSON** Office of Admissions  
UNIVERSITY 421 N. Woodland Blvd  
DeLand, FL 32723  
[www.stetson.edu](http://www.stetson.edu)

## **Itinerary**

**Saturday, April 6th** - Departure from Chattanooga Airport

**Saturday, April 6th**- Arrive at Orlando Sanford International Airport.

Lodging Details: 5301 Vista Club Run, Sanford, FL 32771 -4 beds 4 baths 3,454 sq ft

We will spend the evening with my husband's family in Sanford, Florida.

Their home is nice and spacious, and we will be treated to a wonderful Persian meal!

The distance from where we will stay to Stetson is Driving Distance: **20.7 mi**,  
Duration: **33 mins**, Route: **E4W**

**Sunday, April 7th**—Site seeing in Orlando, Florida

We will use a family vehicle or Uber for transportation.

**Monday, April 8<sup>th</sup>**- Arrive at Stetson University for a campus tour, shadow a Bio-medical class and an overnight visit.

**Tuesday, April 9<sup>th</sup>**- Stetson University- Breakfast and wrap-up by 9:30  
Return to Chattanooga.....and back to school on Wednesday.

-



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

**MEMORANDUM**

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

**FROM:** Christie Jordan, Chief Financial Officer

**DATE:** April 18, 2019

**RE:** Bids/Contracts

1. Attached for your approval are bids/contracts for the following:
  - A. Request Approval of Contract Extensions for Maintenance Department.
  - B. Request Approval of the Second Amendment to the Agreement with Stellar Therapy Services, LLC.
  - C. Request Approval of E-Rate Equipment and Annual Support/Central Knox, Inc.
  - D. Request Approval of Central Technologies, Inc. to cable Barger Academy and Lookout Valley High School.
  - E. Request Approval of Bid Renewals and New Bids for School Nutrition Program.
  - F. Request Approval of Contracts for Book Fairs (RFP/Bid File 19-30)
2. Attached for your information is the purchase of motor fuel.
3. Bids procured by the Purchasing Department. In all cases, low bids meeting specifications are recommended.
4. Recommend approval as presented.

CJ:de



**Hamilton County Department of Education**  
**Purchasing Department**  
**3074 Hickory Valley Rd**  
**Chattanooga, TN 37421**  
**(423) 498-7030**

**Memorandum**

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

**From:** Christie Jordan, Chief Financial Officer

**Date:** April 18, 2019

**Re:** Recommended Contract Extension for Maintenance Projects:

Drywall Installation and Related Projects (Bid File 17-49)  
Carpentry Related Projects (Bid File 17-50)  
Masonry Projects (Bid File 17-51)  
Air Monitoring Services for Asbestos Projects (Bid File 18-34)  
Furnish & Install Aluminum Walkway Covers & Canopies  
(Bid File 18-39)  
Furnish & Install Fencing (Bid File 18-44)

The Board of Education previously awarded contracts for above described goods and services. Right was reserved to extend contract for an additional twelve-month period.

Contracts have served the System well and contract extensions are recommended. Contract period shall be July 1, 2019 through June 30, 2020. Tabulation sheets attached.

Funding Source: Operating/Maintenance and Capital Projects Budgets

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
 BID OPENING – MAY 16, 2017 – 2:30 P.M.  
 CONTRACTS FOR DRYWALL INSTALLATION AND RELATED PROJECTS (BID FILE 17-49)  
TABULATION SHEET**

<b>BIDDERS:</b>	Project Manager Per Hour	Foreman Per Hour	Journeyman Per Hour	4th yr. Apprentice Per Hour	3rd yr. Apprentice Per Hour
Pointe General Contractors	42.00	30.00	26.50	25.00	23.00
Wallace Tile Inc		36.86			
J and J Contractors	50.00	33.50	28.00	25.00	23.00

<b>BIDDERS:</b>	2nd yr. Apprentice Per Hour	1st yr. Apprentice Per Hour	Helper Per Hour	Laborer Per Hour	Overhead Percentage (%)
Pointe General Contractors	21.00	20.00	18.00	18.00	9.5
Wallace Tile Inc			22.00		10
J and J Contractors	21.00	19.00	17.50	17.00	10

<b>BIDDERS:</b>	Profit Percentage (%).
Pointe General Contractors	5
Wallace Tile Inc	10
J and J Contractors	10

*Board  
Approved  
6/15/17*

**RECOMMEND AWARD OF BID TO:** Pointe General Contractors (Primary)  
 J and J Contractors (Alternate)

**FUNDS TO BE PROVIDED BY:** Maintenance Budget and Capital Projects Fund

**BID SENT TO** 12 **VENDORS** 3 **VENDORS RESPONDED**

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
 BID OPENING – MAY 16, 2017 – 3:00 P.M.  
 CONTRACTS FOR CARPENTRY RELATED PROJECTS (BID FILE 17-50)  
 TABULATION SHEET**

<b>BIDDERS:</b>	Project Manager Per Hour	Foreman Per Hour	Journeyman Per Hour	4th yr. Apprentice Per Hour	3rd yr. Apprentice Per Hour
J and J Contractors	50.00	33.50	28.00	25.00	23.00
Wallace Tile Inc		36.86			

<b>BIDDERS:</b>	2nd yr. Apprentice Per Hour	1st yr. Apprentice Per Hour	Helper Per Hour	Laborer Per Hour	Overhead Percentage (%)
J and J Contractors	21.00	19.00	17.50	17.00	10
Wallace Tile Inc			22.00		10

<b>BIDDERS:</b>	Profit Percentage (%).
J and J Contractors	10
Wallace Tile Inc	10

*Board  
Approved  
6/15/17*

**RECOMMEND AWARD OF BID TO:** J AND J CONTRACTORS

**FUNDS TO BE PROVIDED BY:** Maintenance Budget and Capital Projects Fund

**BID SENT TO** 12 **VENDORS** 2 **VENDORS RESPONDED**

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
 BID OPENING –MAY 16, 2017 – 3:30 P.M.  
 CONTRACTS FOR MASONRY PROJECTS (BID FILE 17-51)  
 TABULATION SHEET**

<b>BIDDERS:</b>	Foreman Per Hour	Journeyman Per Hour	4th yr. Apprentice Per Hour	3rd yr. Apprentice Per Hour	2nd yr. Apprentice Per Hour
Jenkins Masonry Inc	36.10	34.83	29.61	26.13	22.64
G and P Masonry Inc	37.13	36.13	32.52	28.90	25.29

<b>BIDDERS:</b>	1st yr. Apprentice Per Hour	Helper Per Hour	Laborer Per Hour	Overhead Percentage (%)	Profit Percentage (%)
Jenkins Masonry Inc	19.16	19.00	17.00	8	10
G and P Masonry Inc	21.68	21.16	21.16	15	10

*Board Approved  
6/15/17*

**RECOMMEND AWARD OF BID TO:** All Vendors

**FUNDS TO BE PROVIDED BY:** Maintenance Budget and Capital Projects Fund

**BID SENT TO** 13 **VENDORS** 2 **VENDORS RESPONDED**

DE.jg

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
 BID OPENING –March 26, 2018 – 3:00 P.M.  
 CONTRACT FOR AIR MONITORING SERVICES FOR ASBESTOS PROJECTS (BID FILE 18-34)  
TABULATION SHEET**

	<u>BIDDER NAME:</u> Resolution Inc	Professional Environmental Consulting Inc	Patriot Global Consulting Group
<b><u>TEM CLEARANCE:</u></b>			
4 hour turn around	1380.00	950.00	410.00
24 hour turn around	780.00	850.00	125.00
2-3 day turn around	700.00	800.00	100.00
Cost of additional TEM clearance (same address)	375.00	380.00	80.00
Cost of additional TEM clearance (different address)	390.00	480.00	100.00
<b><u>PCM CLEARANCE:</u></b>			
Total cost for PCM clearance	525.00	580.00	660.00
Cost of additional PCM clearance (same address)	150.00	150.00	360.00
Cost of additional PCM clearance (different address)	150.00	200.00	660.00
Cost of additional PCM clearance (same address day as TEM)	150.00	200.00	360.00
<b><u>COST FOR AIR MONITORING PER DAY:</u></b>			
Includes all charges/does not involve an asbestos clearance	550.00	1000.00	450.00

**RECOMMEND AWARD OF BID TO:** Resolution Inc. (primary vendor)  
 Professional Environmental Consulting Inc.  
 (alternate vendor)

**BID SENT TO** 11 VENDORS 3 VENDORS RESPONDED

**FUNDS TO BE PROVIDED BY:** Capital Projects Fund

*Board  
 Approved  
 4/19/18*

HAMILTON COUNTY DEPARTMENT OF EDUCATION  
 BID OPENING – May 8, 2018 – 2:30 pm.  
 CONTRACT TO FURNISH AND INSTALL ALUMINUM WALKWAY COVERS AND CANOPIES  
 (BID FILE 18-39)  
TABULATION SHEET

<u>BIDDERS</u>	<u>Bowman Alcolume Co</u>	<u>Red Bank Aluminum</u>
<u>Alum. Cover &lt; 10' Project. .020 wall thickness Per Sq. Foot</u>	<u>9.00</u>	<u>8.50</u>
<u>Alum. Cover &gt; 10' Project. .025 wall thickness Per Sq. Foot</u>	<u>9.25</u>	<u>8.50</u>
<u>3" Aluminum Post Each</u>	<u>80.00</u>	<u>100.00</u>
<u>3" Steel Post Each</u>	<u>95.00</u>	<u>100.00</u>

RECOMMEND AWARD OF BID TO: All Vendors

BID SENT TO 4 VENDORS 2 VENDORS RESPONDED

FUNDS TO BE PROVIDED BY: Maintenance Budget & Capital Projects Fund

DE.jg

Board approved  
 6/21/2018  
 6721-18

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
 BID OPENING –MAY 9, 2018– 11:30 AM.  
 CONTRACT TO FURNISH & INSTALL FENCING FOR SCHOOL SYSTEM  
 BID FILE 18-44  
TABULATION SHEET**

<u><b>VENDOR NAME</b></u>	<u><b>A Affordable Fence</b></u>
<u><b>FENCE 96" Fabric SS40</b></u>	
Per Linear Foot	19.50
Terminal Posts/each	115.00
Corner Posts/each	140.00
Gates 3' Opening/each	300.00
Gates 4' Opening/each	350.00
Gates 6' Opening/each	370.00
Gates 10' Opening-Double Gate/per opening	475.00
Gates 12' Opening-Double Gate/per opening	525.00
<u><b>FENCE 96" Vinyl SS40</b></u>	
Per Linear Foot	25.00
Terminal Posts/each	155.00
Corner Posts/each	180.00
Gates 3' Opening/each	380.00
Gates 4' Opening/each	410.00
Gates 6' Opening/each	435.00
Gates 10' Opening-Double Gate/per opening	610.00
Gates 12' Opening-Double Gate/per opening	760.00
<u><b>FENCE 72" Fabric SS40</b></u>	
Per Linear Foot	17.50
Terminal Posts/each	90.00
Corner Posts/each	110.00
Gates 3' Opening/each	285.00
Gates 4' Opening/each	320.00
Gates 6' Opening/each	360.00
Gates 10' Opening-Double Gate/per opening	510.00
Gates 12' Opening-Double Gate/per opening	560.00
<u><b>FENCE 72" Vinyl SS40</b></u>	
Per Linear Foot	22.00
Terminal Posts/each	160.00
Corner Posts/each	185.00
Gates 3' Opening/each	390.00
Gates 4' Opening/each	435.00
Gates 6' Opening/each	485.00
Gates 10' Opening-Double Gate/per opening	610.00
Gates 12' Opening-Double Gate/per opening	685.00

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
 BID OPENING –MAY 9, 2018– 11:30 AM.  
 CONTRACT TO FURNISH & INSTALL FENCING FOR SCHOOL SYSTEM  
 BID FILE 18-44  
TABULATION SHEET**

<b><u>VENDOR NAME</u></b>	<b><u>A Affordable Fence</u></b>
<b><u>FENCE 72" Fabric SS20</u></b>	
Per Linear Foot	15.00
Terminal Posts/each	90.00
Corner Posts/each	105.00
Gates 3' Opening/each	295.00
Gates 4' Opening/each	320.00
Gates 6' Opening/each	360.00
Gates 10' Opening-Double Gate/per opening	510.00
Gates 12' Opening-Double Gate/per opening	560.00
<b><u>FENCE 72" Vinyl SS20</u></b>	
Per Linear Foot	21.00
Terminal Posts/each	145.00
Corner Posts/each	165.00
Gates 3' Opening/each	380.00
Gates 4' Opening/each	410.00
Gates 6' Opening/each	435.00
Gates 10' Opening-Double Gate/per opening	610.00
Gates 12' Opening-Double Gate/per opening	760.00
<b><u>FENCE 60" Fabric SS40</u></b>	
Per Linear Foot	16.00
Terminal Posts/each	80.00
Corner Posts/each	110.00
Gates 3' Opening/each	290.00
Gates 4' Opening/each	300.00
Gates 6' Opening/each	335.00
Gates 10' Opening-Double Gate/per opening	460.00
Gates 12' Opening-Double Gate/per opening	525.00
<b><u>FENCE 60" Vinyl SS40</u></b>	
Per Linear Foot	20.00
Terminal Posts/each	140.00
Corner Posts/each	170.00
Gates 3' Opening/each	310.00
Gates 4' Opening/each	335.00
Gates 6' Opening/each	360.00
Gates 10' Opening-Double Gate/per opening	530.00
Gates 12' Opening-Double Gate/per opening	625.00

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
 BID OPENING –MAY 9, 2018– 11:30 AM.  
 CONTRACT TO FURNISH & INSTALL FENCING FOR SCHOOL SYSTEM  
 BID FILE 18-44  
 TABULATION SHEET**

<b><u>VENDOR NAME</u></b>	<b><u>A Affordable Fence</u></b>
<b><u>FENCE 60" Fabric SS20</u></b>	
Per Linear Foot	14.00
Terminal Posts/each	75.00
Corner Posts/each	105.00
Gates 3' Opening/each	290.00
Gates 4' Opening/each	310.00
Gates 6' Opening/each	335.00
Gates 10' Opening-Double Gate/per opening	460.00
Gates 12' Opening-Double Gate/per opening	535.00
<b><u>FENCE 60" Vinyl SS20</u></b>	
Per Linear Foot	19.00
Terminal Posts/each	130.00
Corner Posts/each	160.00
Gates 3' Opening/each	300.00
Gates 4' Opening/each	325.00
Gates 6' Opening/each	360.00
Gates 10' Opening-Double Gate/per opening	530.00
Gates 12' Opening-Double Gate/per opening	625.00
<b><u>FENCE 48" Fabric SS40</u></b>	
Per Linear Foot	14.50
Terminal Posts/each	75.00
Corner Posts/each	105.00
Gates 3' Opening/each	225.00
Gates 4' Opening/each	300.00
Gates 6' Opening/each	325.00
Gates 10' Opening-Double Gate/per opening	460.00
Gates 12' Opening-Double Gate/per opening	525.00
<b><u>FENCE 48" Vinyl SS40</u></b>	
Per Linear Foot	18.00
Terminal Posts/each	110.00
Corner Posts/each	135.00
Gates 3' Opening/each	260.00
Gates 4' Opening/each	310.00
Gates 6' Opening/each	325.00
Gates 10' Opening-Double Gate/per opening	610.00
Gates 12' Opening-Double Gate/per opening	635.00

**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
 BID OPENING –MAY 9, 2018– 11:30 AM.  
 CONTRACT TO FURNISH & INSTALL FENCING FOR SCHOOL SYSTEM  
 BID FILE 18-44  
 TABULATION SHEET**

<u>VENDOR NAME</u>	<u>A Affordable Fence</u>
<b><u>FENCE 48" Fabric SS20</u></b>	
Per Linear Foot	12.50
Terminal Posts/each	65.00
Corner Posts/each	95.00
Gates 3' Opening/each	225.00
Gates 4' Opening/each	300.00
Gates 6' Opening/each	325.00
Gates 10' Opening-Double Gate/per opening	460.00
Gates 12' Opening-Double Gate/per opening	610.00
<b><u>FENCE 48" Vinyl SS20</u></b>	
Per Linear Foot	17.50
Terminal Posts/each	95.00
Corner Posts/each	110.00
Gates 3' Opening/each	260.00
Gates 4' Opening/each	285.00
Gates 6' Opening/each	325.00
Gates 10' Opening-Double Gate/per opening	610.00
Gates 12' Opening-Double Gate/per opening	635.00
<b><u>BARBED WIRE –</u></b>	
12.5 gauge w/4 points on 5" spacing Installation/Per Linear Foot (3 strands)	6.00
<b><u>COUNTER-weighted roll gates,</u></b>	
SS40, 72" h w/barbed wire	
Gates 20' Opening/each	2,800.00
Gates 24' Opening/each	3,300.00
Gates 28' Opening/each	3,900.00
Gates 32' Opening/each	4,300.00
Gates 36' Opening/each	4,900.00
<b><u>REMOVAL AND DISPOSAL</u></b>	
Unit Cost for Removal & Disposal/per LF	10.00

Recommend Award of Bid To A Affordable Fence

Bid Sent To 11 Vendors 1 Vendor Responded

Funds To Be Provided By Capital Projects Fund

DE.jg

Board approved 6-21-18

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

**MEMORANDUM:**

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

From: Garfield Adams, Director Exceptional Education

Date: April 18, 2019

Re: Exceptional Education - Speech/Language, OT/PT Services Agreement Second Amendment

I am respectfully requesting that you approve the second amendment to the agreement with Stellar Therapy Services, LLC Bid File 14-40 staffing for the contract period 7-1-18 through 6-30-19. This agreement is to provide Speech and Language, Occupational and Physical Therapy services as required by Individual Education Plans and supervised by Exceptional Education Administrators.

The amendment is needed to cover additional staffing needs to cover OT/PT services at a contract agency, to cover two FMLA's for HCDE therapists, resignations, and HCDE has had an increase in the amount of OT/PT services during the 18-19 SY. Ex Ed has not been able to cover these with current staff and have had to use Stellar Therapy staff to provide contract services to students. The contract amendment is for an additional \$115,000 for the 18-19 school year making the total contract not to exceed \$ 2,296,347. This contract amendment will be paid with a combination of funds from Medicaid Reimbursement, IDEA Part B and Ex Ed General Purpose Budget funds.

**SECOND AMENDMENT TO  
SERVICES AGREEMENT  
Stellar Therapy Services, LLC**

This **SECOND AMENDMENT** (“Amendment”) is made and entered into as of the 19<sup>th</sup> day of July 2018 (“Effective Date”), by and between Hamilton County Department of Education (hereinafter the “Department”) and Stellar Therapy Services, LLC (hereinafter referred to as “provider”).

**RECITALS**

**WHEREAS**, Department and Agency entered into that certain Employment Agreement dated April 18, 2019 (the “Agreement”); for the 2018-2019 school year and

**WHEREAS**, the parties desire to amend the Agreement as more fully set forth below.

**NOW, THEREFORE**, for good and valuable consideration, the sufficiency, the sufficiency and receipt of which are hereby acknowledged, the parties hereby agree as follows:

1. Paragraph numbered 3 in the Agreement is hereby amended to read:

3. **Compensation.**

(a) In consideration for the Therapy Services provided by Contractor, HCDE agrees to pay Contractor its Fees for Therapy Services per the following rate schedule:

THERAPY SERVICES:	
Speech and Language Pathologist	\$62/hour
Speech and Language Pathologist – Clinical Fellow or MA	\$50/hour
Speech and Language Assistant	\$40/hour
Occupational Therapist – Registered	\$62/hour
Certified Occupational Therapy Assistant	\$50/hour
Physical Therapist-Registered	\$62/hour
Physical Therapist Assistant	\$50/hour
Physician’s Assistant	\$25/visit

Therapy Service fees for the agreed upon staffing plan will not exceed \$2,296,347.00 under the terms of this contract. Contractor agrees to not exceed the maximum limits of this staffing plan without written request from the Director of Special Education.

Therapy Services reimbursed under the above rate schedule include direct and indirect service time, assessments, evaluations, treatments, consultation, documentation, progress reports, meeting attendance, travel time between schools, documentation and prep time performed onsite or offsite. Other services may be added as needed with rates to be agreed upon in advance by both parties. All amounts payable to Contractor pursuant to this Section 3(a) shall be referred to herein as the “Fees for Therapy Services.”

2. Except as expressly set forth above, the Agreement as written shall continue in full force and effect.

***IN WITNESS WHEREOF***, the parties have set their hands hereto as of the date written above.

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Melissa Christopher, Executive Director  
Stellar Therapy Services, LLC

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Holly Christopher, Administrator  
Stellar Therapy Services, LLC

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Dr. Bryan Johnson, Superintendent  
Hamilton County Board of Education

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Board Chairman  
Hamilton County Board of Education



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

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**Memorandum**

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

From: Ben Coulter, Director of Information Technology

Date: April 18, 2019

Re: E-Rate Equipment and Support Purchase

The Information Technology department is requesting approval to purchase network switches, wireless access points, network related equipment and annual support through E-Rate. E-Rate is a federally funded rebate program that allows the district to purchase equipment and services related to wiring infrastructure at 20% of costs. The purpose of this purchase is to support the One to One initiative in the schools and to update the wiring infrastructure at schools. Below is a table that details the cost.

<b>Equipment</b>	<b>Qty</b>	<b>Total Before E-Rate Discounts</b>
Wireless Access Points	870	\$386,695.00
Switches / Network Related Equipment	641	\$1,083,325.00
Support*		\$255,597.07
Total Costs Before E-Rate Discounts		\$1,725,617.07
<b>Total Cost After E-Rate Discounts**</b>		<b>\$502,372.07</b>

\* 3-year amount.

\*\* Amount reflected is after discounts. Discounts are applied at a school level. Some schools ran out of discounts and full or partial price had to be applied.

Information Technology recommends the approval of the purchase amount. The recommended vendor is Central Knox, Inc. Central Knox is an approved vendor and under contract by the State of Tennessee, contract #49083.

The district will be required to pay the full price of \$1,725,617.07 before receiving the rebates. The calculated cost to the district after rebates have been applied is \$502,372.07. \$500,000 of funding will come from the self-funded programs fund balance. The remainder will come from the Information Technology budget. E-Rate rebates will be reimbursed to the self-funded programs fund balance.

Thank you for your consideration of this request.



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

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### **Memorandum**

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

From: Ben Coulter, Director of Information Technology

Date: April 18, 2019

Re: Cabling Infrastructure Installation – Barger Academy, Lookout Valley High

The Information Technology department is requesting approval of Central Technologies, Inc. to cable Barger Academy at a cost of \$57,932 and DataComm Cabling, LLC to cable Lookout Valley Middle High at a cost of \$13,875. This cabling work will be utilized for internet connectivity, Wi-Fi connectivity and to install telecommunication and intercom system. The installation period is to begin on May 28th, 2019 and be completed by August 6th, 2019.

HCDE had existing contracts with both companies. The DataComm Cabling, LLC contract is under bid 16-39. The existing contract with Central Technologies, Inc is a cooperative contract on BuyBoard (579-19). Funding will come from the general purpose budget.

Thank you for your consideration of this request.

Quoted To:

HAMI - Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, TN 37421

Phone: 423-209-8545

Cust PO:

Reference: Barger Academy

Terms: NET 30

Ship Via: Drop Ship

Salesperson: JMA

Valid Through: 6/23/2019

Stock Code	Description	Quantity	Price	Extended
DROPCAT6DATAPLENUM-HAMILTON	Hamilton County Cat6 Network Data Drop Plenum	275.00	178.00	48,950.00
>LABOR-CK90			1.00	
>CABELL3613009U1000	Belden 3613 Enhanced Category 6 Nonbonded-Pair Cable 4-Pair U/Utp Cmp Box Blue		0.20	
DROPFIBER-6STRAND	Fiber Network Run Utilizing 6 Strand OM3 Armored	1.00	2,250.00	2,250.00
>CABCOR006T88-31180-A3	Corning OM3 Armored Plenum Fiber 6 Strand 006T88-31180-A3		600.00	
>CABZERA06TB3R9F1-BM001	ZERO CONNECT 6 Strand 6F OM3 PIGTAIL 1 METER A06TB3R9F1-BM001 Simplex 900UM LC Agua		2.00	
>LABOR-CK42			1.00	
NETLEV61110-RL6	Leviton 61110-rl6 Punch Down CAT6 Connector Blue	101.00	0.00	0.00
NETLEV61110-RY6	Leviton 61110-ry6 Punch Down CAT6 Connector yellow	127.00	0.00	0.00
NETLEV61110-BP6	Leviton 61110-BP6 Punch Down CAT6 Connector Purple	33.00	0.00	0.00
NETLEV61110-RR6	Leviton 61110-RR6 Punch Down CAT6 Connector RED	14.00	0.00	0.00
NETLEV41089-2WP	Leviton 41089-2WP QuickPort Surface Mount Housing, 2-Port, White	102.00	0.00	0.00
CABHELTSR2FW-8A	Hellerman Surface Raceway, 1-1/4", 8.0 ft Long Office White 160' per Box TSR2FW-8A	64.00	0.00	0.00
CABHELTSRFW-JB2	Hellerman 2-In Deep Office White Junction Box TSRFW-JB2	48.00	0.00	0.00
NETLEV41080-4WP	Leviton QuickPort 4-Port Wall Plate White 41080-4WP	48.00	1.50	72.00
NETLEV41084-BW	Leviton QuickPort 1-Port White Insert Blank 10/pack	10.00	0.00	0.00
CABERICAT12	J-Hook 3/4" Cable Hanger CAT12 Cost Each	100.00	0.00	0.00
LABOR-CK13	Installation Cable Tray	1.00	4,500.00	4,500.00
LABOR-CK1400	Remove Existing Cable	1.00	2,160.00	2,160.00

BuyBoard Contract 579-19

Customer to provide all cable tray, mounting brackets, cable tray accessories, patch panels, fiber enclosures and new racks if needed.

Project will be completed by August 1st, 2019.

Central Technologies, Inc.  
P.O. Box 30867  
Knoxville, TN 37930  
865-566-0230 Fax: 865-312-8190

3/25/2019  
Quote #: 33003  
Page: 2

Quoted To:

HAMI - Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, TN 37421

Phone: 423-209-8545

Cust PO:

Reference: Barger Academy

Terms: NET 30

Ship Via: Drop Ship

Salesperson: JMA

Valid Through: 6/23/2019

Stock Code	Description	Quantity	Price	Extended
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SubTotal: 57,932.00

Tax: 0.00

Shipping: 0.00

Total: 57,932.00

TN Alarm Systems Contractor License Number- 2138 TN Contractor License Number - 67550

ALL PRODUCTS CARRY A MFR. DIRECT WARRANTY - RETURN OF NON-DEFECTIVE, UNOPENED ITEMS ACCEPTED 10 DAYS FROM SHIP DATE  
AND WILL REQUIRE PRODUCT MFR. APPROVAL PRIOR TO RETURN - A 15% RESTOCK FEE WILL APPLY - DAMAGED OR MISSING ITEMS  
MUST BE REPORTED WITHIN 48 HOURS - A FINANCE CHARGE OF 1.5% PER MONTH WILL BE APPLIED TO OVERDUE BALANCES - SPECIAL



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

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### **Memorandum**

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

From: Ben Coulter, Director of Information Technology

Date: April 18, 2019

Re: Cabling Infrastructure Installation – Barger Academy, Lookout Valley High

The Information Technology department is requesting approval of Central Technologies, Inc. to cable Barger Academy at a cost of \$57,932 and DataComm Cabling, LLC to cable Lookout Valley Middle High at a cost of \$13,875. This cabling work will be utilized for internet connectivity, Wi-Fi connectivity and to install telecommunication and intercom system. The installation period is to begin on May 28th, 2019 and be completed by August 6th, 2019.

HCDE had existing contracts with both companies. The DataComm Cabling, LLC contract is under bid 16-39. The existing contract with Central Technologies, Inc is a cooperative contract on BuyBoard (579-19). Funding will come from the general purpose budget.

Thank you for your consideration of this request.

Quoted To:

HAMI - Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, TN 37421

Phone: 423-209-8545

Cust PO:

Reference: Barger Academy

Terms: NET 30

Ship Via: Drop Ship

Salesperson: JMA

Valid Through: 6/23/2019

Stock Code	Description	Quantity	Price	Extended
DROPCAT6DATAPLENUM-HAMILTON	Hamilton County Cat6 Network Data Drop Plenum	275.00	178.00	48,950.00
>LABOR-CK90			1.00	
>CABELL3613009U1000	Belden 3613 Enhanced Category 6 Nonbonded-Pair Cable 4-Pair U/Utp Cmp Box Blue		0.20	
DROPFIBER-6STRAND	Fiber Network Run Utilizing 6 Strand OM3 Armored	1.00	2,250.00	2,250.00
>CABCOR006T88-31180-A3	Corning OM3 Armored Plenum Fiber 6 Strand 006T88-31180-A3		600.00	
>CABZERA06TB3R9F1-BM001	ZERO CONNECT 6 Strand 6F OM3 PIGTAIL 1 METER A06TB3R9F1-BM001 Simplex 900UM LC Agua		2.00	
>LABOR-CK42			1.00	
NETLEV61110-RL6	Leviton 61110-rl6 Punch Down CAT6 Connector Blue	101.00	0.00	0.00
NETLEV61110-RY6	Leviton 61110-ry6 Punch Down CAT6 Connector yellow	127.00	0.00	0.00
NETLEV61110-BP6	Leviton 61110-BP6 Punch Down CAT6 Connector Purple	33.00	0.00	0.00
NETLEV61110-RR6	Leviton 61110-RR6 Punch Down CAT6 Connector RED	14.00	0.00	0.00
NETLEV41089-2WP	Leviton 41089-2WP QuickPort Surface Mount Housing, 2-Port, White	102.00	0.00	0.00
CABHELTSR2FW-8A	Hellerman Surface Raceway, 1-1/4", 8.0 ft Long Office White 160' per Box TSR2FW-8A	64.00	0.00	0.00
CABHELTSRFW-JB2	Hellerman 2-In Deep Office White Junction Box TSRFW-JB2	48.00	0.00	0.00
NETLEV41080-4WP	Leviton QuickPort 4-Port Wall Plate White 41080-4WP	48.00	1.50	72.00
NETLEV41084-BW	Leviton QuickPort 1-Port White Insert Blank 10/pack	10.00	0.00	0.00
CABERICAT12	J-Hook 3/4" Cable Hanger CAT12 Cost Each	100.00	0.00	0.00
LABOR-CK13	Installation Cable Tray	1.00	4,500.00	4,500.00
LABOR-CK1400	Remove Existing Cable	1.00	2,160.00	2,160.00

BuyBoard Contract 579-19

Customer to provide all cable tray, mounting brackets, cable tray accessories, patch panels, fiber enclosures and new racks if needed.

Project will be completed by August 1st, 2019.

Central Technologies, Inc.  
P.O. Box 30867  
Knoxville, TN 37930  
865-566-0230 Fax: 865-312-8190

3/25/2019  
Quote #: 33003  
Page: 2

Quoted To:

HAMI - Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, TN 37421

Phone: 423-209-8545

Cust PO:

Reference: Barger Academy

Terms: NET 30

Ship Via: Drop Ship

Salesperson: JMA

Valid Through: 6/23/2019

Stock Code	Description	Quantity	Price	Extended
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SubTotal: 57,932.00

Tax: 0.00

Shipping: 0.00

Total: 57,932.00

TN Alarm Systems Contractor License Number- 2138 TN Contractor License Number - 67550

ALL PRODUCTS CARRY A MFR. DIRECT WARRANTY - RETURN OF NON-DEFECTIVE, UNOPENED ITEMS ACCEPTED 10 DAYS FROM SHIP DATE  
AND WILL REQUIRE PRODUCT MFR. APPROVAL PRIOR TO RETURN - A 15% RESTOCK FEE WILL APPLY - DAMAGED OR MISSING ITEMS  
MUST BE REPORTED WITHIN 48 HOURS - A FINANCE CHARGE OF 1.5% PER MONTH WILL BE APPLIED TO OVERDUE BALANCES - SPECIAL

**DataComm Cabling Quote**

4/2/2019

Hamilton County Schools

Bid

Submitted by: Jeff Randall

[jrandall@datacommcabling.com](mailto:jrandall@datacommcabling.com)

931-287-1281

Bid File 16-39

Lookout Valley Middle High -Non Plenum School	Number of Copper Drops	Unit Price per Copper Drop	Total Price for Copper Drops	Total Project Cost for School
Wireless Drop Wall	31	\$150.00	\$4,650.00	\$4,650.00
Wireless Drop Ceiling	7	\$150.00	\$1,050.00	\$1,050.00
Shielded Cable Drops for Speakers	43	\$125.00	\$5,375.00	\$5,375.00
Backbone 25/50 Pr Cables and Splices	1	\$2,800.00	\$2,800.00	\$2,800.00
			<b>Total</b>	<b>\$13,875.00</b>

**DataComm Cabling Quote**

4/2/2019

Hamilton County Schools

Bid

Submitted by: Jeff Randall

[jrandall@datacommcabling.com](mailto:jrandall@datacommcabling.com)

931-287-1281

Bid File 16-39

Lookout Valley Middle High -Non Plenum School	Number of Copper Drops	Unit Price per Copper Drop	Total Price for Copper Drops	Total Project Cost for School
Wireless Drop Wall	31	\$150.00	\$4,650.00	\$4,650.00
Wireless Drop Ceiling	7	\$150.00	\$1,050.00	\$1,050.00
Shielded Cable Drops for Speakers	43	\$125.00	\$5,375.00	\$5,375.00
Backbone 25/50 Pr Cables and Splices	1	\$2,800.00	\$2,800.00	\$2,800.00
			<b>Total</b>	<b>\$13,875.00</b>



**MEMORANDUM**

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

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

**DATE:** April 18, 2019

**RE:** Recommendation for Bid Renewal Approval for the School Nutrition Program

---

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

<b><u>Company/Vendor</u></b>	<b><u>Product/Service</u></b>	<b><u>Bid File Number</u></b>	<b><u>Bid/Renewal</u></b>
Chattanooga Coca Cola Bottling Co.	Beverage	Bid File # 17-36	Renewal
Mayfield Dairy Farms, Inc.	Ice Cream Products	Bid File # 17-36	Renewal
Mayfield Dairy Farms, Inc.	Milk and Milk Products	Bid File # 17-36	Renewal
Bimbo Bakeries	Bread	Bid File # 17-36	Renewal
IWC Food Service	Produce Bid	Bid File # 17-32	Renewal
Goodman Food Products	Commodity Processing	Bid File # 18-30	Renewal
Land O'Lakes, Inc.	Commodity Processing	Bid File # 18-30	Renewal
Tyson Prepared Foods, Inc.	Commodity Processing	Bid File # 18-30	Renewal
Asian Food Solutions	Commodity Processing	Bid File # 18-30	Renewal
Smucker's	Commodity Processing	Bid File # 18-30	Renewal
Land O'Lakes	Commodity Processing	Bid File # 17-62	Renewal
Tyson Prepared Foods, Inc.	Commodity Processing	Bid File # 16-38	Renewal
Asian Food Solutions	Commodity Processing	Bid File # 16-38	Renewal
Asian Food Solutions	Commodity Processing (Chicken)	Bid File # 17-53	Renewal
Yang's 5 <sup>th</sup> Taste	Commodity Processing (Chicken)	Bid File # 17-53	Renewal

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**HAMILTON  
COUNTY  
SCHOOLS**

School  
Nutrition

**MEMORANDUM**

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

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

**DATE:** April 18, 2019

**RE:** Recommendation for New Bid Approval for the School Nutrition Program

---

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

<b><u>Company/Vendor</u></b>	<b><u>Product/Service</u></b>	<b><u>Bid File Number</u></b>	<b><u>Bid/Renewal</u></b>
Tyson Foods	Commodity/Beef/Pork Products (Items # 2,3 and 16)	Bid File # 19-31	New Bid
JTM Provisions	Commodity/Pasta/Cheese Sauce (Item # 9)	Bid File # 19-31	New Bid
Pilgrims Pride	Commodity/Chicken Products (Item # 23)	Bid File # 19-31	New Bid
Cargill Meat Solutions	Commodity/Turkey Products (Item # 24)	Bid File # 19-31	New Bid
Jennie O Turkey	Commodity/Turkey Products (Item # 25, 26, 27 and 28)	Bid File # 19-31	New Bid
Integrated Food Service	Commodity/Beef Burger (Item #1)	Bid File # 19-35	New Bid
Tasty Brands	Commodity/Lunch Kits (Item 2, 3 and 4)	Bid File # 19-35	New Bid

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**HAMILTON  
COUNTY  
SCHOOLS**

School  
Nutrition

**MEMORANDUM**

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

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

**DATE:** April 18, 2019

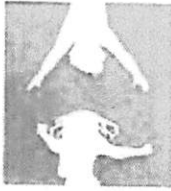
**RE:** Recommendation for Bid Renewal Approval for the School Nutrition Program

---

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

<b><u>Company/Vendor</u></b>	<b><u>Product/Service</u></b>	<b><u>Bid File Number</u></b>	<b><u>Bid/Renewal</u></b>
PortionPac Chemical Corporation	Dish Machine Chemicals (Warewashing and Sanitation Program)	Bid File # 17-65	Renewal
Food Services Equipment	Dish Machine Booster Heater Repair Removal of Parts	Bid File # 17-31	Renewal
Food Services Equipment	Ice Machine/Repairs Booster Heater Repair Removal of Parts	Bid File # 17-37	Renewal
Food Services Equipment	Kitchen Equipment Small Appliance Repair and/or Removal of Parts	Bid File # 17-38	Renewal
Food Services Equipment	Refrigeration Freezer Equipment Removal and Parts	Bid File # 17-39	Renewal
Horizon Software International, LLC	Annual Software Maintenance/Upgrades	Bid File # 15-24	Renewal
T.S. Raulston, Inc.	Plumbing Services	Bid File # 18-09	Renewal
MSA Digital	Copier Service	Bid File # 17-22	Renewal

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**HAMILTON**

School  
Nutrition

Date: February 15, 2019

Chattanooga Coca Cola Bottling Co.  
2111 W Shepherd Rd  
Chattanooga, TN 37421

Re: Bid File 17-36  
Beverages

Mr. Blevins:

Hamilton County School Nutrition Program would like to extend our contract with Chattanooga Coca Cola Bottling Co.. The prices will remain firm based on the Bid conditions. The final approval is pending based on board approval.

<b>ORIGINAL BID PERIOD:</b>	<b>July 1, 2017 – June 30, 2018</b>
<b>PROPOSED BID PERIOD</b>	<b>July 1, 2019–June 30, 2020</b>

The Hamilton County School Nutrition Program and Portionpac Chemical Corporation agree that:

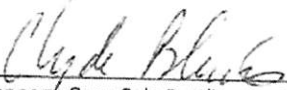
- All Bid Conditions and Specifications of the original bid (RFP Bid File 17-36) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Chattanooga Coca Cola Bottling Co. following approval.

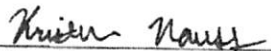
**A response to this extension agreement is requested by noon February 27, 2019.  
Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

  
\_\_\_\_\_  
Chattanooga Coca Cola Bottling Co. Representative

2-18-19  
Date

  
\_\_\_\_\_  
Kristen Nauss, SNP Director

2-18-19  
Date

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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# HAMILTON COUNTY SCHOOLS

## School Nutrition

Date: February 19, 2019

Mayfield Dairy Farms LLC  
PO Box. 310  
Athens, TN 37371-0310

Re: Bid File 17-36  
Ice Cream Products

Gentlemen:

Hamilton County School Nutrition Program would like to extend our bid with Mayfield Dairy Farms LLC. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Mayfield Dairy Farms LLC. The final approval is pending based on board approval.

Original Bid Period: July 1, 2017 – June 30, 2018  
Proposed Renewal Bid Period: July 1, 2019 – June 30, 2020 (2nd renewal year)

The Hamilton County School Nutrition Program and Mayfield Dairy Farms LLC agree that:

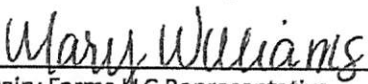
- All Bid Conditions and Specifications of the original bid (Bid File 17-36) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Mayfield Dairy Farms LLC following approval.

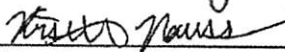
**A response to this extension agreement is requested by noon February 27, 2019**  
Please email response to Martha Marrufo and mail original to the address below:

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

  
\_\_\_\_\_  
Mary Williams, Mayfield Dairy Farms LLC Representative

2-19-19  
Date

  
\_\_\_\_\_  
Kristen Nauss, SNP Director

2/19/19  
Date

### Non-Discrimination Statement

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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# HAMILTON COUNTY SCHOOLS

## School Nutrition

Date: February 19, 2019

Mayfield Dairy Farms LLC  
PO Box. 310  
Athens, TN 37371-0310

Re: Bid File 17-36  
Milk and Milk Products

Gentlemen:

Hamilton County School Nutrition Program would like to extend our bid with Mayfield Dairy Farms LLC. We agree to renew this contract based on the Bid conditions. The final approval is pending on board approval.

Original Bid Period: July 1, 2017 – June 30, 2018  
Proposed Renewal Bid Period: July 1, 2019 – June 30, 2020 (2nd renewal year)

The Hamilton County School Nutrition Program and Mayfield Dairy Farms LLC agree that:

- All Bid Conditions and Specifications of the original bid (Bid File 17-36) remain in effect.
- Milk prices are subject to change based on bid language.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Mayfield Dairy Farms LLC following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
Please email response to Martha Marrufo and mail original to the address below:

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

Mary Williams  
Mayfield Dairy Farms LLC Representative

2-19-19  
Date

Kristen Nauss  
Kristen Nauss, SNP Director

2/19/19  
Date

Non-Discrimination Statement

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

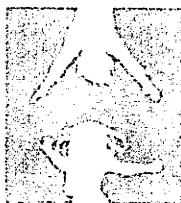
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HAMILTON  
COUNTY  
SCHOOLS

School  
Nutrition

Date: February 15, 2019

Bimbo Bakeries.  
3310 Panthersville Rd  
Decatur GA 30034

Re: Bid File 17-36  
Bread

Gentlemen:

This is a request for the renewal of Bid 17-36. The initial contract period with Bimbo Bakeries for Bread ended June 30, 2018. As stated in the original bid conditions, the contract may be renewed for up to four additional years (five years total). However, poundage/cases may vary as needed.

Original Bid Period: July 1, 2017 – June 30, 2018  
Proposed Renewal Bid Period: July 1, 2019 -- June 30, 2020 (2<sup>nd</sup> renewal year)

Although according to the bid conditions (see attachment), you have until February 15, 2019 to petition for a price increase/decrease. We are extending the deadline until February 27, 2019

The request to increase/decrease prices (if so chosen) will be analyzed, based on comparison indices from The Bureau of Labor, Consumer Price Index – All Urban consumers, U.S. Food and Beverages (CUUR0000SAF), as per bid conditions. Your document is to include the item description and price changes for any item desired according to the process listed in the bid.

After the renewal request is received a notification of acknowledgement of the agreement will be sent to you to be signed and returned to the above address.

The final approval is pending based on board approval. Thank you for your cooperation.

Sincerely,

Kristen Nauss, Director  
School Nutrition Program

Please indicate below your desire to renew and whether a price increase is being requested. We ask that you fax this back to Martha Marrufo at (423) 498 6656 or email it at [marrufo\\_m@hcde.org](mailto:marrufo_m@hcde.org) by February 27, 2019.

Yes  No  Bimbo Bakeries wishes to renew this bid for 2019-2020 SY.  
Yes  No  Bimbo Bakeries wishes to request a price increase/decrease based on the bid renewal conditions (If yes, refer to the paragraph above relating to the renewal process).

Rosalie Szabo                      Bid Coordinator                      2/18/19  
Company Representative                      Title                      Date

Bimbo Bakeries USA  
Company Name

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
SCHOOL NUTRITION DEPARTMENT  
2501 Dodds Avenue  
Chattanooga, TN 37407  
423-498-7290 / 423-498-6656 Fax**

Date: January 14, 2019

Re: RFP Bid File 17-32  
Produce

Mr. Danny Maxwell  
IWC Food Service  
P.O Box 458  
Cookeville, TN 38503

Mr. Maxwell:

This is a request for the renewal of RFP Bid file 17-32. The initial contract period with IWC Food Service for Produce ended on June 30, 2018. As stated in the original bid conditions, the contract may be renewed for up to four additional years (five years total). However, quantities may vary as needed.

<b>Original Bid Period:</b>	<b>July 1, 2017– June 30, 2018</b>
<b>Proposed Renewal Bid Period:</b>	<b>July 1, 2019 – June 30, 2020 (2<sup>nd</sup> Renewal Year)</b>

Although according to the bid conditions, you had until January 15, 2019 to petition for a price increase/decrease, based on bid language the price will vary every week. CPI for the month of Dec was published on January 11, 2019. The School Nutrition Program is extending the deadline to submit a request for increasing/decreasing prices until January 28, 2019.

The request to increase/decrease prices (if so chosen) will be analyzed, based on comparison indices from The Bureau of Labor, Consumer Price Index for all urban, Food and Beverages, no seasonally adjusted index from CPI Detailed Report (CUUR0000SAF), as per bid conditions. Your document is to include the item description and price changes for any item desired according to the process listed in the bid.

After the renewal request is received and approval of any price changes approved, a notification of acknowledgement of the agreement will be sent to you to be signed and returned to the above address. The School Nutrition Program will send a list of items to be added and deleted after the renewal request has been accepted.

The final approval is pending based on board approval. Thank you for your cooperation.

Sincerely,

Kristen Nauss, Director  
School Nutrition Program

Please indicate below your desire to renew and whether a price increase/decrease is being requested. We ask that you fax this back to Martha Marrufo at (423) 498 6656 or [Marrufo\\_m@hcde.org](mailto:Marrufo_m@hcde.org) by January 28, 2019.

Yes  No  IWC Food Service wishes to renew this bid for 2019–2020 SY.

Yes  No  IWC Food Service wishes to increase/decrease prices for 2019–2020 SY.

**Dan Swafford**

Company Representative

**Contract Sales Manager**

Title

**January 14, 2019**

Date

**IWC Food Service**

Company Name

**Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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(1) mail: U.S. Department of Agriculture

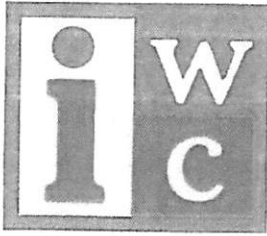
Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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# FOOD SERVICE

FAMILY OWNED DISTRIBUTOR

— Since 1957 —

P.O. Box 458 • Cookeville, TN 38503

January 24, 2019

Hamilton County Board of Education  
School Nutrition Department  
2501 Dodds Avenue  
Chattanooga, TN 37407  
Attn: Kristen Nauss

**REF: Produce Bid Renewal RFP Bid File:17-32 - School Year 2019-2020**

IWC Food Service appreciates the opportunity to renew the Produce bid with Hamilton County School Nutrition Program. Per original bid contract, the fixed fee will remain the same for items listed on your bid. The Produce pricing quote will update weekly and sent to the email provided.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Dan Swafford'.

Dan Swafford  
Contract Sales Manager



**HAMILTON  
COUNTY  
SCHOOLS**

School  
Nutrition

Date: February 22, 2019

Re: Bid File 18-30  
Commodity Processing

Goodman Food Products.  
Dba Don Lee Farms  
200 East Beach Ave  
Inglewood, CA 90302

Gentlemen:

Hamilton County School Nutrition Program would like to extend our bid with Goodman Food Products. We agreed that prices will remain the same based on the original bid. The final approval is pending based on board approval.

<b>ORIGINAL BID PERIOD:</b>	<b>July 1, 2018 – June 30, 2019</b>
<b>PROPOSED BID PERIOD</b>	<b>July 1, 2019—June 30, 2020 ( renewal year )</b>

The Hamilton County School Nutrition Program and Goodman Food Products agree that:

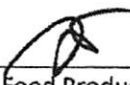
- All Bid Conditions and Specifications of the original bid (Bid File 18-30) remain in effect.
- No Price Adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representative below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Goodman Food Products following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: Marrufo\_m@hcde.org

  
\_\_\_\_\_  
Goodman Food Products. Representative

2/25/2019  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kristen Nauss, SNP Director

2/22/19  
\_\_\_\_\_  
Date

**Non-Discrimination Statement**

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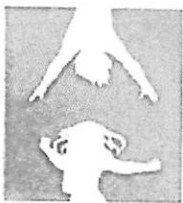
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(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**HAMILTON**  
COUNTY  
SCHOOLS

School  
Nutrition

Date: February 22, 2019

Land O' Lakes Inc  
Attn: Emily Cooley  
100 Southside Dr  
Charlotte, NC 28217

Re: Bid File 18-30  
Commodity Processing

Gentlemen:

Hamilton County School Nutrition Program would like to extend our bid with Land O' Lakes Inc. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Land O' Lakes Inc. The final approval is pending based on board approval.

<b>ORIGINAL BID PERIOD:</b>	<b>July 1, 2018– June 30, 2019</b>
<b>PROPOSED BID PERIOD</b>	<b>July 1, 2019 – June 30, 2020 (1<sup>st</sup> year renewal)</b>

The Hamilton County School Nutrition Program and Land O' Lakes Inc agree that:

- All Bid Conditions and Specifications of the original bid (Bid File 18-30) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Land O' Lakes Inc following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

*Althea C. Schell*  
Land O' Lakes Inc Representative

02/25/19  
Date

*Kristen Nauss*  
Kristen Nauss, SNP Director

2/22/19  
Date

**Non-Discrimination Statement**

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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(1) mail: U.S. Department of Agriculture  
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**HAMILTON  
COUNTY  
SCHOOLS**

School  
Nutrition

Date: February 14, 2019

Asian Food Solutions  
Attn: Allan Lam  
2572 W State Rd 426 Ste 2016  
Oviedo, FL 32765

Commodity Processing  
Chicken Product

Gentlemen:

Hamilton County School Nutrition Program would like to extend our bid with Asian Food Solutions. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Asian Food Solutions. The final approval is pending based on board approval.

**ORIGINAL BID PERIOD:** July 1, 2018 – June 30, 2019  
**PROPOSED BID PERIOD** July 1, 2019 – June 30, 2020 (1<sup>st</sup> year renewal)

The Hamilton County School Nutrition Program and Asian Food Solutions agree that:

- All Bid Conditions and Specifications of the original bid (Bid File 18-30) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Asian Food Solutions following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

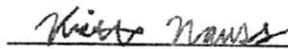
Email: marrufo\_m@hcde.org



Asian Food Solutions Representative

2/15/19

Date



Kristen Naus, SNP Director

2/14/19

Date

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Date: February 22, 2019

Re: Bid File 18-30  
Commodity Processing

Smucker's  
Attn: Tina Ake  
One Strawberry Ln  
Orrville, OH 44667

Gentlemen:

Hamilton County School Nutrition Program would like to extend our bid with Smucker's. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Smucker's. The final approval is pending based on board approval.

**ORIGINAL BID PERIOD:** July 1, 2018– June 30, 2019  
**PROPOSED BID PERIOD** July 1, 2019 – June 30, 2020 (1<sup>st</sup> year renewal)

The Hamilton County School Nutrition Program and Smucker's agree that:

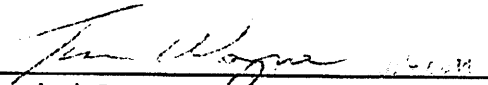
- All Bid Conditions and Specifications of the original bid (Bid File 18-30) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Smucker's following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

  
\_\_\_\_\_  
Smucker's Representative

2/22/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kristen Nauss, SNP Director

2/22/19  
\_\_\_\_\_  
Date

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Office of the Assistant Secretary for Civil Rights

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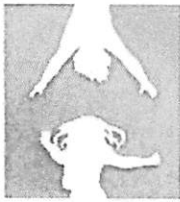
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**HAMILTON**  
COUNTY  
SCHOOLS

School  
Nutrition

Date: February 22, 2019

Land O' Lakes Inc  
Attn: Emily Cooley  
100 Southside Dr  
Charlotte, NC 28217

Re: Bid File 17-62  
Commodity Processing

Gentlemen:

Hamilton County School Nutrition Program would like to extend our bid with Land O' Lakes Inc. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Land O' Lakes Inc. The final approval is pending based on board approval.

**ORIGINAL BID PERIOD:** July 1, 2017– June 30, 2018  
**PROPOSED BID PERIOD** July 1, 2019 – June 30, 2020 (2<sup>nd</sup> year renewal)


The Hamilton County School Nutrition Program and Land O' Lakes Inc agree that:

- All Bid Conditions and Specifications of the original bid (Bid File 17-62) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Land O' Lakes Inc following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407  
  
Email: marrufo\_m@hcde.org

  
\_\_\_\_\_  
Land O' Lakes Inc Representative

02/25/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kristen Naus, SNP Director

2/22/19  
\_\_\_\_\_  
Date

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW  
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Tel: 423-498-7275 • Fax: 423-498-6699 • [www.hcde.org](http://www.hcde.org)



HAMILTON

School  
Nutrition

Date: February 14, 2019

Tyson Prepared Foods Inc.  
Attn: Charles Boger  
2200 Don Tyson Pkwy  
Springdale, AR 72762

Re: Bid File 16-38  
Commodity Processing

Mr. Boger:

Hamilton County School Nutrition Program would like to extend our bid with Tyson Prepared Foods Inc. We accept that prices redetermination based on the Bid conditions. The final approval is pending based on board approval.

**ORIGINAL BID PERIOD:**  
**PROPOSED BID PERIOD**

July 1, 2016 – June 30, 2017  
July 1, 2019---June 30, 2020 (4<sup>th</sup> year renewal)

The Hamilton County School Nutrition Program and Tyson Prepared Foods Inc. agree that:

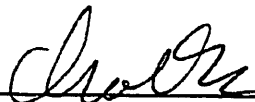

- All Bid Conditions and Specifications of the original bid (Bid File 16-38) remain in effect.
- No Price Adjustments shall occur for the proposed renewal period. See attachment for additions.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Tyson Prepared Foods Inc. following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: Marrufo\_m@hcde.org

	/Charles Boger, SR Director Pricing	02/25/19
Tyson Prepared Foods Inc. Representative		Date
		2/19/19
Kristen Nauss, SNP Director		Date

Non-Discrimination Statement

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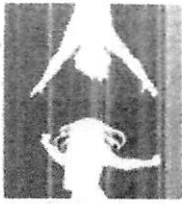
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**HAMILTON  
COUNTY  
SCHOOLS**

School  
Nutrition

Date: February 14, 2019

Asian Food Solutions  
Attn: Allan Lam  
2572 W State Rd 426 Ste 2016  
Oviedo, FL 32765

Commodity Processing  
Chicken Product

Gentlemen:

Hamilton County School Nutrition Program would like to extend our bid with Asian Food Solutions. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Asian Food Solutions. The final approval is pending based on board approval.

**ORIGINAL BID PERIOD:** July 1, 2016– June 30, 2017  
**PROPOSED BID PERIOD** July 1, 2019 – June 30, 2020 (3<sup>rd</sup> year renewal)

The Hamilton County School Nutrition Program and Asian Food Solutions agree that:

- All Bid Conditions and Specifications of the original bid (Bid File 16-38) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Asian Food Solutions following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

Asian Food Solutions Representative

2/15/19

Date

Kristen Nauss, SNP Director

2/14/19

Date

**Non-Discrimination Statement**

School Nutrition Department • 2501 Dodds Avenue • Chattanooga, TN 37407  
Tel: (423) 498-7277 • Fax: (423) 498-6699 • Email: [sn@hcde.org](mailto:sn@hcde.org)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

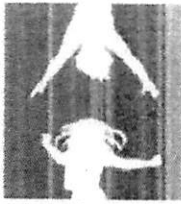
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Tel: 423-498-7275 • Fax: 423-498-6699 • [www.hcdle.org](http://www.hcdle.org)



**HAMILTON  
COUNTY  
SCHOOLS**

School  
Nutrition

Date: February 14, 2019

Asian Food Solutions  
Attn: Allan Lam  
2572 W State Rd 426 Ste 2016  
Oviedo, FL 32765

Commodity Processing  
Chicken Product

Gentlemen:

Hamilton County School Nutrition Program would like to extend our bid with Asian Food Solutions. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Asian Food Solutions. The final approval is pending based on board approval.

**ORIGINAL BID PERIOD:** July 1, 2017– June 30, 2018  
**PROPOSED BID PERIOD** July 1, 2019 – June 30, 2020 (2<sup>nd</sup> year renewal)

The Hamilton County School Nutrition Program and Asian Food Solutions agree that:

- All Bid Conditions and Specifications of the original bid (Bid File 17-53) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Asian Food Solutions following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

  
\_\_\_\_\_

Asian Food Solutions Representative

2/15/19  
Date

  
\_\_\_\_\_

Kristen Nauss, SNP Director

2/14/19  
Date

Non-Discrimination Statement

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Tel: 423-498-7275 • Fax: 423-498-6699 • [www.hcde.org](http://www.hcde.org)

Date: February 14, 2019

Yangs 5th Taste  
Attn: Adriana Briones  
9658 Remer St  
S El Monte, CA 91733

Commodity Processing  
Chicken

Mrs. Briones:

Hamilton County School Nutrition Program would like to extend our bid with Yang's 5th Taste. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Yang's 5th Taste. The final approval is pending based on board approval.

**ORIGINAL BID PERIOD:** July 1, 2017– June 30, 2018  
**PROPOSED BID PERIOD** July 1, 2019 – June 30, 2020 (2<sup>nd</sup> year renewal)

The Hamilton County School Nutrition Program and Yang's 5th Taste agree that:

- All Bid Conditions and Specifications of the original bid (Bid File 17-53) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Yang's 5th Taste following approval.

**A response to this extension agreement is requested by noon February 27, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

Adriana Briones  
Yang's 5th Taste Representative

2/20/19  
Date

Kristen Nauss  
Kristen Nauss, SNP Director

2/14/19  
Date

**Non-Discrimination Statement**

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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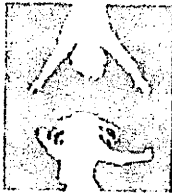
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Tel: 423-498-7275 • Fax: 423-498-6699 • [www.hude.org](http://www.hude.org)





HAMILTON

School  
Nutrition

Date: February 08, 2019

Mr. Chuck Ainsworth  
Portionpac Chemical Corporation  
400 North Ashland Ave  
Chicago, IL 60622

Re: Bid File 17-65  
Dish Machine Chemicals, Ware washing and  
Sanitation Program

Mr. Ainsworth:

Hamilton County School Nutrition Program would like to extend our contract with Portionpac Chemical Corporation. The prices will remain firm based on the Bid conditions. The final approval is pending based on board approval.

<b>ORIGINAL BID PERIOD:</b>	July 1, 2017 – June 30, 2018
<b>PROPOSED BID PERIOD</b>	July 1, 2019–June 30, 2020 ( 2 <sup>nd</sup> year renewal)

The Hamilton County School Nutrition Program and Portionpac Chemical Corporation agree that:

- All Bid Conditions and Specifications of the original bid (RFP Bid File 17-65) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on March 21, 2019. Written notice will be mailed to Portionpac Chemical Corporation following approval.

A response to this extension agreement is requested by noon February 27, 2019.  
Please email response to Martha Marrufo and mail original to the address below:

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

  
 \_\_\_\_\_  
 Portionpac Chemical Corporation Representative

2/15/2019  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Kristen Nauss, SNP Director

2/8/19  
 \_\_\_\_\_  
 Date

**Non-Discrimination Statement**

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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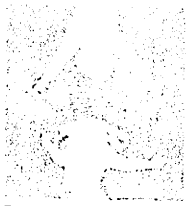
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HAMILTON

School  
Nutrition

Date: February 28, 2019

Mr. David Hahn  
Food Equipment Services Co., Inc.  
1209 South Watkins Street  
Chattanooga, TN 37404-4618

Re: Bid File 17-31  
Dish Machine/Booster Heater Repair  
Removal and parts

Mr. Hahn:

Hamilton County School Nutrition Program would like to extend our bid with Food Equipment Services Co., Inc. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Food Equipment Services Co., Inc. The final approval is pending based on board approval.

Original Bid Period: July 1, 2017 – June 30, 2018  
Proposed Renewal Bid Period: July 1, 2019 – June 30, 2020 ( 2nd renewal year)

The Hamilton County School Nutrition Program and Food Equipment Services Co., Inc. agree that:

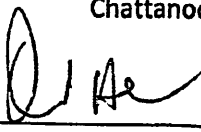
- All Bid Conditions and Specifications of the original bid (Bid File 17-31) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on April 18, 2019. Written notice will be mailed to Food Equipment Services Co., Inc. following approval.

**A response to this extension agreement is requested by noon March 26, 2019**  
**Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Ingram  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

 President

Food Equipment Services Co., Inc. Representative

2-28-19  
Date

 Kristen Nauss  
Kristen Nauss, SNP Director

2/28/19  
Date

Non-Discrimination Statement

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HAMILTON

School  
Nutrition

Date: February 28, 2019

Mr. David Hahn  
Food Equipment Services Co., Inc.  
1209 South Watkins Street  
Chattanooga, TN 37404-461

Re: Bid File 17-37  
Ice Machines/ repairs  
removal, and Parts

Mr. Hahn:

Hamilton County School Nutrition Program would like to extend our bid with Food Equipment Services Co., Inc. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Food Equipment Services Co., Inc. The final approval is pending based on board approval.

Original Bid Period: July 1, 2017 – June 30, 2018  
Proposed Renewal Bid Period: July 1, 2019 – June 30, 2020 ( 2nd renewal year)

The Hamilton County School Nutrition Program and Food Equipment Services Co., Inc. agree that:

- All Bid Conditions and Specifications of the original bid (Bid File 17-37) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on April 18, 2019. Written notice will be mailed to Food Equipment Services Co., Inc. following approval.

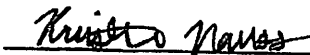
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Please email response to Martha Marrufo and mail original to the address below:

HCDE School Nutrition Program  
Attn: Martha Ingram  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

 President  
Food Equipment Services Co., Inc. Representative

2-28-19  
Date

 Kristen Naus  
Kristen Naus, SNP Director

2/28/19  
Date

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Tel: 423-498-7275 • Fax: 423-498-6699 • [www.hcde.org](http://www.hcde.org)



HAMILTON

School  
Nutrition

Date: February 28, 2019

Mr. David Hahn  
Food Equipment Services Co., Inc.  
1209 South Watkins Street  
Chattanooga, TN 37404-461

Re: Bid File 17-38  
Kitchen Equipment/  
Small Appliance Repair or  
Removal, and Parts

Mr. Hahn:

Hamilton County School Nutrition Program would like to extend our bid with Food Equipment Services Co., Inc. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Food Equipment Services Co., Inc. The final approval is pending based on board approval.

Original Bid Period: July 1, 2017 – June 30, 2018  
Proposed Renewal Bid Period: July 1, 2019 – June 30, 2020 ( 2nd renewal year)

- The Hamilton County School Nutrition Program and Food Equipment Services Co., Inc. agree that:
- All Bid Conditions and Specifications of the original bid (Bid File 17-38) remain in effect.
  - No price adjustments shall occur for the proposed renewal period.
  - Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on April 18, 2019. Written notice will be mailed to Food Equipment Services Co., Inc. following approval.

**A response to this extension agreement is requested by noon March 26, 2019  
Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Ingram  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

President  
Food Equipment Services Co., Inc. Representative

2-28-19  
Date

Kristen Nauss, SNP Director

2/28/19  
Date

Non-Discrimination Statement

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HAMILTON

School  
Nutrition

Date: February 28, 2019

Mr. David Hahn  
Food Equipment Services Co., Inc.  
1209 South Watkins Street  
Chattanooga, TN 37404-4618

Re: Bid File 17-39  
Refrigeration Freezer Equipment  
Removal, and Parts

Mr. Hahn:

Hamilton County School Nutrition Program would like to extend our bid with Food Equipment Services Co., Inc. We accept that prices will remain firm based on the Bid conditions and request not to petition for increase from Food Equipment Services Co., Inc. The final approval is pending based on board approval.

Original Bid Period: July 1, 2017 – June 30, 2018  
Proposed Renewal Bid Period: July 1, 2019 -- June 30, 2020 ( 2nd renewal year)

The Hamilton County School Nutrition Program and Food Equipment Services Co., Inc. agree that:

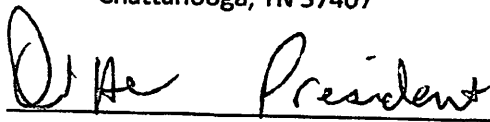
- All Bid Conditions and Specifications of the original bid (Bid File 17-39) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on April 18, 2019. Written notice will be mailed to Food Equipment Services Co., Inc. following approval.

**A response to this extension agreement is requested by noon March 26, 2019  
Please email response to Martha Marrufo and mail original to the address below:**

HCDE School Nutrition Program  
Attn: Martha Ingram  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

 President  
Food Equipment Services Co., Inc. Representative

2-28-19  
Date

  
Kristen Nauss, SNP Director

2/28/19  
Date

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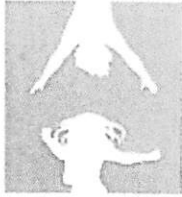
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**HAMILTON**

School  
Nutrition

March 1, 2019

Mr. Jim Hoefflin  
Horizon Software international, LLC  
Suite 300  
2915 Premier Pkwy  
Duluth, GA 30097

Re: Bid File 15-24, Annual Software  
Maintenance/Upgrades

Dear Mr. Hoefflin:

The Hamilton County School Nutrition Program would like to extend our bid with Horizon Software International, LLC according to the original bid.

ORIGINAL BID YEAR:	July 1, 2015 – June 30, 2016
RENEWAL BID YEAR:	July 1, 2019—June 30, 2020 (5 <sup>th</sup> year)

The Hamilton County School Nutrition Program agrees that all bid conditions and specifications of the original bid remain in effect. The annual maintenance fee for the 2019-2020 year as listed in your bid is \$93560.25 (see attached price sheet).

The agreement is confirmed with signature of the authorized representative below and with approval of the Board on March 16, 2015 board meeting. Written notice will be mailed to Horizon Software International, LLC following approval from the Hamilton County Board of Education on April 18, 2019.

A response is requested by Monday, March 25, 2019, by email, to Martha Marrufo at [marrufo\\_m@hcde.org](mailto:marrufo_m@hcde.org)

**James Hoefflin**  
Digitally signed by James Hoefflin  
Date: 2019.03.20 10:25:46 -04'00'  
\_\_\_\_\_  
Representative Signature  
Horizon Software International, LLC

James Hoefflin  
Printed Name  
3-20-19  
Date

Kristen Nauss  
Kristen Nauss, SNP Director  
2/28/19  
Date

**Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

This Institution is an equal opportunity provider.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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School Nutrition Department • 2501 Dodds Avenue • Chattanooga, TN 37407  
Tel: 423-498-7275 • Fax: 423-498-6699 • [www.hcde.org](http://www.hcde.org)

staff members who manage the department's computer needs.

3) The work for this bid is to be performed, completed and managed remotely.

4) The bid proposal shall contain all costs associated with the annual support and software upgrades.

**PROPOSAL COSTS:**

This company is proposing the following cost over the next five (5) years for the following maintenance/support and upgrades:

• First Year, July 1, 2016-June 30, 2016:	
Maintenance/Support	\$ 83,127.07
Upgrades	\$ Included with maintenance/support
• Second Year, July 1, 2016-June 30, 2017:	
Maintenance/Support	\$ 85,620.88
Upgrades	\$ Included with maintenance/support
• Third Year, July 1, 2017-June 30, 2018:	
Maintenance/Support	\$ 88,169.51
Upgrades	\$ Included with maintenance/support
• Fourth Year, July 1, 2018-June 30, 2019:	
Maintenance/Support	\$ 90,835.19
Upgrades	\$ Included with maintenance/support
• Fifth Year, July 1, 2019-June 30, 2020:	
Maintenance/Support	\$ 93,560.25
Upgrades	\$ Included with maintenance/support
<b>BID TOTAL FOR FIVE YEARS:</b>	<b>\$ 441,332.90</b>

**\* Notes:**

1. The annual maintenance fees provided over the five year term includes an expectation of a 3% CPI increase each year; however, if the CPI does not increase by 3% or more each year, Horizon will adjust the respective maintenance amounts down based on the actual CPI.

2. The annual maintenance fees provided over the five year term are based on the software licenses currently owned by Hamilton County. In the event additional software licenses are purchased, maintenance fees will adjust accordingly.



# HAMILTON COUNTY SCHOOLS

## School Nutrition

Date: March 25, 2019

Mr. Tommy Sisk  
T.S. Raulston Inc.  
2000 Holtzclaw Avenue  
Chattanooga, TN 37404

Re: Bid File 18-09  
Plumbing Services

Mr. Sisk:

Hamilton County School Nutrition Program would like to extend our contract with T.S. Raulston Inc. for Plumbing Services. The prices will remain firm based on the Bid conditions. The final approval is pending based on board approval.

Original Bid Period: July 1, 2017 – June 30, 2018  
Proposed Renewal Bid Period: July 1, 2019 – June 30, 2020 ( 2nd renewal year)

The Hamilton County School Nutrition Program and T.S. Raulston Inc. agree that:

- All Bid Conditions and Specifications of the original bid (RFP Bid File 18-09) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on April 18, 2019. Written notice will be mailed to T.S. Raulston Inc following approval.

A response to this extension agreement is requested by noon March 27, 2019  
Please email response to Martha Marrufo and mail original to the address below:

HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

T.S. Raulston Inc Representative

3/25/19

Date

Kristen Nauss, SNP Director

3/25/19

Date

### Non-Discrimination Statement

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

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

(2) fax: (202) 690-7442; or

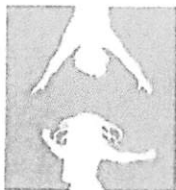
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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**HAMILTON**

School  
Nutrition

Date: March 25, 2019

Mr. Bill Talley  
MSA Digital  
410 Spring St  
Chattanooga, TN 37405

Re: Bid File 17-22

Mr. Talley:

Hamilton County School Nutrition Program would like to extend our contract with MSA Digital. The prices will remain firm based on the Bid conditions. The final approval is pending based on board approval.

Original Bid Period: February 1, 2017 – June 30, 2017  
Proposed Renewal Bid Period: July 1, 2019 -- June 30, 2020 (4<sup>th</sup> renewal year)

The Hamilton County School Nutrition Program and MSA Digital agree that:

- All Bid Conditions and Specifications of the original bid (RFP Bid File 17-22) remain in effect.
- No price adjustments shall occur for the proposed renewal period.
- Final approval is pending board approval.

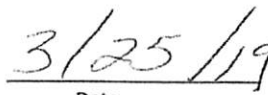
This agreement is confirmed with the signatures of the authorized representatives below. The agreement will be presented to the Hamilton County School Board of Education on April 18, 2019. Written notice will be mailed to MSA Digital following approval.

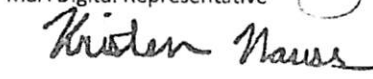
**A response to this extension agreement is requested by noon March 27, 2019**  
Please email response to Martha Marrufo and mail original to the address below:

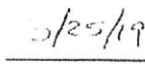
HCDE School Nutrition Program  
Attn: Martha Marrufo  
2501 Dodds Avenue  
Chattanooga, TN 37407

Email: marrufo\_m@hcde.org

  
\_\_\_\_\_  
MSA Digital Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kristen Nauss, SNP Director

  
\_\_\_\_\_  
Date

**Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA

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**Hamilton County Department of Education  
 Bid Opening – March 07, 2019 – 1:00 pm.  
 Commodity Processing for Beef, Egg, Cheese, Chicken, Fish, Pork and Turkey (Bid File 19-31)  
Tabulation Sheet**

Bid Cost Per Case

	Beef - Burger, 100% Beef, Seasoned With Spices, F/C, Not More 20% Fat Item 1	Beef - Burger, 100% Beef, Seasoned With Spices, F/C, Not More 30% Fat Item 2	Beef - Patty, W/ Wg Breading Item 3	Beef - Diced, Sous Vide Cooking Method Item 4
<b>Bidders</b>				
Don Lee Farms	Non-Responsive			
Michael Foods				
Rich Products				
Tasty Brands	Non-Responsive			
Cold Creek Foods	Non-Responsive			
Tyson Foods		22.47	56.06	
JTM Provisions				55.50
MCI Foods				
Cargill Kitchen Solutions				
Cargill Meat Solutions				
Jennie-O-Turkey				
Pilgrims Pride				

**Hamilton County Department of Education  
 Bid Opening – March 07, 2019 – 1:00 pm.  
 Commodity Processing for Beef, Egg, Cheese, Chicken, Fish, Pork and Turkey (Bid File 19-31)  
Tabulation Sheet**

Bid Cost Per Case

Page 2 of 7

<b>Bidders</b>	<b>Egg - Hard Boiled, Shell Removed Item 5</b>	<b>Egg - Patty, Round Shape, Grilled Item 6</b>	<b>French Toast Sticks, Wg, Cinnamon Glazed Item 7</b>	<b>Burrito - Shredded Beef &amp; Cheese, Taqueria Style, Wrapped Item 8</b>
Don Lee Farms				
Michael Foods	16.20	13.68	30.66	
Rich Products				
Tasty Brands				
Cold Creek Foods				
Tyson Foods				
JTM Provisions				
MCI Foods				52.90
Cargill Kitchen Solutions	36.11	34.67	22.60	
Cargill Meat Solutions				
Jennie-O-Turkey				
Pilgrims Pride				

**Hamilton County Department of Education**  
**Bid Opening – March 07, 2019 – 1:00 pm.**  
**Commodity Processing for Beef, Egg, Cheese, Chicken, Fish, Pork and Turkey (Bid File 19-31)**  
**Tabulation Sheet**

Bid Cost Per Case

	Pasta - W/ Cheese Sauce Item 9	Lunch Kit - Cheese Pizza Item 10	Lunch Kit - Pepperoni Pizza Item 11	Lunch Kit - Turkey Ham & Cheese Item 12
<b>Bidders</b>				
Don Lee Farms				
Michael Foods				
Rich Products				
Tasty Brands				
Cold Creek Foods				
Tyson Foods				
JTM Provisions	32.13			
MCI Foods				
Cargill Kitchen Solutions				
Cargill Meat Solutions				
Jennie-O-Turkey				
Pilgrims Pride				

**Hamilton County Department of Education  
 Bid Opening – March 07, 2019 – 1:00 pm.  
 Commodity Processing for Beef, Egg, Cheese, Chicken, Fish, Pork and Turkey (Bid File 19-31)  
Tabulation Sheet**

Bid Cost Per Case

<b>Bidders</b>	<b>Sandwich - Stuffed Croissant, Whole Grain. With Chicken Sausage, Egg, &amp; Cheese Item 13</b>	<b>Soup - Broccoli &amp; Cheddar Item 14</b>	<b>Cheese - Stick, W/ Pizza Sauce Inside Item 15</b>	<b>Pork - Rib Patty, Boneless, W/ Honey Bbq Sauce Item 16</b>
Don Lee Farms				
Michael Foods				
Rich Products			42.73	
Tasty Brands				
Cold Creek Foods				
Tyson Foods				26.60
JTM Provisions		45.14		
MCI Foods				
Cargill Kitchen Solutions				
Cargill Meat Solutions				
Jennie-O-Turkey				
Pilgrims Pride				

**Hamilton County Department of Education  
 Bid Opening – March 07, 2019 – 1:00 pm.  
 Commodity Processing for Beef, Egg, Cheese, Chicken, Fish, Pork and Turkey (Bid File 19-31)  
Tabulation Sheet**

**Bid Cost Per Case**

<b>Bidders</b>	<b>Fish - Pollock, With Whole Grain Breading, Rectangular Shape Item 17</b>	<b>Fish - Pollock, With Whole Grain Breading, Sticks Item 18</b>	<b>Chicken - Popcorn, Utilizes All Dark Meat, With Whole Grain Breading Item 19</b>	<b>Chicken - Strips, Utilizes All Dark Meat. Unbreaded Item 20</b>
<b>Don Lee Farms</b>				
<b>Michael Foods</b>				
<b>Rich Products</b>				
<b>Tasty Brands</b>				
<b>Cold Creek Foods</b>				
<b>Tyson Foods</b>				
<b>JTM Provisions</b>				
<b>MCI Foods</b>				
<b>Cargill Kitchen Solutions</b>				
<b>Cargill Meat Solutions</b>				
<b>Jennie-O-Turkey</b>				
<b>Pilgrims Pride</b>			<b>41.25</b>	<b>48.75</b>

**Hamilton County Department of Education  
 Bid Opening – March 07, 2019 – 1:00 pm.  
 Commodity Processing for Beef, Egg, Cheese, Chicken, Fish, Pork and Turkey (Bid File 19-31)  
Tabulation Sheet**

Bid Cost Per Case

<b>Bidders</b>	<b>Chicken - Tenderloins, Utilizes All White Meat Item 21</b>	<b>Chicken - Wings, Utilizes All White Meat, Roasted, Unbreaded Item 22</b>	<b>Chicken - Bone-In, 8 Parts, Consisting Of Breasts, Thighs, Drums, And Wings. With Whole Grain Breading Item 23</b>	<b>Turkey - Pot Roast, Utilizes White &amp; Dark Meat, In Brown Gravy Item 24</b>
Don Lee Farms				
Michael Foods				
Rich Products				
Tasty Brands				
Cold Creek Foods				
Tyson Foods				
JTM Provisions				
MCI Foods				
Cargill Kitchen Solutions				
Cargill Meat Solutions				57.35
Jennie-O-Turkey				
Pilgrims Pride	49.05	60.00	53.37	

**Hamilton County Department of Education  
 Bid Opening – March 07, 2019 – 1:00 pm.  
 Commodity Processing for Beef, Egg, Cheese, Chicken, Fish, Pork and Turkey (Bid File 19-31)  
Tabulation Sheet**

Bid Cost Per Case  
 All or None

<b>Bidders</b>	<b>Turkey - Steak, Utilizes All White Meat, White Breast Meat Item 25</b>	<b>Turkey - Stick, Utilizes All White Meat, Breast Meat, Smokey Flavor Item 26</b>	<b>Turkey - Bologna, Utilizes All Dark Meat Item 27</b>	<b>Turkey - Ham, Utilizes All Dark Meat, Diced, 1/2" Sized Cubes Item 28</b>
Don Lee Farms				
Michael Foods				
Rich Products				
Tasty Brands				
Cold Creek Foods				
Tyson Foods				
JTM Provisions				
MCI Foods				
Cargill Kitchen Solutions				
Cargill Meat Solutions				
Jennie-O-Turkey	66.39	183.60	37.80	44.60
Pilgrims Pride				

Recommend Award of Bid To Tyson (items # 2,3, 16) JTM (item # 9), Pilgrim's Pride (item # 23), Cargill Meat Solutions (item # 24) and Jennie O Turkey (items #25,26,27,28)

Bid Sent To 28 Vendors 9 Vendors Responded 3 Non Responsive

Funds To Be Provided By: School Nutrition Budget

**Hamilton County Department of Education  
 Bid Opening – March 26, 2019 – 1:30 pm.  
 Commodity Processing for Beef and Cheese (Bid File 19-35)  
Tabulation Sheet**

**Bid Cost Per Case**

<b>Bidders</b>	<b>Beef - Burger, 100% Beef, Seasoned With Spices, F/C, Not More 20% Fat Item 1</b>	<b>Lunch Kit - Cheese Pizza Item 2</b>	<b>Lunch Kit - Pepperoni Pizza Item 3</b>	<b>Lunch Kit - Turkey Ham &amp; Cheese Item 4</b>
<b>Tasty Brands</b>		54.17	61.22	62.33
<b>Tyson</b>	65.47			
<b>Integrated Food Service</b>	27.28			
<b>Made-Rite Specialty Foods</b>	Non-Responsive			

Recommend Award of Bid To Integrated Food Service ( item# 1), Tasty Brands (items# 2,3,and 4)

Bid Sent To 25 Vendors 3 Vendors Responded 1 Non Responsive

Funds To Be Provided By: School Nutrition Budget

DE.jg



**Hamilton County Department of Education**  
**Purchasing Department**  
**3074 Hickory Valley Rd**  
**Chattanooga, TN 37421**  
**(423) 498-7030**

**Memorandum**

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

**From:** Christie Jordan, Chief Financial Officer

**Date:** April 18, 2019

**Re:** Book Fairs – RFP/Bid File 19-30

Request for Proposals (RFP) were requested to award contracts for Book Fairs. Two (2) vendors responded to the RFP: **Follett School Solutions and Scholastic Book Fairs**. Both proposals meet criteria and include the following elements:

**Follett School Solutions** provides Top Content (strong selection of titles, including Best publishers in the World), Simple Event Management (turnkey Book Fair experience), Generous Profit Sharing (3 Reward options), Support and Resources (Customer Service, dedicated Book Fair consultant, virtual training and workshops). Book Fair team members must satisfactorily pass a pre-employment background check and drug screen as a condition of employment.

**Scholastic Book Fairs**-All products sold on a consignment bases with no down payment required for initial inventory, restocks or any cost associated with returned merchandise. Will customize each fair based on request for specific books, Promotional materials and merchandise tools provided at no additional charge to each school and no minimum dollar sales amount to attain. All orders shipped to the school site at no charge and each school will receive a reorder list for use during the fair. Provides online shopping for extended family members who may not be able to shop at the school's book fair. Each school will have a dedicated inside Sales Consultant and a Field Sales Representative to assist with set ups, if requested. An Easy Scan Register system provided to the school at no cost to school or the district.

Funding Source: Schools Operating Budgets

Recommendation: It is recommended that the Board of Education award contracts to Follett School Solutions and Scholastic Book Fairs to furnish book fair materials to schools throughout the System. Contract period shall be July 1, 2019 through June 30, 2021 with option to extend an additional twelve-month period.

**HAMILTON COUNTY SCHOOLS  
 BID OPENING – March 1, 2019  
 PURCHASE OF MOTOR FUEL FOR SERVICE CENTER**

**TABULATION SHEET**

**BIDDERS:**

**Sweetwater Valley  
 Oil Co.**

**Mansfield Oil Co.**

**Collins Oil Co.**

**JAT Oil Co.**

ITEM NO.	QTY.	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	8,000 gal	Gasoline, Unleaded Regular, Conventional/Clear	1.7606	14,084.80	1.7536	14,028.80	1.7885	14,308.00	1.787	14,296.00

**Recommend Award of Bid to: Mansfield Oil Company**

**Funds provided by:** Warehouse Inventory Fund



**HAMILTON  
COUNTY  
SCHOOLS**

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

**MEMORANDUM**

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

**FROM:** Christie Jordan, Chief Financial Officer

**DATE:** April 18, 2019

**RE:** Conferences/Consultants

Please find attached list of conferences the District is requesting approval to use during the upcoming school year.

1. Ron Clark Academy, Atlanta Georgia.  
Funding source: Title I school based funds.

The Administration requests your approval as presented.

CJ:de

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

MEMORANDUM

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

From: Dr. Nakia Towns Edwards, Chief of Staff  
Tammy Helton, East Ridge High Principal  
Lindsay Starnes, Clifton Hills Elementary Principal  
Preston Gonter, Federal Programs Director

Date: April 18, 2019

Subject: Ron Clark Academy in Atlanta Georgia

Please consider approval of this request from Principal Tammy Helton of East Ridge High School and Lindsay Starnes of Clifton Hills Elementary School regarding Teachers and Administrators to visit the Ron Clark Academy in Atlanta Georgia. This is for a total of \$6,973.08 from East Ridge High's 2018-2019 Title I school based funds, and a total of \$ 6,420.00 from Clifton Hills Elementary 2018-2019 Title I school based funds. Teachers and Administrators will have the opportunity to observe master educators teach classes, attend professional development workshops, and experience school culture, rigor, and student engagement that can be applied to any subject and grade level.

Note: This request is due to Hamilton County Schools conducting business with this vendor that collectively totals over \$25,000.00 up to this point.

Thank you for your approval of this request.



## Hamilton County Department of Education Conference Attendance Request Form

School/Principal/CO Dept: East Ridge High School Request Date: 3/29/2019

Conference Name: The Ron Clark Academy

Conference Dates: May 10, 2019

City/State: Atlanta, GA

Expected outcomes: (Attach copy of flyer)

Teachers will observe master educators teach classes that model how to engage and motivate students. We will attend professional development workshops that will equip us with the tools needed to build positive relationships and improve our school climate. We will experience school culture, rigor, and student engagement that can be applied to any subject and grade level.

Explain how this conference aligns with your Needs Assessment and School Plan:

We are committed to doing whatever it takes to ensure that our students will receive a quality education and be successful. Improving the school climate and building positive relationships will decrease our chronic absentee percentage. Teachers will less likely leave an environment that is positive and successful. Consistent and effective teaching will improve test scores.

Plans for sharing acquired skills and knowledge:

The attendees will share their experiences with ERHS teachers through various PD sessions. They will implement various strategies in their own classrooms and be able to model these strategies for other teachers.

Names of person(s) attending and their position(s):

Raven Cleveland, Melissa Greever, Jeff Legg, Carissa Parker, Hannah Pell, Cassandra Reed, Scott Tunnel, Aimee Smith, Lebron Williams, Matthew Taylor, Parke Wilbourn, John Wooten, Kirsten Barbee

Number of substitutes required: 11

<b>Cost per person:</b>	
Registration	\$495
Hotel	\$0
Transportation	\$134.52
Meals	\$0
Subtotal cost per person	\$629.50
<b>Total Estimated Cost:</b>	<b>\$6973.08</b>

2101 5023 } \$6,435  
5221 5241 }  
ERHS to pay transportation  
3/29/19

RECEIVED  
2019 MAR 29 AM 10:38  
HAM CO. DEPT OF ED  
FEDERAL PROGRAMS

**\*\*Funding Source:** General Fund  School-based fund  Career/Tech

Approved by: *Jim Parks* Director  Ex Ed  
*Mark Legg* Asst. Superintendent  Title  
*P. Bailey* Finance  Grant  
 4/1/19  
 4-1-19  
 4/2/19



# Hamilton County Department of Education Conference Attendance Request Form

School/Principal/CO Dept: Clifton Hills Request Date: 4/1/19

Conference Name: Ron Clark 2-Day Educator Training

Conference Dates: May 23-24, 2019

City/State: Atlanta, GA

**Expected outcomes: (Attach copy of flyer)**

Teachers will learn how to plan rigorous lessons in order to meet the needs of all students, as well as participate in classroom observations focused on student engagement and teaching creatively.

**Explain how this conference aligns with your School Improvement Plan, TCSP or Strategic Plan:**

This conference aligns with the component of retaining effective teachers through providing outside opportunities for teacher growth and development. Another school-wide goal is to implement effective Tier I instruction that engages all students in order to meet rigorous standards.

**Plans for sharing acquired skills and knowledge:**

Teachers will also bring back their knowledge and share with the staff in order to enhance instruction to meet the needs of all learners.

**Names of persons attending/position(s):**

James Cunningham, Elizabeth Durbin, Sonji Williams, Chappel Headrick

Number of substitutes required: N/A

**Cost per person:**

Registration	<u>925</u>
Hotel	<u>400</u>
Transportation	<u>150</u>
Meals	<u>130</u>
Subtotal cost per person	<u>1605</u>
Total Estimated Cost:	<u>6420</u>

2101 7311  
5221 5241  
4/2

RECEIVED

APR 1 2019

OPPORTUNITY ZONE

\*\*Funding Source: General Fund  School-based fund  Career/Tech

Ex Ed

Title

Grant PTA 42-19

Approved by:

[Signature]  
Director

[Signature]  
Chief/Budget Manager

[Signature]  
Finance

4/2/19



# The Ron Clark Academy Experience

Revolutionary Professional Development for Educators

The Ron Clark Academy is a model school and accept visitors from all over the world. Our approaches are very out-of-the-box and innovative, and we enjoy sharing our methods for instilling a passion for learning and helping all children achieve great levels of success.

Each week, educators visit the Ron Clark Academy to witness our dynamic and innovative teaching methods. Through classroom observations and workshops, participants in our training program learn ways to increase student engagement, ensure academic rigor, and create a climate and culture that leads to success.

Join the thousands of educators, principals, and superintendents who have already engaged in this powerful and transformative professional development experience. Be a part of the revolution!

## SAMPLE SCHEDULE

<b>DAY 1</b>	8:15-8:30am	Educator Check-in
	8:30-9:00am	Welcome
	9:00-12:00pm	Classroom Observations & Workshops
	12:00-1:30pm	Lunch provided
	1:30-2:30pm	Workshops
	2:30-3:00pm	Q&A
	3:00-4:00pm	Slide Certification
<b>DAY 2</b>	8:15-9:00am	Keynote
	9:00-12:00pm	Classroom Observations & Workshops
	12:00-1:30pm	Lunch provided
	1:30-2:30pm	School Tour
	2:30-3:00pm	Wrap-Up
	3:00-4:00pm	House Cheers & Closing Ceremony

Participants will rotate through active classrooms and staff development workshops taught by Ron Clark, Kim Bearden, and other members of the RCA faculty. Most workshops will take place at the Academy, and guests will have the opportunity to observe Ron Clark in the classroom, take a tour of the school, and get "slide certified!"

During the Ron Clark Academy Educator Training, participants learn ways to increase student engagement, ensure academic rigor, and create a climate and culture that leads to success.

## Climate and Culture

The climate and culture of a school should ignite a passion for learning, provide support and encouragement, reflect high expectations for student behavior, promote parental involvement, and ensure a safe, secure environment for all.

The climate and culture of a school is something that one can feel upon entering the building, and participants in The RCA Experience are able to witness it firsthand in a very tangible way. Some of the programs/methods that are taught and observed include, but are not limited to, the following:

- Techniques for promoting discipline and respect, such as *The Essential 55*
- Methods for creating a sense of urgency and a standard of high expectations.
- Strategies for engaging parents in the learning process.
- Ways to begin the school year, from the Meet and Greet to the first days of school.
- Techniques for building student confidence, respect, and enthusiasm.
- Ideas for instilling a sense of tradition.
- Ways to engage students with members of the community
- Tips for building a sense of school spirit and pride, such as through our house system

## Rigor

A rigorous classroom is one that teaches students to understand, analyze, and synthesize complex and challenging content. Academic rigor is essential for promoting student success, and through The RCA Experience, educators are able to watch lessons that exemplify rigor in a variety of subjects and through a variety of methods, such as:

- Strategies for higher order questioning
- Techniques for maximizing academic learning time
- Ways to set high expectations for all learners
- Varied methods for monitoring student progress
- Methods for engaging students in academic discussions and collaboration
- Lessons that require creativity, curiosity, and problem-solving

## Student Engagement

Students must be actively engaged for authentic learning to take place, and at the Ron Clark Academy, the level of student engagement is exceptionally high. Educators who participate in The RCA Experience are able to get a clear picture of what student engagement looks like and sounds like when they observe our classes in session. Some of the methods that promote student engagement include the following:

- Techniques for effective teacher movement
- Methods for teaching students to track the teacher and one another
- Ways to integrating music and the arts into the curriculum
- Techniques for infusing energy and passion into lesson planning and delivery
- Ideas for teaching the content creatively
- Methods for adding movement into any classroom
- Ideas for interactive, cooperative games that promote student engagement
- Techniques for keeping all students on task
- Ways to celebrate student success

# SAMPLE WORKSHOPS

## Lessons for Lively Learners

Classroom techniques and lesson ideas that will engage all students while promoting creativity and innovation. Participants will discover how the required curriculum can be taught in a way that reinforces academic rigor while making learning an adventure. – Kim Bearden

## You're Never Too Old to Be a Rock Star!

Tried and true ways to effectively integrate music into the classroom. From writing to implementation, Kim will show even the most musically challenged educators how they can effectively bring learning to life through song. – Kim Bearden

## Get on the Bus!

The management methods and techniques for leading a phenomenal school and a high performing classroom. – Ron Clark

## Our Foundations

The details behind the implementation of the Essential 55, RCA's classroom techniques, and our program for building relationships with parents. – Ron Clark

## The Great Debate!

Strategies for incorporating fun and engaging debate in all content areas. – Wade King

## Connect the D.O.T.S (Disciplines, Opportunities, Transfer = Success)

Various way to incorporate interdisciplinary/ cross-curricular activities inside and outside the classroom and make real-life connections for your students. – Joyce Estrada Bailey

## The Inner Artist Unplugged

Methods for turning your talents, hobbies, and interests into a lesson that creates an enduring experience and sets the stage for the budding artists in your midst. – Susan Barnes

## The Blues Workshop

Ways to discover the blues in your soul and use the blues rhythm for self expression, the blues structure for creative review, and the blues story to celebrate the human spirit. – Susan Barnes

## If You Build It, They Will Come

Tips and techniques that any educator can use to create and cultivate relationships within the community. Discover ways to garner support that will lead to magical moments in your school. #RCAInspired  
– Kirk Brown, Junior Bernadin, Ben Walker

## Flip Your Classroom Upside Down

An overview of flipped classroom teaching and insights into ways that RCA teachers have been using the flip. You will discover many website tools and techniques using technology to deliver flipped content. – Dr. Camille Jones

## How to Make Your ClassFlow!

Ways to collaborate using the latest mobile and student response technology. We will demonstrate how ClassFlow helps teachers save time at the planning and setup stages of lesson development, and how it can also facilitate a more connected classroom. – Dr. Camille Jones

## Love to Teach Writing....Again

Designed for all content areas and grade levels, this workshop will demonstrate a "coach approach" to teaching writing. You will experience a simulated writing workshop where I will share methods on how to teach students the art and science of composing well-developed paragraphs. You will also learn how to manage the revision process and ultimately defeat the ominous piles of papers. – Pamela Haskins

## The House System for Dummies

Houses can really elevate the climate and culture of your entire school or even your own classroom. This workshop breaks down the easy do-it-yourself steps to modeling RCA' signature House System that will have transformative effects on your students' learning experiences. Ready, Set, Go! – Wade and Hope King

## Get Your Game On!

Need ideas for motivating those reluctant learners? This hands-on workshop will equip you with a menu of educational games that can be infused in your units and applicable across all content areas. Get ready for some fun!  
– Hope King

## Lessons for Lively Learners

# FREQUENTLY ASKED QUESTIONS

## **Will Ron Clark be at the school and can I watch him teach?**

Ron is at every training, and you will be able to watch him teach. However, we cannot predict illness or other emergencies that may cause Ron to be absent during your visit.

## **Will you accept school purchase orders?**

Yes. Please be sure to include the school name and address on the purchase order.

## **What if I want to register our teachers, but I haven't confirmed the names of the attendees yet?**

No problem, you may still register online to reserve your seats. Simply enter a place holder name (or "TBD") and use your email address for your ticket. Our registration system allows you to edit your registration and update names at any time. We will send out emails prior to the event with important information, so be sure to update the name and correct email address of each attendee 48 hours in advance.

## **Is there a discount for registration?**

All training fees are used to provide scholarships for the students who attend the Ron Clark Academy; therefore, group discounts or individual discounts will not be available.

## **Can student teachers visit the Academy?**

Yes, student teachers will greatly benefit from *The RCA Experience*.

## **Can I purchase Ron Clark materials at the school?**

Yes, books, posters and other materials will be available for purchase. All proceeds help fund student scholarships.

## **Will Ron be available to sign books and other materials?**

Yes, Mr. Clark and Mrs. Bearden will sign books and materials at the end of training.

## **What is the recommended dress code?**

Dress casually. Groups can wear the school colors or school shirts.

## **Does everyone have to go down the slide?**

We encourage everyone to experience the slide, but it isn't necessary. For those adventurous enough for the slide, we encourage you to wear pants.

## **Location:**

The Ron Clark Academy  
228 Margaret St. SE  
Atlanta, GA 30315  
School Phone: (678) 651-2100

## **Recommended Hotel:**

Courtyard Atlanta Downtown  
133 Carnegie Way  
Atlanta, Georgia 30303

## **For additional questions, contact:**

[training@ronclarkacademy.com](mailto:training@ronclarkacademy.com)

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

MEMORANDUM

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

FROM: Christie N. Jordan, Chief Financial Officer

DATE: April 18, 2019

SUBJECT: Monthly Financial Report

Attached is the monthly financial report comparing budget to actual through February, 2019. The presentation of the monthly financial statement compares actual year-to-date expenditures to the original adopted budget and the year-to-date amended budget.

**HAMILTON COUNTY SCHOOLS  
REVENUE/OBLIGATIONS VS BUDGET  
PERIOD ENDED FEBRUARY, 2019**

REVENUES	General Purpose			Federal Programs			Self-Funded Programs			Child Nutrition			Grand Totals		
	Budget	Revised Budget	YTD Actual	Budget	Revised Budget	YTD Actual	Budget	Revised Budget	YTD Actual	Budget	Revised Budget	YTD Actual	Budget	Revised Budget	YTD Actual
LOCAL TAXES	217,273,109	217,273,109	170,809,551									-	217,273,109	217,273,109	170,809,551
LICENSES AND PERMITS	12,500	12,500	6,888									-	12,500	12,500	6,888
CHARGES FOR CURRENT SERVICES	385,674	385,674	273,216									2,576,817	4,116,264	4,116,264	2,850,033
OTHER LOCAL REVENUES	1,987,500	1,987,500	3,539,875				3,725,210	3,725,554	2,645,248	31,815	31,815	109,615	5,744,525	5,744,869	6,294,738
STATE OF TENNESSEE	162,380,483	167,028,683	116,277,783	389,224	3,023,514	406,146				193,000	193,000	-	162,962,707	170,245,197	116,683,929
OTHER STATE REVENUES	1,115,000	1,115,000	935,381									-	1,115,000	1,115,000	935,381
FEDERAL GOVERNMENT	946,647	946,647	696,905	26,892,797	34,626,122	12,339,511				17,396,224	17,396,224	11,799,773	45,235,668	52,968,993	24,836,189
OTHER SOURCES	1,306,764	1,306,764	14,269				2,490,201	3,227,745	1,216,546			-	3,796,965	4,534,509	1,230,815
RESERVES/FUND BALANCE		500,000						606,711				-	-	1,106,711	-
<b>TOTAL REVENUES</b>	<b>385,407,677</b>	<b>390,555,877</b>	<b>292,553,868</b>	<b>27,282,021</b>	<b>37,649,636</b>	<b>12,745,657</b>	<b>6,215,411</b>	<b>7,560,010</b>	<b>3,861,794</b>	<b>21,351,629</b>	<b>21,351,629</b>	<b>14,486,205</b>	<b>440,256,738</b>	<b>457,117,152</b>	<b>323,647,524</b>
<b>EXPENDITURES</b>															
REGULAR INSTRUCTION PROGRAM	193,553,297	195,914,078	104,896,442	6,434,792	10,551,011	4,665,187	2,065,114	2,126,324	1,106,634				202,053,203	208,591,413	110,668,263
SPECIAL EDUCATION INSTR PROG	36,992,898	37,070,830	21,014,847	6,224,712	6,991,681	3,194,942	250,000	656,612	32,057				43,467,610	44,719,123	24,241,846
VOCATIONAL ED INSTR PROG	8,829,314	8,820,871	4,724,955	442,631	481,524	323,031	-	100,000					9,271,945	9,402,395	5,047,986
ATTENDANCE	2,058,691	2,174,610	1,083,844										2,058,691	2,174,610	1,083,844
HEALTH SERVICES	4,447,237	4,484,688	2,387,225	180,000	180,000	109,957	7,500	45,700	19,589				4,634,737	4,710,388	2,516,771
OTHER STUDENT SUPPORT	9,430,012	10,387,555	6,067,376	2,013,781	3,058,216	1,031,901	82,928	87,928	517				11,526,721	13,533,699	7,099,794
REG INST SUPPORT	11,323,152	11,487,734	6,167,246	7,617,413	10,516,480	4,143,231	317,723	526,745	251,236				19,258,288	22,530,959	10,561,713
SPECIAL ED INST SUPPORT	3,336,228	3,381,552	1,866,856	2,951,314	3,226,343	1,793,412							6,287,542	6,607,895	3,660,268
VOCATIONAL ED INST SUPPORT	243,247	253,419	150,696	12,500	12,500	8,849							255,747	265,919	159,545
EDUCATION TECHNOLOGY	4,318,102	4,001,748	2,550,873	137,496	135,788	58,908							4,455,598	4,137,536	2,609,781
BOARD OF EDUCATION	6,198,374	6,205,601	4,856,189		1,339								6,198,374	6,359,900	4,931,489
OFFICE OF SUPERINTENDENT	1,836,006	2,002,932	1,085,404				90,201	93,000	45,325				1,926,207	2,095,932	1,130,729
OFFICE OF PRINCIPAL	27,074,169	27,248,147	15,791,441										27,074,169	27,348,147	15,833,536
FISCAL SERVICES	3,152,211	3,270,771	1,651,523				10,000	10,000	5,073				3,162,211	3,280,771	1,656,596
HUMAN RESOURCES	1,585,536	1,690,350	955,533										1,585,536	1,690,350	955,533
OPERATION OF PLANT	25,199,082	25,751,335	19,625,850										25,199,082	25,751,335	19,625,850
MAINTENANCE OF PLANT	9,476,260	9,508,486	6,020,112		631,460			16,170	5,149				9,476,260	10,156,116	6,025,261
TRANSPORTATION	17,652,125	17,702,911	15,477,625	250,708	356,993	127,526		6,455	6,455				17,902,833	18,066,359	15,611,606
CENTRAL AND OTHER	460,789	432,160	215,870		1,704			8,360	700				460,789	442,224	216,570
FOOD SERVICE	-	-	-							21,351,629	21,351,629	14,901,339	21,351,629	21,351,629	14,901,339
COMMUNITY SERVICES	338,997	329,854	65,335	563,633	882,502	373,494	3,222,463	3,222,463	1,878,165				4,125,093	4,434,819	2,316,994
EARLY CHILDHOOD EDUCATION	2,818,428	2,831,167	1,510,998				169,482	407,293	83,139				2,987,910	3,238,460	1,594,137
REGULAR CAPITAL OUTLAY	130,000	130,000											130,000	130,000	-
EDUCATION DEBT SERVICE	-	-	-										-	-	-
EDUCATION CAPITAL PROJECTS	-	-	-										-	-	-
OTHER USES (TRANSFERS )	14,953,522	15,475,078	7,851,020	453,041	622,095	14,268							15,406,563	16,097,173	7,865,288
<b>TOTAL EXPENDITURES</b>	<b>385,407,677</b>	<b>390,555,877</b>	<b>226,017,260</b>	<b>27,282,021</b>	<b>37,649,636</b>	<b>15,844,706</b>	<b>6,215,411</b>	<b>7,560,010</b>	<b>3,551,434</b>	<b>21,351,629</b>	<b>21,351,629</b>	<b>14,901,339</b>	<b>440,256,738</b>	<b>457,117,152</b>	<b>260,314,739</b>

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

**ACTION ITEM**

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

**FROM:** Christie N. Jordan, Chief Financial Officer

**DATE:** April 18, 2019

**RE:** Budget Amendments – General Operating Budget Transfers

Board approval is needed to amend the FY19 General Purpose Operating Budget for the attached transfers between accounts. These amendments reclassify existing budget appropriations between various accounts as indicated in the attachments.

**Recommendation:** It is recommended that the Board approve the General Operating Budget transfers attached.

**Summary of Transfers within the FY19 Operating Budget  
April, 2019**

ORG	ORG DESCRIPTION	OBJ	OBJECT DESCRIPTION	INC. OR DEC.	DESCRIPTION
18040000	Accounting & Budgeting	51107221	Equipment-Reg Inst	(2,880)	Transfers between account codes are needed in order to charge expenses to the proper account and State function. No additional funds are requested.
18040000	Accounting & Budgeting	52213995	Hardware/Software Licenses	(201,300)	
18350000	School Instructional Supplies	51104291	Instructional Supplies	198,180	
18040000	Accounting & Budgeting	52515241	In Service/Staff Development	6,000	
18277991	System-Wide Middle/High	51101409	Stipend-Other	(200,000)	
18277991	System-Wide Middle/High	51102011	Social Security	(11,400)	
18277991	System-Wide Middle/High	51102041	State Retirement	(20,920)	
18277991	System-Wide Middle/High	51102121	Employer Medicare	(2,900)	
18277991	System-Wide Middle/High	51102991	Long Term Disability	(400)	
18340000	Staff Development Center	52211961	In Service/Stipends	200,000	
18340000	Staff Development Center	52212011	Social Security	11,400	
18340000	Staff Development Center	52212041	State Retirement	20,920	
18340000	Staff Development Center	52212121	Employer Medicare	2,900	
18340000	Staff Development Center	52212991	Long Term Disability	400	
18255993	System-Wide Middle/High	51101400	Stipend-FAM User	12,094	
18255993	System-Wide Middle/High	51101409	Stipend-Other	(12,094)	
18370000	Accountability & Testing	52133995	Hardware/Software Licenses	(39,400)	
18370000	Accountability & Testing	52137901	Equipment-Other	4,000	
18370000	Accountability & Testing	52133994	Contract Printing & Test Dev	39,400	
18370000	Accountability & Testing	52214999	Other Supplies & Materials	6,759	
18370000	Accountability & Testing	52215241	In Service/Staff Development	(10,759)	
18260000	Education & Leadership	51104291	Instructional Supplies	50,000	
18350000	School Instructional Supplies	52214291	Instructional Supplies	(50,000)	
18020000	Chief Operations Officer	52323994	Contract Printing & Test Dev	(2,500)	
18020000	Chief Operations Officer	52325241	In Service/Staff Development	1,000	
18020000	Chief Operations Officer	52813991	Copier Lease/Maintenance	1,500	
18220000	Operation of Plant	52624151	Electricity	(185,000)	
18210000	Maintenance of Plant	59005901	Transfers to Capital Maintenance	185,000	
18080000	Chief of Staff	52323072	Pagers, Cell Phones, Radio	250	
18080000	Chief of Staff	52324999	Other Supplies & Materials	2,000	
18080000	Chief of Staff	52327011	Equipment	2,750	
18100000	Chief Business Officer	52813073	Dataline Communications	(40,799)	
18100000	Chief Business Officer	52325241	Staff Development	3,000	
18110000	Communications & Public Relations	52323072	Pagers, Cell Phones, Radio	500	
18110000	Communications & Public Relations	52323551	Travel	5,250	
18110000	Communications & Public Relations	52323552	Travel-Mileage	1,500	
18110000	Communications & Public Relations	52323994	Contract Printing	5,640	
18110000	Communications & Public Relations	52324351	Office Supplies	100	

**Summary of Transfers within the FY19 Operating Budget  
April, 2019**

ORG	ORG DESCRIPTION	OBJ	OBJECT DESCRIPTION	INC. OR DEC.	DESCRIPTION
18110000	Communications & Public Relations	52327011	Equipment	5,500	
18110000	Communications & Public Relations	52323999	Other Contracted Services	31,510	
19130000	Community Involvement	52211053	Coordinator Regular Ed	(30,762)	
19130000	Community Involvement	52211404	Salary Bonus	(250)	
19130000	Community Involvement	52212011	Social Security	(1,753)	
19130000	Community Involvement	52212041	State Retirement	(4,513)	
19130000	Community Involvement	52212121	Employer Medicare	(446)	
19130000	Community Involvement	52212991	Long Term Disability	(62)	
19130000	Community Involvement	52213999	Other Contracted Services	(25,000)	
19130000	Community Involvement	53301404	Salary Bonus	250	
19130000	Community Involvement	53301899	Other Salaries	21,236	
19130000	Community Involvement	53302011	Social Security	(787)	
19130000	Community Involvement	53302041	State Retirement	(2,354)	
19130000	Community Involvement	53302121	Employer Medicare	(232)	
19130000	Community Involvement	53302991	Long Term Disability	(28)	
19130000	Community Involvement	53303999	Other Contracted Services	8,500	
19130000	Community Involvement	53304999	Other Supplies & Materials	(7,000)	
19130000	Community Involvement	53305241	In Service/Staff Development	1,000	
19130000	Community Involvement	53305999	Other Charges	10,000	
19130000	Community Involvement	53303552	Travel -Mileage	4,000	
19130000	Community Involvement	53303072	Pagers, Cell Phones, Radio	1,000	
19130000	Community Involvement	53303551	Travel	7,500	
19130000	Community Involvement	53307011	Equipment	2,500	
				-	

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

**MEMORANDUM**

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

**FROM:** Christie Jordan, Chief Financial Officer

**DATE:** April 18, 2019

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

The following budget amendments for Federal Grants and Self-Funded Programs for FY2019 are recommended for your approval.

The Federal Programs budget is amended by items # 1-7. Items # 1 and 7 consist of current year awards. Items # 2 - 6 consist of current year awards and carryover from the prior year.

The Self-Funded Programs budget is amended by items # 8 - 13 and consists of grants awarded by non-federal agencies and designed for a specific purpose. Items # 8, 9 and 11 consist of a current year contributions. Item #10 consists of a current year contribution and of carryover contributions from the prior year. Items # 12 – 13 consist of carryover from the prior year.

1. Title IX, McKinney-Vento, with transfers between line items
2. Safe Schools, with transfers between line items
3. Title I, A, Neglected, with transfers between line items
4. Title III, Language Instruction for English Learners and Immigrant Students, with transfers between line items
5. Title I, D, Delinquent, with transfers between line items
6. Priority School State Grant, with transfers between line items
7. 21<sup>st</sup> CCLC Cohort 2014, with transfers between line items
8. Osborne Foundation, totaling \$20,000
9. Telecommunications Recyclables, totaling \$192
10. Nursing Services, with transfers between line items
11. Future Ready Institutes (BCBS donation for Red Bank HS), with an increase of \$250,000
12. E-Rate Technology, with transfers between line items
13. Ochs-Oakes Award Program, totaling \$2,250

**FEDERAL PROGRAMS**  
**SOURCE OF FUNDS**

April 18, 2019

	STATE REVENUE 46000	FEDERAL THRU STATE REVENUE 47100	TOTAL REVENUE	AMENDMENT ITEM #
<b>BUDGET AMENDMENTS</b>				
Title IX McKinney-Vento			-	1
Safe Schools			-	2
Title I, A, Neglected			-	3
Title III			-	4
Title I, D, Delinquent			-	5
Priority School State Grant			-	6
21st CCLC Cohort 2014			-	7
			-	

**FEDERAL PROGRAMS**  
**EXPENSE**

April 18, 2019

<u>BUDGET AMENDMENTS</u>	<u>REGULAR INSTRUCTION 71100</u>	<u>OTHER STUDENT SUPPORT 72130</u>	<u>REGULAR INSTRUCTION SUPPORT 72210</u>	<u>TRANSPORTATION 72710</u>	<u>COMMUNITY SERVICES 73300</u>	<u>INDIRECT COSTS/ TRANSFERS 99000</u>	<u>TOTAL AMENDMENT AMOUNT</u>	<u>AMENDMENT ITEM #</u>
Title IX McKinney-Vento	-						-	1
Safe Schools	13,385	(72,280)	58,895				-	2
Title I, A, Neglected	29,586	400	(29,654)			(332)	-	3
Title III	-						-	4
Title I, D, Delinquent	3,700		(3,614)			(86)	-	5
Priority School State Grant	77,004	(17,071)	(56,800)	(3,233)		100	-	6
21st CCLC Cohort 2014							-	7
	<u>123,675</u>	<u>(88,951)</u>	<u>(31,173)</u>	<u>(3,233)</u>	<u>-</u>	<u>(318)</u>	<u>-</u>	

SELF FUNDED PROGRAMS  
SOURCE OF FUNDS

April 18, 2019

BUDGET AMENDMENTS	INVESTMENTS 11807	CHARGES FOR CURRENT SERVICES 43000	OTHER LOCAL REVENUES 44000	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
Osborne Foundation			20,000	20,000	8
Telecommunications Recyclables			192	192	9
Nursing Services				-	10
Future Ready Institutes			250,000	250,000	11
E-Rate Technology				-	12
Ochs-Oakes Award	2,250			2,250	13
	2,250	-	270,192	272,442	

SELF FUNDED PROGRAMS  
USE OF FUNDS

April 18, 2019

BUDGET AMENDMENTS	REGULAR EDUCATION INSTRUCTION 71100	VOCATIONAL INSTRUCTION 71300	HEALTH SERVICES 72120	REGULAR INSTRUCTION SUPPORT 72210	MAINTENANCE OF PLANT 72620	TRANSPORTATION 72710	CENTRAL AND OTHER 72810	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
Osborne Foundation				20,000				20,000	8
Telecommunications Recyclables							192	192	9
Nursing Services			-					-	10
Future Ready Institutes	130,000	30,000		50,000	30,000	10,000		250,000	11
E-Rate Technology	-							-	12
Ochs-Oakes	2,250							2,250	13
	132,250	30,000	-	70,000	30,000	10,000	192	272,442	

**Hamilton County Department of Education  
Federal Programs  
Title IX McKinney-Vento  
Budget Fiscal Year 2018-2019**

**Source of Funds Summary**

Organization Key	Object Code	Description	Amended Budget 10/18/2018	Increase	Decrease	Amended Budget 4/18/2019
21330000	41427149	Education for Homeless Children	80,000			80,000

**Use of Funds Summary**

	71100	Regular Instruction	11,093	474	(474)	11,093
	72130	Other Student Support	4,732			4,732
	72210	Instructional Support	53,899			53,899
	72710	Transportation	8,800			8,800
	99100	Indirect Cost	1,476			1,476
		<b>Total Use of Funds</b>	<b>80,000</b>	<b>474</b>	<b>(474)</b>	<b>80,000</b>

Organization Key	Object Code	Description	Amended Budget 10/18/2018	Increase	Decrease	Amended Budget 4/18/2019
21331000	51101409	Teachers	-	400		400
21331000	51102011	Social Security	-	25		25
21331000	51102041	State Retirement	-	43		43
21331000	51102121	Employer Medicare	-	6		6
21331000	51103999	Other Contracted Services	5,000		(474)	4,526
21331000	51104999	Other Supplies & Materials	3,000			3,000
21331000	51105999	Other Charges	3,093			3,093
		Total 71100 - Regular Instruction	11,093	474	(474)	11,093
21331000	52131301	Social Workers	4,000			4,000
21331000	52132011	Social Security	248			248
21331000	52132041	State Retirement	418			418
21331000	52132121	Employer Medicare	58			58
21331000	52132991	Long Term Disability	8			8
		Total 72130 - Other Student Support	4,732	-	-	4,732
21331000	52211899	Other Salaries & Wages	32,186			32,186
21331000	52212011	Social Security	1,995			1,995
21331000	52212041	State Retirement	4,722			4,722
21331000	52212061	Life Insurance	65			65
21331000	52212071	Medical Insurance	9,500			9,500
21331000	52212081	Dental Insurance	345			345
21331000	52212101	Unemployment Compensation	180			180
21331000	52212121	Employer Medicare	466			466
21331000	52212991	Long Term Disability	64			64
21331000	52213551	Travel	1,750			1,750
21331000	52214999	Other Supplies & Materials	126			126
21331000	52215241	Inservice/Staff Development	2,500			2,500
		Total 72210 - Instructional Support	53,899	-	-	53,899
21331000	52713141	Contracts with Public Carriers	8,800			8,800
		Total 72710 - Transportation	8,800	-	-	8,800
21331000	59005901	Indirect Cost	1,476			1,476
		Total 99100 - Indirect Cost	1,476	-	-	1,476
		<b>Total Budget</b>	<b>80,000</b>	<b>474</b>	<b>(474)</b>	<b>80,000</b>

**Hamilton County Department of Education  
Federal Programs  
Safe Schools  
Budget Fiscal Year 2018-2019**

**Source of Funds Summary**

Organization Key	Object Code	Description	Amended Budget 9/20/2018	Increase	Decrease	Amended Budget 4/18/2019
21370000	41426590	Other State Education Funds	1,178,103			1,178,103

**Use of Funds Summary**

71100	Regular Instruction	75,940	15,000	(1,615)	89,325
72130	Other Student Support	192,650	-	(72,280)	120,370
72210	Instructional Support	278,053	72,280	(13,385)	336,948
72620	Maintenance of Plant	631,460	-	-	631,460
<b>Total Use of Funds</b>		<b>1,178,103</b>	<b>87,280</b>	<b>(87,280)</b>	<b>1,178,103</b>

Organization Key	Object Code	Description	Amended Budget 9/20/2018	Increase	Decrease	Amended Budget 4/18/2019
21371000	51101981	Substitute Non-Degreed	2,261		(1,500)	761
21371000	51102011	Social Security	140		(93)	47
21371000	51102121	Employer Medicare	33		(22)	11
21371000	51103999	Other Contracted Services	73,506	15,000		88,506
		Total 71100 - Regular Instruction	75,940	15,000	(1,615)	89,325
21371000	52133091	Resource Officers	192,650		(72,280)	120,370
		Total 72130 - Other Student Support	192,650	-	(72,280)	120,370
21371000	52211899	Other Salaries	19,535			19,535
21371000	52211961	In Service/Stipends	11,809		(8,000)	3,809
21371000	52212011	Social Security	1,943		(496)	1,447
21371000	52212041	State Retirement	1,319		(908)	411
21371000	52212121	Employer Medicare	454		(116)	338
21371000	52213995	Hardware/Software Licenses	75,000			75,000
21371000	52213999	Other Contracted Services	-	72,280		72,280
21371000	52214999	Other Supplies & Materials	155,993		(3,865)	152,128
21371000	52215241	In Service/Staff Development	12,000			12,000
		Total 72210 - Instructional Support	278,053	72,280	(13,385)	336,948
21371000	52627011	Equipment - Administration	631,460			631,460
		Total 72620 - Maintenance of Plant	631,460	-	-	631,460
<b>Total Budget</b>			<b>1,178,103</b>	<b>87,280</b>	<b>(87,280)</b>	<b>1,178,103</b>

Note: The actual FY19 state award is \$332,580. FY18 carryover is \$14,062.51  
This grant requires a local match of 25%. The local match will be met using SRO expenditures of the Hamilton County Sheriff's Department.  
This allocation also includes a one-time state allocation for school safety totaling \$831,460.  
This allocation requires a local match of 25%. The local match will be met using SRO expenditures of the Hamilton County Sheriff's Department and expenditures for security camera systems installed in schools.

HAMILTON COUNTY DEPT OF EDUCATION  
 FEDERAL PROGRAMS  
 TITLE I, Part A: LOCAL NEGLECTED  
 BUDGET FISCAL YEAR 2018-2019

2019 ALLOCATION	103,712	103,712
2018 CARRYOVER	123,623	123,623
TRANSFER TO CONSOLIDATED ADMINISTRATION	(8,000)	(8,000)
	<u>219,335</u>	<u>219,335</u>

2140000 41427141 REVENUE 219,335 219,335

Use of Funds Summary

71100 Regular Instruction	135,756	45,836	(16,250)	165,342
72130 Other Student Support	5,196	400	-	5,596
72210 Instructional Support	75,000	29,046	(58,700)	45,346
99000 Indirect Costs	3,383	554	(886)	3,051
<b>Total Use of Funds</b>	<u>219,335</u>	<u>75,836</u>	<u>(75,836)</u>	<u>219,335</u>

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	AMENDED BUDGET 10/18/2018	INCREASES	DECREASES	AMENDED BUDGET 4/18/2019
<u>Parkridge Valley</u>						
21403481	51103999	Contracted Services	20,000		(16,250)	3,750
21403481	51104291	Instructional Supplies	79,756	27,836		107,592
21403481	51107221	Instructional Equipment	36,000	8,000		44,000
		<b>Total 71100</b>	<u>135,756</u>	<u>35,836</u>	<u>(16,250)</u>	<u>155,342</u>
21403481	52134999	Materials/supplies	5,196			5,196
		<b>Total 72130</b>	<u>5,196</u>	-	-	<u>5,196</u>
21403481	52213081	Consultants	8,000		(2,000)	6,000
21403481	52213999	Contracted Services--Transition Sp	60,000		(54,000)	6,000
21403481	52215241	Staff Development	7,000		(2,700)	4,300
		<b>Total 72210</b>	<u>75,000</u>	-	<u>(58,700)</u>	<u>16,300</u>
21403481	59005901	Indirect Costs (1.88 %)	3,383		(886)	2,497
		<b>Total 99000</b>	<u>3,383</u>	-	<u>(886)</u>	<u>2,497</u>
		<b>Total Budget</b>	<u>219,335</u>	<u>35,836</u>	<u>(75,836)</u>	<u>179,335</u>
<u>Bethel Christian Academy</u>						
21403891	51103999	Contracted Services				-
21403891	51104291	Instructional Supplies				-
21403891	51107221	Instructional Equipment		10,000		10,000
		<b>Total 71100</b>	<u>-</u>	<u>10,000</u>	-	<u>10,000</u>
21403891	52134999	Materials/supplies		400		400
		<b>Total 72130</b>	<u>-</u>	<u>400</u>	-	<u>400</u>
21403891	52213081	Consultants		7,000		7,000
21403891	52215241	Staff Development		22,046		22,046
		<b>Total 72210</b>	<u>-</u>	<u>29,046</u>	-	<u>29,046</u>
21403891	59005901	Indirect Costs (1.88 %)		554		554
		<b>Total 99000</b>	<u>-</u>	<u>554</u>	-	<u>554</u>
		<b>Total Budget</b>	<u>-</u>	<u>40,000</u>	-	<u>40,000</u>
		<b>Total Grant</b>	<u>219,335</u>	<u>75,836</u>	<u>(75,836)</u>	<u>219,335</u>

**HAMILTON COUNTY DEPT OF EDUCATION  
FEDERAL PROGRAMS  
TITLE III, LANGUAGE INSTRUCTION FOR ENGLISH LEARNERS AND IMMIGRANT STUDENTS  
BUDGET FISCAL YEAR 2018-2019**

TITLE III 2019 AWARD	339,312			339,312
2018 CARRYOVER FUNDS	92,867			92,867
TRANSFER TO CONSOLIDATED ADMINISTRATION	(6,500)			(6,500)
<b>TOTAL TITLE III BUDGET</b>	<b>425,679</b>	<b>-</b>	<b>-</b>	<b>425,679</b>

<b>21410000</b>	<b>41427146</b>	<b>REVENUE</b>	<b>Budget</b>	<b>Increase</b>	<b>Decrease</b>	<b>Budget</b>
			425,679			425,679

**Use of Funds Summary**

71100	Regular Instruction	368,898	554	(554)	368,898
72130	Other Student Support	2,447	-	-	2,447
72210	Instructional Support	38,812	-	-	38,812
72710	Transportation	8,000	-	-	8,000
99000	Indirect Costs	7,522	-	-	7,522
	<b>Total Use of Funds</b>	<b>425,679</b>	<b>554</b>	<b>(554)</b>	<b>425,679</b>

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	AMENDED BUDGET 3/14/2019	INCREASES	DECREASES	AMENDED BUDGET 4/18/2019
21411000	51101409	Teachers Supplements	35,000			35,000
21411000	51101631	Educational Assistants (2)	30,000			30,000
21411000	51101981	Substitutes	5,000			5,000
21411000	51102011	Social Security	4,340			4,340
21411000	51102041	State Retirement	8,062			8,062
21411000	51102061	Life Insurance	130			130
21411000	51102071	Medical Insurance	19,000			19,000
21411000	51102081	Dental Insurance	690			690
21411000	51102101	Unemployment Compensation	360			360
21411000	51102121	Medicare	1,015			1,015
21411000	51102991	Other Fringe Benefits	60			60
21411000	51104291	Instructional Supplies	244,660			244,660
21411000	51105999	Other Charges (field trips, etc)	1,000			1,000
21411000	51107221	Instructional Equipment	18,000			18,000
		<b>Total 71100 Instructional</b>	<b>367,317</b>	<b>-</b>	<b>-</b>	<b>367,317</b>
21411000	52131899	Other Salaries	2,000			2,000
21411000	52132011	Social Security	124			124
21411000	52132041	State Retirement	294			294
21411000	52132121	Medicare	29			29
		<b>Total 72130 Other Student Support</b>	<b>2,447</b>	<b>-</b>	<b>-</b>	<b>2,447</b>
21411000	52211961	In-service Stipends	10,000			10,000
21411000	52212011	Social Security	620			620
21411000	52212041	State Retirement	1,046			1,046
21411000	52212121	Medicare	146			146
21411000	52215241	Staff Development	27,000			27,000
		<b>Total 72210 Instructional Support</b>	<b>38,812</b>	<b>-</b>	<b>-</b>	<b>38,812</b>
21411000	52713141	Contracts w Public Carriers	8,000			8,000
		<b>Total 72710 Transportation</b>	<b>8,000</b>	<b>-</b>	<b>-</b>	<b>8,000</b>
21411000	59005901	Indirect Costs (1.88 %)	7,522			7,522
		<b>Total 99000</b>	<b>7,522</b>	<b>-</b>	<b>-</b>	<b>7,522</b>

**PRIVATE SCHOOLS**

**Avondale SDA**

21413505	51101345	Part-time Tutor	1,525		(515)	1,010
21413505	51102011	Social Security	95		(32)	63
21413505	51102121	Medicare	21		(7)	14
21413505	51104291	Instructional Supplies	(554)	554		-
		<b>Total 71100 Instructional</b>	<b>1,087</b>	<b>554</b>	<b>(554)</b>	<b>1,087</b>

**Annoor**

21413835	51104291	Instructional Supplies	494			494
		<b>Total 71100 Instructional</b>	<b>494</b>	<b>-</b>	<b>-</b>	<b>494</b>

<b>TOTAL Grant</b>	<b>425,679</b>	<b>554</b>	<b>(554)</b>	<b>425,679</b>
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FEDERAL PROGRAMS  
 TITLE I D, DELINQUENT  
 BUDGET FISCAL YEAR 2018-2019

2019 ALLOCATION	31,481	31,481
2018 CARRYOVER	9,784	9,784
TRANSFER TO CONSOLIDATED ADMINISTRATI	(2,000)	(2,000)
	<u>39,265</u>	<u>39,265</u>

21480000 41427141 REVENUE 39,265 39,265

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	AMENDED BUDGET 10/18/2018	INCREASES	DECREASES	AMENDED BUDGET 4/18/2019
<b>CADAS--SCHOLZE CENTER</b>						
21483751	51103999	Contracted Services: Educational As	11,000			11,000
21483751	51104291	Instructional Supplies	3,087		(978)	2,109
21483751	51107221	Instructional Equipment	8,500	4,678		13,178
		<b>Total 71100</b>	<u>22,587</u>	<u>4,678</u>	<u>(978)</u>	<u>26,287</u>
21483751	52134999	Materials/supplies	1,250			1,250
		<b>Total 72130</b>	<u>1,250</u>	<u>-</u>	<u>-</u>	<u>1,250</u>
21483751	52213081	Consultants	1,500		(1,500)	-
21483751	52213999	Contracted Services: Transition Sp	10,000		(5,250)	4,750
21483751	52215241	Staff Development	3,361	3,136		6,497
		<b>Total 72210</b>	<u>14,861</u>	<u>3,136</u>	<u>(6,750)</u>	<u>11,247</u>
21483751	59005901	Indirect Costs (1.88 %)	567	-	(86)	481
		<b>Total 99000</b>	<u>567</u>	<u>-</u>	<u>(86)</u>	<u>481</u>
		<b>Total Budget</b>	<u>39,265</u>	<u>7,814</u>	<u>(7,814)</u>	<u>39,265</u>

**HAMILTON COUNTY DEPT OF EDUCATION  
 FEDERAL PROGRAMS  
 PRIORITY SCHOOLS STATE GRANT  
 BUDGET FISCAL YEAR 2018-2019**  
 Carryover budget at 7/1/18 was \$670,383.60.

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	AMENDED BUDGET 2/21/2019	INCREASES	DECREASES	AMENDED BUDGET 4/18/2019
21660000	41426590	OTHER STATE EDUCATION REVENUE	1,592,270			1,592,270
<b>Use of Funds Summary</b>						
	71100	Regular Instruction	560,144	182,772	(105,768)	637,148
	72130	Other Student Support	263,024	-	(17,071)	245,953
	72210	Instructional Support	705,754	-	(56,800)	648,954
	72710	Transportation	36,898	3,525	(6,758)	33,665
	99000	Indirect Costs	26,450	100	-	26,550
		<b>Total Use of Funds</b>	<b>1,592,270</b>	<b>186,397</b>	<b>(186,397)</b>	<b>1,592,270</b>

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	AMENDED BUDGET 2/21/2019	INCREASES	DECREASES	AMENDED BUDGET 4/18/2019
21661000	51101409	Teacher Extended Contract - Model Classroom	100,000			100,000
21661000	51102011	Social Security	6,200			6,200
21661000	51102041	Retirement	10,460			10,460
21661000	51102121	Medicare	1,450			1,450
21661000	51104291	Instructional Supplies & Materials	30,000			30,000
21661000	51107221	Instructional Equipment	9,887			9,887
		<b>Total 71100--Regular Instruction</b>	<b>157,997</b>	<b>-</b>	<b>-</b>	<b>157,997</b>
21661000	52133999	Contracted Services - GANG	10,000			10,000
		<b>Total 72130--Other Student Support</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>
21661000	52211899	Math Curriculum Facilitator (1)	64,120			64,120
21661000	52211961	Professional Development Stipends	24,000			24,000
21661000	52212011	Social Security	5,464			5,464
21661000	52212041	Retirement	9,217			9,217
21661000	52212061	Life Insurance	65			65
21661000	52212071	Health Insurance	9,500			9,500
21661000	52212081	Dental Insurance	345			345
21661000	52212101	Unemployment Compensation	180			180
21661000	52212121	Medicare	1,278			1,278
21661000	52212991	Other Fringe Benefits	176			176
21661000	52213081	Consultants	335,100		(56,500)	278,600
21661000	52213551	Travel for recruitment at priority schools	101			101
21661000	52214999	Supplies/materials for PD and recruitment	238			238
21661000	52215999	Other Charges	250,000			250,000
		<b>Total 72210--Instructional Support</b>	<b>699,784</b>	<b>-</b>	<b>(56,500)</b>	<b>643,284</b>
21661000	59005901	Indirect Costs	26,450	100		26,550
		<b>Total 99000</b>	<b>26,450</b>	<b>100</b>	<b>-</b>	<b>26,550</b>
		<b>Total District Priority</b>	<b>894,231</b>	<b>100</b>	<b>(56,500)</b>	<b>837,831</b>

**Brainerd High**

21665103	51101161	Teacher for Night School (1)	56,650			56,650
21665103	51101409	Teacher Extended Contract - Music/Video Teacher	1,600			1,600
21665103	51101631	Educational Assistants for Night School (2)	38,000		(20,947)	17,053
21665103	51102011	Social Security	5,967		(1,292)	4,675
21665103	51102041	Retirement	11,668		(3,073)	8,595
21665103	51102061	Life Insurance	195		(65)	130
21665103	51102071	Health Insurance	28,500		(9,500)	19,000
21665103	51102081	Dental Insurance	1,035		(345)	690
21665103	51102101	Unemployment Compensation	540		(180)	360
21665103	51102121	Medicare	1,395		(304)	1,091
21665103	51102991	Other Fringes	190		(42)	148
21665103	51103999	Contracted Services	8,000		(3,950)	4,050
21665103	51104291	Instructional Supplies & Materials	110	27,614		27,724
21665103	51107221	Instructional Equipment	-	3,950		3,950
		<b>Total 71100--Regular Instruction</b>	<b>153,850</b>	<b>31,564</b>	<b>(39,698)</b>	<b>145,716</b>
21665103	52131899	Behavior Specialist - Restorative Coordinator (1)	17,250		(5,199)	12,051
21665103	52131899	Community Schools Specialist (1)	30,870			30,870
21665103	52132011	Social Security	2,983		(322)	2,661
21665103	52132041	Retirement	7,059		(755)	6,304
21665103	52132061	Life Insurance	98			98
21665103	52132071	Medical Insurance	14,250			14,250
21665103	52132081	Dental Insurance	517			517
21665103	52132101	Unemployment Compensation	270			270
21665103	52132121	Medicare	698		(75)	623
21665103	52132991	Other Fringes	96		(10)	86
		<b>Total 72130--Other Student Support</b>	<b>74,091</b>	<b>-</b>	<b>(6,361)</b>	<b>67,730</b>
21665103	52713141	Contracts with Public Carriers	15,798			15,798
		<b>Total 72710--Transportation</b>	<b>15,798</b>	<b>-</b>	<b>-</b>	<b>15,798</b>
		<b>Total Brainerd</b>	<b>243,739</b>	<b>31,564</b>	<b>(46,059)</b>	<b>229,244</b>

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	AMENDED BUDGET 2/21/2019	INCREASES	DECREASES	AMENDED BUDGET 4/18/2019
<b>The Howard School</b>						
21665143	51103999	Contracted Services - ACT Prep & Contemp Perform	20,000		(15,965)	4,035
21665143	51104291	Instructional Supplies & Materials	10,000	27,614		37,614
		<b>Total 71100--Regular Instruction</b>	<b>30,000</b>	<b>27,614</b>	<b>(15,965)</b>	<b>41,649</b>
		<b>Total Howard School</b>	<b>30,000</b>	<b>27,614</b>	<b>(15,965)</b>	<b>41,649</b>
<b>Dalewood Middle School</b>						
21666132	51101409	Teacher Extended Contract	5,280		(3,000)	2,280
21666132	51102011	Social Security	327		(186)	141
21666132	51102041	Retirement	552		(314)	238
21666132	51102121	Medicare	77		(43)	34
21666132	51104291	Instructional Supplies & Materials	-	10,587		10,587
21666132	51105999	Other charges: field trips	10,000		(7,991)	2,009
21666132	51107221	Instructional Equipment	3,764			3,764
		<b>Total 71100--Regular Instruction</b>	<b>20,000</b>	<b>10,587</b>	<b>(11,534)</b>	<b>19,053</b>
21666132	52211881	Principal Retention Bonus	2,400			2,400
21666132	52212011	Social Security	149			149
21666132	52212041	Retirement	251			251
21666132	52212121	Medicare	35			35
		<b>Total 72210--Instructional Support</b>	<b>2,835</b>	<b>-</b>	<b>-</b>	<b>2,835</b>
21666132	52713141	Contracts with Public Carriers	3,400		(1,008)	2,392
		<b>Total 72710--Transportation</b>	<b>3,400</b>	<b>-</b>	<b>(1,008)</b>	<b>2,392</b>
		<b>Total Dalewood Middle School</b>	<b>26,235</b>	<b>10,587</b>	<b>(12,542)</b>	<b>24,280</b>
<b>Orchard Knob Middle School</b>						
21666162	51101161	Teacher - Theater	4,400		(4,400)	-
21666162	51101631	Educational Assistant - PT Music (1)	1,164			1,164
21666162	51102011	Social Security	345		(273)	72
21666162	51102041	Retirement	631		(460)	171
21666162	51102121	Medicare	81		(64)	17
21666162	51104291	Instructional Supplies & Materials	582	10,587		11,169
21666162	51105999	Other charges: field trips	10,000		(3,338)	6,662
21666162	51107221	Instructional Equipment	1,497	46,364		47,861
		<b>Total 71100--Regular Instruction</b>	<b>18,700</b>	<b>56,951</b>	<b>(8,535)</b>	<b>67,116</b>
21666162	52131899	Behavior Specialist (1)	34,550			34,550
21666162	52132011	Social Security	2,142			2,142
21666162	52132041	Retirement	5,068			5,068
21666162	52132061	Life Insurance	65			65
21666162	52132071	Medical Insurance	9,500			9,500
21666162	52132081	Dental Insurance	345			345
21666162	52132101	Unemployment Compensation	180			180
21666162	52132121	Medicare	501			501
21666162	52132991	Other Fringes	69			69
		<b>Total 72130--Other Student Support</b>	<b>52,420</b>	<b>-</b>	<b>-</b>	<b>52,420</b>
21666162	52211881	Principal Retention Bonus	2,400			2,400
21666162	52212011	Social Security	149			149
21666162	52212041	Retirement	251			251
21666162	52212121	Medicare	35			35
21666162	52213999	Contracted Services	300		(300)	-
		<b>Total 72210--Instructional Support</b>	<b>3,135</b>	<b>-</b>	<b>(300)</b>	<b>2,835</b>
21666162	52713141	Contracts with Public Carriers	4,400		(1,000)	3,400
		<b>Total 72710--Transportation</b>	<b>4,400</b>	<b>-</b>	<b>(1,000)</b>	<b>3,400</b>
		<b>Total Orchard Knob Middle School</b>	<b>78,655</b>	<b>56,951</b>	<b>(9,835)</b>	<b>125,771</b>
<b>Clifton Hills Elementary</b>						
21667311	51101161	Teacher - Reading Specialist (1)	38,615		(15,804)	22,811
21667311	51101166	Reading Interventionist - PT (2)	29,000			29,000
21667311	51102011	Social Security	4,193		(980)	3,213
21667311	51102041	Retirement	4,040		(1,646)	2,394
21667311	51102061	Life Insurance	38			38
21667311	51102071	Health Insurance	5,542			5,542
21667311	51102081	Dental Insurance	201			201
21667311	51102101	Unemployment Compensation	105			105
21667311	51102121	Medicare	982		(230)	752
21667311	51102991	Other Fringes	72		(30)	42
21667311	51104291	Instructional Supplies & Materials	13,909	9,778		23,687
21667311	51107221	Instructional Equipment	3,000	1,930		4,930
		<b>Total 71100--Regular Instruction</b>	<b>99,697</b>	<b>11,708</b>	<b>(18,690)</b>	<b>92,715</b>
		<b>Total Clifton Hills Elementary</b>	<b>99,697</b>	<b>11,708</b>	<b>(18,690)</b>	<b>92,715</b>

ORGANIZATION KEY	OBJECT CODE	EXPENDITURE DESCRIPTION	AMENDED BUDGET 2/21/2019	INCREASES	DECREASES	AMENDED BUDGET 4/18/2019
<b>Calvin Donaldson Elementary</b>						
21667321	51101409	Teacher Extended Contract	5,000		(4,000)	1,000
21667321	51102011	Social Security	310		(248)	62
21667321	51102041	Retirement	523		(418)	105
21667321	51102121	Medicare	73		(58)	15
21667321	51104291	Instructional Supplies & Materials	14,094	11,087		25,181
<b>Total 71100--Regular Instruction</b>			<b>20,000</b>	<b>11,087</b>	<b>(4,724)</b>	<b>26,363</b>
<b>Total Calvin Donaldson Elementary</b>			<b>20,000</b>	<b>11,087</b>	<b>(4,724)</b>	<b>26,363</b>
<b>Hardy Elementary</b>						
21667411	51103999	Contracted Services	10,000			10,000
21667411	51104291	Instructional Supplies & Materials	10,000	11,087		21,087
<b>Total 71100--Regular Instruction</b>			<b>20,000</b>	<b>11,087</b>	<b>-</b>	<b>31,087</b>
21667411	52131899	Behavior Specialist (1)	17,250		(8,746)	8,504
21667411	52132011	Social Security	1,070		(542)	528
21667411	52132041	Retirement	2,531		(1,278)	1,253
21667411	52132061	Life Insurance	32			32
21667411	52132071	Medical Insurance	4,750			4,750
21667411	52132081	Dental Insurance	173			173
21667411	52132101	Unemployment Compensation	90			90
21667411	52132121	Medicare	250		(127)	123
21667411	52132991	Other Fringes	35		(17)	18
<b>Total 72130--Other Student Support</b>			<b>26,181</b>	<b>-</b>	<b>(10,710)</b>	<b>15,471</b>
21667411	52713141	Contracts with Public Carriers	-	3,525		3,525
<b>Total 72710--Transportation</b>			<b>-</b>	<b>3,525</b>	<b>-</b>	<b>3,525</b>
<b>Total Hardy Elementary</b>			<b>46,181</b>	<b>14,612</b>	<b>(10,710)</b>	<b>50,083</b>
<b>Orchard Knob Elementary</b>						
21667471	51103999	Contracted Services	9,900			9,900
21667471	51104291	Instructional Supplies & Materials	-	11,087		11,087
21667471	51105999	Other charges: field trips	10,000		(111)	9,889
<b>Total 71100--Regular Instruction</b>			<b>19,900</b>	<b>11,087</b>	<b>(111)</b>	<b>30,876</b>
21667471	52713141	Contracts with Public Carriers	6,700		(1,100)	5,600
<b>Total 72710--Transportation</b>			<b>6,700</b>	<b>-</b>	<b>(1,100)</b>	<b>5,600</b>
<b>Total Orchard Knob Elementary</b>			<b>26,600</b>	<b>11,087</b>	<b>(1,211)</b>	<b>36,476</b>
<b>Woodmore Elementary</b>						
21667501	51103999	Contracted Services	10,000			10,000
21667501	51104291	Instructional Supplies & Materials	-	11,087		11,087
21667501	51105999	Other charges: field trips	10,000		(6,511)	3,489
<b>Total 71100--Regular Instruction</b>			<b>20,000</b>	<b>11,087</b>	<b>(6,511)</b>	<b>24,576</b>
21667501	52131899	Behavior Specialist (1)	34,550			34,550
21667501	52131899	Community Schools Specialist (1)	30,870			30,870
21667501	52132011	Social Security	4,056			4,056
21667501	52132041	Retirement	9,597			9,597
21667501	52132061	Life Insurance	130			130
21667501	52132071	Medical Insurance	19,000			19,000
21667501	52132081	Dental Insurance	690			690
21667501	52132101	Unemployment Compensation	360			360
21667501	52132121	Medicare	948			948
21667501	52132991	Other Fringes	131			131
<b>Total 72130--Other Student Support</b>			<b>100,332</b>	<b>-</b>	<b>-</b>	<b>100,332</b>
21667501	52713141	Contracts with Public Carriers	6,600		(3,650)	2,950
<b>Total 72710--Transportation</b>			<b>6,600</b>	<b>-</b>	<b>(3,650)</b>	<b>2,950</b>
<b>Total Woodmore Elementary</b>			<b>126,932</b>	<b>11,087</b>	<b>(10,161)</b>	<b>127,858</b>
<b>TOTAL GRANT</b>			<b>1,592,270</b>	<b>186,397</b>	<b>(186,397)</b>	<b>1,592,270</b>

Hamilton County Department of Education  
 Federal Programs  
 21st Century Community Learning Centers  
 Budget Fiscal Year 2018-2019

Source of Funds Summary

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	Budget Amendment		Budget Amendment	
			11/15/2018	Increase	Decrease	4/18/2019
21890000	41427147	Federal Through State	85,000			85,000

Use of Funds Summary

73300	Community Services	83,700	8,545	(8,545)	83,700
99000	Indirect Cost	1,300	-	-	1,300
	<b>Total Award</b>	<b>85,000</b>	<b>8,545</b>	<b>(8,545)</b>	<b>85,000</b>

ORGANIZATION KEY	OBJECT CODE	DESCRIPTION	Budget Amendment		Budget Amendment	
			11/15/2018	Increase	Decrease	4/18/2019
<b><u>East Lake Academy</u></b>						
21896142	53301161	Teacher	43,700	1,530		45,230
21896142	53301899	Other Salaries	5,000	5,262		10,262
21896142	53302011	Social Security	3,019	422		3,441
21896142	53302041	State Retirement	5,305	932		6,237
21896142	53302121	Medicare	706	99		805
21896142	53303999	Contracted Services	13,970		(2,100)	11,870
21896142	53304221	Food Supplies	500		(500)	-
21896142	53304291	Instructional Supplies & Materials	3,800		(825)	2,975
21896142	53304999	Other Supplies	500			500
21896142	53305241	In Service/Staff Development	1,500	300		1,800
21896142	53305999	Other Charges	5,100		(4,800)	300
21896142	53307901	Equipment	600		(320)	280
		<b>Total 73300 - Community Services</b>	<b>83,700</b>	<b>8,545</b>	<b>(8,545)</b>	<b>83,700</b>
21896142	59005901	Indirect Costs	1,300			1,300
		<b>Total 99000 - Indirect Cost</b>	<b>1,300</b>	<b>-</b>	<b>-</b>	<b>1,300</b>
		<b>Total East Lake Academy</b>	<b>85,000</b>	<b>8,545</b>	<b>(8,545)</b>	<b>85,000</b>

**Hamilton County Department of Education  
 Self-Funded Program  
 Osborne Foundation  
 Budget Fiscal Year 2018-2019**

**Source of Funds Summary**

<b>Organization Key</b>	<b>Object Code</b>	<b>Description</b>	<b>FY2019 Budget 4/18/2019</b>
34150000	41434570	Contributions & Gifts	20,000

<b>Organization Key</b>	<b>Object Code</b>	<b>Description</b>	<b>FY2019 Budget 4/18/2019</b>
34150000	52214321	Library Books	7,700
34150000	52214999	Other Supplies and Materials	12,300
		Total 72210 - Regular Instruction Support	20,000
		<b>Total Osborne Foundation</b>	<b>20,000</b>

**Hamilton County Department of Education  
 Self-Funded Program  
 Telecommunications Recyclables  
 Budget Fiscal Year 2018-2019**

**Source of Funds**

<b>Organization Key</b>	<b>Object Code</b>	<b>Description</b>	<b>FY2019 Budget 4/18/2019</b>
34160000	40004990	Other Local Revenues	192

**Use of Funds**

<b>Organization Key</b>	<b>Object Code</b>	<b>Description</b>	<b>FY2019 Budget 4/18/2019</b>
34160000	52814999	Other Supplies & Materials	192
		Total 72810 - Central and Other	192

**Hamilton County Department of Education  
Self-Funded Programs  
Nursing Services  
Budget Fiscal Year 2018-2019**

**Source of Funds Summary**

<b>Organization Key</b>	<b>Object Code</b>	<b>Description</b>	<b>Amended Budget 9/20/2018</b>	<b>Increase</b>	<b>(Decrease)</b>	<b>Amended Budget 4/18/2019</b>
10000000	30004555	Restrcited for Education	32,000	-	-	32,000
34190000	41433990	Other Charges for Services	7,500	-	-	7,500
Total Source of Funds			39,500	-	-	39,500

**Use of Funds Summary**

<b>Organization Key</b>	<b>Object Code</b>	<b>Description</b>	<b>Amended Budget 9/20/2018</b>	<b>Increase</b>	<b>(Decrease)</b>	<b>Amended Budget 4/18/2019</b>
34190000	52123999	Other Contracted Services	20,000	-	(10,000)	10,000
34190000	52124131	Drugs and Medical Supplies	7,000	8,000	-	15,000
34190000	52124351	Office Supplies	5,000	1,000	-	6,000
34190000	52124999	Other Supplies	3,500	-	-	3,500
34190000	52125241	In-Service/Staff Development	250	2,000	-	2,250
34190000	52127351	Equipment	3,750	-	(1,000)	2,750
Total 72120 Health Services			39,500	11,000	(11,000)	39,500

**Hamilton County Department of Education  
Self-Funded Programs  
Future Ready Institutes  
Budget Fiscal Year 2018-2019**

**Source of Funds Summary**

Organization Key	Object Code	Description	Amended Budget			
			2/21/2019	Increases	(Decreases)	Amended Budget 4/18/2019
34460000	41434570	Contributions and Gifts (JP Morgan for 4 sites)	145,000	-	-	145,000
34465053	41434570	Contributions and Gifts (BCBS for Red Bank HS)	-	250,000	-	250,000
		<b>Total Source of Funds</b>	<b>145,000</b>	<b>250,000</b>	<b>-</b>	<b>395,000</b>

**Use of Funds Summary**

71100	Regular Instruction	5,000			5,000
71300	Vocational Education Program	100,000			100,000
72130	Other Student Support	5,000			5,000
72210	Instructional Support	35,000			35,000
	<b>Total Use of Funds</b>	<b>145,000</b>	<b>-</b>	<b>-</b>	<b>145,000</b>

Organization Key	Object Code	Description	Amended Budget			
			2/21/2019	Increases	(Decreases)	Amended Budget 4/18/2019
34460000	52215241	Staff Development	35,000			35,000
		Total 72210 - Instructional Support	35,000	-	-	35,000
		<b>Total - Future Ready Institute</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>

34465053	51101409	Teachers - Extended Contract	-	9,000	-	9,000
34465053	51103361	Maintenance & Repairs Equipment	-	10,000	-	10,000
34465053	51104291	Instructional Supplies	-	15,500	-	15,500
34465053	51104999	Other Supplies/Materials - Tables, Chairs, Shelving	-	21,000	-	21,000
34465053	51105999	Other - Student Competition Fees/Materials	-	24,500	-	24,500
34465053	51107221	Equipment - Computers, TVs, Specialized Equipment	-	50,000	-	50,000
		Total 71100 - Regular Instruction	-	130,000	-	130,000

34465053	51304999	Other Supplies/Materials - Early Postsecondary Fees	-	15,000	-	15,000
34465053	51305999	Other - Work Based Learning/Summer Internships	-	15,000	-	15,000
		Total 71300 - Vocational Education	-	30,000	-	30,000

34465053	52211961	Stipends	-	15,000	-	15,000
24465053	52215241	In Service/Staff Development	-	35,000	-	35,000
		Total 72210 - Instructional Support	-	50,000	-	50,000

34465053	52625999	Other Charges	-	30,000	-	30,000
		Total 72620 - Maintenance of Plant	-	30,000	-	30,000

34465053	52713141	Contract with Public Carriers	-	10,000	-	10,000
		Total 72710 - Transportation	-	10,000	-	10,000
		<b>Total - Red Bank High School</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>250,000</b>

34465103	51301409	Stipend - Evening/Summer Program	10,160			10,160
34465103	51302011	Social Security	630			630
34465103	51302041	State Retirement	1,063			1,063
34465103	51302121	Employer Medicare	147			147
34465103	51304999	Other Supplies/Materials - AMPA Curriculum and Testing	3,000			3,000
34465103	51305999	Other - Student Scholarships	37,500			37,500
34465103	51307301	Equipment - Advanced Manufacturing	25,000			25,000
		Total 71300 - Vocational Education	77,500	-	-	77,500

34465103	52133999	Contracted Services - Student Transportation	5,000			5,000
		Total 72130 - Other Student Support	5,000	-	-	5,000
		<b>Total - Brainerd High School</b>	<b>82,500</b>	<b>-</b>	<b>-</b>	<b>82,500</b>

34465153	51307301	Equipment - Advanced Manufacturing	22,500			22,500
		Total 71300 - Vocational Education Program	22,500	-	-	22,500
		<b>Total - Lookout Valley Middle/High School</b>	<b>22,500</b>	<b>-</b>	<b>-</b>	<b>22,500</b>

34467461	51104999	Other Supplies/Materials - Robotics	5,000			5,000
		Total 71100 - Regular Instruction	5,000	-	-	5,000
		<b>Total - Lookout Valley Elementary</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>

<b>Total Budget</b>			<b>145,000</b>	<b>250,000</b>	<b>-</b>	<b>395,000</b>
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**Hamilton County Department of Education**  
**Self-Funded Programs**  
**E - Rate Technology**  
**Budget Fiscal Year 2018-2019**

**Source of Funds**

<b>Organization Key</b>	<b>Object Code</b>	<b>Description</b>	<b>Amended Budget 3/14/2019</b>	<b>Increase</b>	<b>Decrease</b>	<b>Amended Budget 4/18/2019</b>
10000000	30004555	Restricted for Education	500,000			500,000

**Use of Funds**

<b>Organization Key</b>	<b>Object Code</b>	<b>Description</b>	<b>Amended Budget 3/14/2019</b>	<b>Increase</b>	<b>Decrease</b>	<b>Amended Budget 4/18/2019</b>
34530000	51103995	Hardware/Software Licenses		50,000		50,000
34530000	51103999	Technology - Contracted Services	500,000		(450,000)	50,000
34530000	51107221	Equipment - Regular Instruction		400,000		400,000
<b>Total 71110 Regular Instruction</b>			<b>500,000</b>	<b>450,000</b>	<b>(450,000)</b>	<b>500,000</b>

**Hamilton County Department of Education**  
**Self-Funded Programs**  
**Ochs-Oakes Award Program**  
**Budget Fiscal Year 2018-2019**

**Source of Funds**

Organization	Object		FY2019
Key	Code	Description	Budget
			4/18/2019
10000000	10001807	Investments	2,250

**Use of Funds**

Organization	Object		FY2019
Key	Code	Description	Budget
			4/18/2019
34950000	51105999	Other Charges	2,250

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

ACTION ITEM

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

FROM: Christie N. Jordan, Chief Financial Officer

DATE: April 18, 2019

RE: Budget Amendments – School Nutrition Budget Transfers

Board approval is needed to amend the FY19 School Nutrition Budget for the attached transfers between accounts. These amendments reclassify existing budget appropriations between various accounts as indicated in the attachments.

Recommendation: It is recommended that the Board approve the School Nutrition Budget transfers attached.

**Summary of Transfers within the FY19 School Nutrition Budget  
April, 2019**

ORG	ORG DESCRIPTION	OBJ	OBJECT DESCRIPTION	INC. OR DEC.	DESCRIPTION
48190000	School Nutrition	53101404	State Bonus	37,250	Transfers between account codes are needed in order to charge expenses to the proper account. No additional funds are requested.
48190000	School Nutrition	53101611	Secretary	2,400	
48190000	School Nutrition	53101894	UTC Intern	4,500	
48190000	School Nutrition	53101651	Cafeteria Personnel	(693,452)	
48190000	School Nutrition	53101652	Personnel-No Benefits	5,250	
48190000	School Nutrition	53103361	Maint-Equipment	68,915	
48190000	School Nutrition	53103381	Maint-Vehicles	2,500	
48190000	School Nutrition	53103591	Disposal Fees	28,000	
48190000	School Nutrition	53103995	Hardware/Software Licenses	400	
48190000	School Nutrition	53105241	In Service/Staff Development	3,000	
48190000	School Nutrition	53107101	Food Service Equipment	541,237	
				(0)	

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

**MEMORANDUM**

**TO:** Hamilton County Board of Education

Dr. Bryan Johnson  
Superintendent

**FROM:** Dr. Nakia Towns Edwards  
Chief of Staff

**DATE:** April 18, 2019

**RE:** Second Reading  
Proposed Policy Revisions

Based on administration review of policies related to Personnel Policy, the following recommendations have been made, please see attached proposed revisions for impacted board policy as outlined below.

<b>No.</b>	<b>Policy #</b>	<b>Policy Title</b>	<b>Proposed Revisions</b>
1.	5.101	Creation of Positions and Lines of Authority	Revise the language for Board review.

These revision are presented for Board approval upon a second and final reading at the April regular session.

<b>Hamilton County Board of Education</b>			
Monitoring: Review: Annually in February	Descriptor Term: <b>Creation of Positions and Lines of Authority</b>	Descriptor Code: 5.101	Issued Date: 05/24/07
		Rescinded: CD	Revised: 04/18/19

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**CREATION OF POSITIONS**

All **existing** staff positions shall be approved **from year to year** through the **annual** budget process and in accordance with an organizational plan submitted by the director of schools **and approved by the Board**. Before **any new or an** additional position is ~~established~~ **created**, ~~the director of schools will present to the Board a job description, required qualifications, performance responsibilities, and the method by which the performance of these responsibilities will be evaluated~~ **the Board must specifically approve it. If the proposed position is new to the district, the director of schools must first develop a job description and a compensation package for the Board’s consideration.** While the director of schools has the authority to reorganize the operational structure of the school system from time to time, no such reorganization shall have any impact on the budget without prior approval of the Board.

**LINES OF AUTHORITY**

The director of schools shall establish official lines of authority and shall publish these lines of authority on a system organization chart. All personnel are expected to keep the person to whom they are immediately accountable informed of their activities and shall refer matters requiring administrative action to the administrator to whom they are accountable. When appropriate, that administrator shall refer such matters to the next level of administration to whom he or she may be accountable.

Official lines of authority do not restrict the cooperative, sensible working relationship of all staff members at all levels. These official lines of authority represent direction of authority and accountability as well as avenues for a two-way flow of ideas to improve the program and operation of the Hamilton County school system.

All personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through Board policy.

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**HAMILTON COUNTY DEPARTMENT OF EDUCATION**

3074 Hickory Valley Road  
Chattanooga, Tennessee 37421

MEMORANDUM

TO: Hamilton County Board of Education

FROM: Keith Fogleman, Chief Talent Officer

DATE: April 18, 2019

SUBJECT: Sick Leave Bank Trustee Recommendation

I am recommending one employee to serve as a trustee for the Certified Sick Leave Bank. The employee will serve a three-year term. The name and a brief bio is included under confidential cover.

This employee has a reputation among their peers for professionalism and confidentiality. It is my recommendation that you approve this appointment.

Please do not hesitate to contact me if you have any questions.

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

**MEMORANDUM**

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

**FROM:** Jill Levine, Chief of Opportunity Zone  
Dr. Zac Brown, Director of Secondary Schools  
Dr. LeAndrea Ware, Executive Principal

**DATE:** April 18, 2019

**RE:** The Howard School's Work-Based Learning Program  
Memorandum of Understanding Between Hamilton County Department of  
Education and The City of Chattanooga

Work-based learning (WBL) is a proactive approach to bridging the gap between high school and high-demand, high-skill careers in Tennessee. Students build on classroom-based instruction to develop employability skills that prepare them for success in postsecondary education and future careers. Through experiences like internships, apprenticeships, and paid work experience, juniors and seniors may earn high school credit for WBL experiences.

This is to request Board approval of the attached Memorandum of Understanding between The Hamilton County Board of Education and The City of Chattanooga regarding The Howard School's work-based learning program.

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE HAMILTON COUNTY BOARD OF EDUCATION AND  
THE CITY OF CHATTANOOGA  
REGARDING THE HOWARD SCHOOL'S  
WORK-BASED LEARNING PROGRAM**

**WHEREAS** the Hamilton County Board of Education is a local education agency existing pursuant to the laws of the State of Tennessee for the purpose of providing a system of public education in and for Hamilton County; and

**WHEREAS**, as part of its effort to educate the students of Hamilton County, the Hamilton County Board of Education is invested in work-based learning programs that will help students develop valuable skills that are necessary for gainful employment after graduation; and

**WHEREAS** the City of Chattanooga recognizes and appreciates the emphasis that the Hamilton County Board of Education places on work-based learning programs; and

**WHEREAS** the City of Chattanooga can only benefit from a better educated, better trained workforce; and

**WHEREAS** both the Hamilton County Board of Education and the City of Chattanooga recognize that there are particular challenges, as well as opportunities, for work-based learning programs in downtown Chattanooga; and

**WHEREAS** the Work-Based Learning program at the Howard School would greatly benefit from a partnership with the City of Chattanooga to address some of these challenges and to take advantage of some of these opportunities; and

**WHEREAS** the City of Chattanooga is willing to cooperate with the Hamilton County Board of Education and the leadership of the Howard School by providing support to the Howard School's Work-Based Learning program and vocational opportunities to its students;

**SO THEREFORE, PREMISES CONSIDERED**, the Hamilton County Board of Education and the City of Chattanooga do hereby agree as follows:

**1. Outreach assistant.**

- a. The City of Chattanooga will hire and employ an outreach assistant to work on the campus of the Howard School.
  - i. This outreach assistant will be an employee of the City of Chattanooga, which will be solely responsible for this employee's wages and benefits, including coverage for any on-the-job injuries.
  - ii. The City of Chattanooga does hereby release the Hamilton County Board of Education, its agents, employees, and insurers, of and from any and all claims or demands arising out of or in any way related to this outreach assistant's employment at the Howard School including, but not specifically limited to, wages, benefits, or claims of subrogation in connection with any on-the-job injury this outreach assistant might suffer or allege.
- b. This outreach assistant, though at all times employed by the City of Chattanooga, will work under the direction of the administration of the Howard School.
  - i. The duties of the outreach assistant will include, but need not be limited to, assisting students with Work-Based Learning placements; monitoring the progress of Work-Based Learning students; networking and fundraising efforts for support of our schools Work-Based Learning program; and identification and training of mentors for Work-Based Learning students.

- ii. The outreach assistant will work a minimum of four hours per day Monday through Friday while school is in session.
  - iii. In the event the administration of the Howard School has any concerns regarding the outreach assistant's performance, the administration will discuss these concerns with Lurone Jennings, Administrator of the Department of Youth and Family Development at the City of Chattanooga.
- c. This outreach assistant will be background checked pursuant to the requirements of T.C.A. § 49-5-413 before he or she will be allowed to work on the campus of the Howard School or in the presence of any student.

## **2. Transportation.**

- a. The City of Chattanooga will provide up to 50 CARTA bus passes, reloaded every 31 days, for students enrolled in the Howard School's Work-Based Learning program. These passes are to be used by Work-Based Learning students for transportation to approved Work-Based Learning jobsites.
- b. Additionally, the City will provide one or more properly equipped, maintained, and insured Type B buses as well as properly licensed and trained drivers, for the purpose of shuttling Work-Based Learning students to and from various job sites that are not on CARTA routes or the timing of which would make use of a CARTA route impracticable. The Howard School's use of one or more of the City's buses shall be based on van and driver availability.

## **3. Internships.**

- a. The City of Chattanooga will develop 25 paid, part-time positions within City Government for students enrolled in the Howard School's Work-Based Learning program.
- b. The City of Chattanooga will be solely responsible for paying these students any wages and for any applicable payroll taxes or other withholding.

**4. Nondiscrimination.**

Both the Hamilton County Board of Education and the City of Chattanooga agree to be bound by the various state and federal laws prohibiting discrimination in education or employment.

**5. Term.**

This Memorandum of Understanding will take effect upon the approval of both governing bodies and will run through June 30, 2020, unless terminated earlier by either party upon 30 days written notice to the Board attorney or the City attorney.

**IN WITNESS WHEREOF**, we have set our hands this the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**HAMILTON COUNTY BOARD OF EDUCATION**

BY: \_\_\_\_\_  
Joe Wingate,  
Chairman of the Board

BY: \_\_\_\_\_  
Dr. Bryan Johnson,  
Superintendent of Hamilton County Schools

**CITY OF CHATTANOOGA, TENNESSEE**

BY: \_\_\_\_\_  
Andy Berke, Mayor



**HAMILTON  
COUNTY  
SCHOOLS**

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

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### **Memorandum**

To: Hamilton County Board of Education

Bryan Johnson, Ed.D.  
Superintendent

From: Dr. Ken Bradshaw, Ed.D.  
Chief Operations Officer

Date: April 18, 2019

Re: 2019-2020 Tuition Rates

I recommend a 2019-2020 tuition rate of \$3,448 for out-of-county students (in-state of Tennessee) and \$9,264 for out-of-state students.

Tuition is based on the revenues that are not received since the student resides either out-of-county or out-of-state.

Out-of-county proposed tuition increased by \$134 or 4.04% compared to last year; while the out-of-state proposed tuition increased by \$464 or 5.27%.

I further recommend that out-of-county or out-of-state exceptional education students, whose program may require additional support (transportation, attendants, special equipment, etc.), be evaluated for admission on a case-by-case basis.

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

**MEMORANDUM**

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

**FROM:** Justin Witt

**DATE:** April 18, 2019

**RE:** **Brainerd Track-Additional Costs**

We are currently working on the Brainerd Track and have encountered an unforeseen amount of unsuitable soils and site issues. The contractor has asked for additional funding in the amount of \$31,137.00 to remediate these issues and provide a stable subgrade for the new track. The break-down of costs are below:

Piping for 3 spillways	\$5,814.00
Undercut/Backfill High Jump	\$11,000.00
Concrete between Long Jump & Trip Jump	\$3,965.00
French Drain at Bleachers & Track Edge	\$8,000.00
½ Stone for fill from Bad soil removal	\$3,740.00
Soil Stabilization	<u>\$68,888.00</u>
Total:	\$101,137.00
Allowance:	<u>(\$70,000.00)</u>
Total Cost:	\$31,137.00

Hamilton County Engineering has reviewed the proposal and recommends approval.

I recommend School Board approval.

Funding from Capital Projects.

Attachments: Baseline Proposal





# Proposal

3600 Henson Road  
 Knoxville, TN  
 Phone 423.593-8284  
[steve@baselinellc.com](mailto:steve@baselinellc.com)

**ESTIMATE NO.** Brainerd High School Running Track  
**DATE** 3/25/2019  
**CUSTOMER ID** HCDOE  
**EXPIRATION DATE** 30 Days

**TO:**  
 Hamilton County DOE  
 3074 Hickory Valley Rd  
 Chattanooga, TN 37421

**ATTN:**  
Mr. Ron Smith

ESTIMATOR	PROJECT	PAYMENT TERMS	DUE DATE
Steve Clift	BHS-Running Track-Site Remediation	Net 30	TBD

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	Piping for 3 Spillways at Wooded Area	\$ 5,814.00	\$ 5,814.00
1.00	Undercut & Backfill of High Jump with Surge Stone	\$ 11,000.00	\$ 11,000.00
1.00	Continuous Concrete between Long Jump & Triple Jump	\$ 3,965.00	\$ 3,965.00
1.00	French Drain Between Face of Bleachers & Track Edge	\$ 8,000.00	\$ 8,000.00
1.00	1/2" of Stone Required Due to Elevation Loss Resulting from Bad Soils	\$ 3,470.00	\$ 3,470.00
1.00	Soil Stabilization (12" @ 6% Ratio for 43,154 SF)	\$ 68,888.00	\$ 68,888.00
<b>SUBTOTAL</b>			\$ 101,137.00
<b>TAX RATE</b>			0.00%
<b>SALES TAX</b>			\$ -
<b>ALLOWANCE</b>			\$ (70,000.00)
<b>TOTAL</b>			\$ 31,137.00

**Quotation prepared by:**

Steve Clift / Vice President \_\_\_\_\_

**This quotation is subject to the specific conditions noted below:**

**To accept this quotation, sign here and return:**

\_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE DATE

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

**MEMORANDUM**

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

**FROM:** Justin Witt

**DATE:** April 18, 2019

**RE:** **Central Track-Additional Costs**

We are currently working on the Central Track and have encountered an unforeseen amount of unsuitable soils and site issues. The contractor has asked for additional funding in the amount of \$76,737.26 to remediate these issues and provide a stable subgrade for the new track. The break-down of costs are below:

Unsuitable Soil Removal and Disposal	\$82,042.00
Soil Stabilization	\$42,105.26
Slop and Drainage Remediation	\$19,200.00
½" of Stone for Elev Loss from Export	<u>\$3,390.00</u>
Total:	\$146,737.26
Allowance	<u>(\$70,000.00)</u>
Total Cost:	\$76,737.26

Hamilton County Engineering has reviewed the proposal and recommends approval.

I recommend School Board approval

Funding from Capital Projects.

Attachments: Baseline Proposal





**Proposal**

3600 Henson Road  
 Knoxville, TN  
 Phone 423.593-8284  
[steve@baselinellc.com](mailto:steve@baselinellc.com)

**ESTIMATE NO.** Central High School Running Track  
**DATE** 3/25/2019  
**CUSTOMER ID** HCDOE  
**EXPIRATION DATE** 30 Days

**TO:**  
 Hamilton County DOE  
 3074 Hickory Valley Rd  
 Chattanooga, TN 37421

**ATTN:**  
 Mr. Ron Smith

ESTIMATOR	PROJECT	PAYMENT TERMS	DUE DATE
Steve Clift	CHS-Running Track-Site Remediation	Net 30	TBD

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	Unsuitable Soil Removal and Disposal	\$ 82,042.00	\$ 82,042.00
1.00	Soil Stabilization (8" @ 5% Ratio for 41,751 SF)	\$ 42,105.26	\$ 42,105.26
1.00	Misc. Slope & Drainage Remediation	\$ 19,200.00	\$ 19,200.00
1.00	1/2" of Stone Due to Elev Loss Resulting from Unsuitable Soil Export	\$ 3,390.00	\$ 3,390.00

**Quotation prepared by:**  
 Steve Clift / Vice President

<b>SUBTOTAL</b>	\$ 146,737.26
<b>TAX RATE</b>	0.00%
<b>SALES TAX</b>	\$ -
<b>ALLOWANCE</b>	\$ (70,000.00)
<b>TOTAL</b>	\$ 76,737.26

**This quotation is subject to the specific conditions noted below:**

**To accept this quotation, sign here and return:**

\_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE DATE

HAMILTON COUNTY SCHOOLS  
3074 Hickory Valley Road  
Chattanooga, TN 37421

**MEMORANDUM**

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

**FROM:** Dr. Justin Robertson, Chief of Schools  
Stephanie Hinton, Executive Director, Teaching & Learning

**DATE:** April 18, 2019

**SUBJECT:** Textbook Adoption of Instructional Resources

The Textbook Adoption Committees worked throughout the second semester to carefully analyze and select high quality instructional resources for use in Hamilton County classrooms. They are submitting the list of instructional resources below for your approval.

We recommend approval of these instructional resources.

<b>GRADE/COURSE</b>	<b>RECOMMENDED TEXTBOOK</b>	<b>ESTIMATED COST</b>
<b>Elementary Social Studies</b>		<b>\$1,415,655</b>
Grades K-5	Social Studies Weekly; Publisher – Studies Weekly; ISBN Gr. K: 9781936766222; Gr. 1: 9781936766994; Gr. 2: 9781946781239; Gr. 3: 9781946781246; Gr. 4: 9781946781253; Gr.5: 9781946781250	
Grades 3-5	Tennessee Experience Class Set/Teacher’s Edition; Publisher – Gallopade; ISBN Gr. 3: 9780635132437; Gr. 4: 9780635132444; Gr. 5: 9780635132451	
<b>Middle School Social Studies</b>		<b>\$1,214,201</b>
Grade 6	World History Ancient (Student and Teacher Resource); Publisher – Houghton Mifflin Harcourt; ISBN 1719440; 9781328510570; 1719352; 9781328510495	
	6 <sup>th</sup> Grade Tennessee Experience (Class Set/Teacher’s Edition); Gallopade; ISBN 9780635132468	
Grade 7	World Civilizations (Student and Teacher Resource); Publisher - Houghton Mifflin Harcourt; ISBN 1671284; 9781328699459; 1671301;9781328699626	
	7 <sup>th</sup> Grade Tennessee Experience (Class Set/Teacher’s Edition); Gallopade; ISBN 9780635132482	

<b>GRADE/COURSE</b>	<b>RECOMMENDED TEXTBOOK</b>	<b>ESTIMATED COST</b>
Grade 8	2018 United States History: Beginnings to 1877 (Student and Teacher Resource); Publisher - Houghton Mifflin Harcourt; ISBN 1671126; 9781328698537; 1671143; 9781328698704	
	8 <sup>th</sup> Grade Tennessee Experience (Class Set/Teacher's Edition); Gallopade; ISBN 9780635132482	
<b>High School Social Studies</b>		<b>\$1,556,515</b>
9 <sup>th</sup> World History & Geography	9 <sup>th</sup> Grade World History & Geography; (Digital, Teacher Resource at No Cost); Publisher – Pearson Education; ISBN 9781418285609	
	9 <sup>th</sup> Gr. World History & Geography (Digital, Student and Teacher Resources); Publisher – McGraw Hill; ISBN 9780076912759	
Economics	2018 Economics (Digital, Student and Teacher Resources); Publisher – Houghton Mifflin Harcourt; ISBN 1672057; 9781328704245; 16720499781328704160	
Government	Government (Digital, Student and Teacher Edition); Publisher – McGraw Hill; ISBN 9780076913329	
	2018 US Government (Digital, Student and Teacher Resources); Publisher – Houghton Mifflin Harcourt; ISBN 1672112; 9781328704795; 1672104; 9781328704719	
11 <sup>th</sup> US History & Geography	11 <sup>th</sup> Grade US History & Geography – 2018 United States History; Beginnings to 1877 (Digital, Student and Teacher Resources); Publisher - Houghton Mifflin Harcourt; ISBN 1671126; 9781328698537; 1671143; 9781328698704	
	11 <sup>th</sup> Grade History & Geography (Digital, Teacher Resources); Publisher – Pearson Education; ISBN 9781418285753	
African American History	African American History (Digital, Student and Teacher Resource); Publisher - Houghton Mifflin Harcourt; ISBN 1755710; 9780358151562	
	African American History – Digital; Publisher – Pearson Education; ISBN 9780135291511	
Geography	Geography (Digital, Student and Teacher Resource); Publisher – McGraw Hill; ISBN 97800076884834	
	2019 Global Geography (Student and Teacher Resources, Digital); Publisher – Houghton Mifflin Harcourt; ISBN 1719224; 9781328508720	

<b>GRADE/COURSE</b>	<b>RECOMMENDED TEXTBOOK</b>	<b>ESTIMATED COST</b>
Sociology	Sociology (Digital, Student and Teacher Resources); Publisher - Houghton Mifflin Harcourt; ISBN 97800076884889	
	2018 Sociology (Digital, Teacher Resources); Publisher – Houghton Mifflin Harcourt; ISBN 1672268; 9781328711151	
Psychology	2018 Psychology (Digital, Student and Teacher Resources); Publisher - Houghton Mifflin Harcourt; ISBN 1672405; 9781328705297; 1672413; 9781328705372	
	Understanding Psychology (Digital and Print Student Package); Publisher – McGraw Hill; ISBN 9780076884780	
<b>World Languages</b>		<b>\$1,318,714</b>
6-12 Spanish 1 (Levels 1-4)	!Qué chévere! Publisher – EMC Publishing; ISBN 9780821977514; 9780821977521; 9780821969403; 9780821969571; 9780821976814	
6-12 French (Levels 1-3)	T'es branché Publisher – EMC Publishing; ISBN 9781533833501; 9781533833525; 9781533816283; 9781533816290; 9781533821669;	
6-12 German (Level 1-3)	Deutsch Aktuell – Publisher – EMC Publishing; ISBN 9780821980767; 9780821980897; 978821981023	
9-12 Chinese (Levels 1-2)	Zhen Bang! Publisher – EMC Publishing; ISBN 9780821981368; 9780821988237	
<b>CTE - Business Management &amp; Administration Gr. 9-12 - Publisher</b>		<b>\$46,890</b>
	<b>Introduction to Business &amp; Marketing</b>	
Cengage	Principles of Business ISBN 9781305899247	
Goodheart-Willcox	Principles of Business, Marketing, and Finance Student Book ISBN 9781631264559	
McGraw-Hill	Glencoe Introduction to Business, Student Edition ISBN 9780021400454	
	<b>Business Communications</b>	
B. E. Publishing	Business & Professional Communications/Print ISBN 9781626892545	
Goodheart-Willcox	Professional Communication Student Textbook ISBN 9781631261282	
	<b>Business Management</b>	
Cengage	Business Management ISBN 9781305661813	
	<b>Computer Applications</b>	
Cengage	Cashman Microsoft 365&2016; Intro.; ISBN 9781305870031	
	<b>Recommended Textbook</b>	

CEV Multimedia	Computer Applications - Student License ISBN 9781614595939
	<b>Advanced Computer Applications</b>
Cengage	Shelly Cashman Series Microsoft Office 365 & 2016 Intermediate ISBN 9781305870390
	<b>American Legal Business Systems</b>
McGraw-Hill	Glencoe Business and Personal Law, Student Edition ISBN 9780021397228
	<b>Business Economics</b>
Cengage	Contemporary Economics ISBN 9781337283021
	<b>Accounting I</b>
Cengage	Century 21 Accounting : General Journal Copyright Update ISBN 9781337623154
McGraw-Hill	Glencoe Accounting, Student Edition ISBN 9780021400881
	<b>Accounting II</b>
Cengage	Century 21 Accounting : Advanced (Ch. 1-24) ISBN 9781111990640
McGraw-Hill	Glencoe Accounting, Student Edition ISBN 9780021400881
	<b>Personal Finance</b>
Cengage	Managing Your Personal Finances ISBN 9781305076815
Ramsey Education	Foundations in Personal Finance Softcover Student Text ISBN 9781936948123
	<b>Marketing &amp; Management I: Principles</b>
Goodheart-Willcox	Marketing Dynamics Student Textbook ISBN 9781631266300
McGraw-Hill	Glencoe Marketing Essentials, Student Edition ISBN 9780021401109
	<b>Retail Operations</b>
Goodheart-Willcox	Retailing and E-tailing Student Textbook ISBN 97816919603301
	<b>Entrepreneurship</b>
McGraw-Hill	Glencoe Entrepreneurship: Building a Business Student Edition ISBN 9780021377671
CEV Multimedia.	Introduction to Business & Marketing - Student License ISBN 9781614595878
BE Publishing	Foundations of Business ISBN 987162689324
BE Publishing	Essentials of Entrepreneurship ISBN 9781626893306
CEV Multimedia	Business Communications Student License ISBN 9781614595892
	<b>Waiver needed</b>
Cengage	Business Mindtap ISBN 9781337347310
Cengage	BUSN9 ISBN 9781305497320
Pearson	Better Business ISBN 9780133920581

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

MEMORANDUM

TO: Hamilton County Board of Education  
FROM: Dr. Bryan Johnson, Superintendent  
DATE: April 18, 2019  
RE: 2018-2019 Schedule of Sessions

I recommend the attached FY 2019-2020 Schedule of Sessions for Board approval.

**HAMILTON COUNTY BOARD OF EDUCATION  
REVISED SCHEDULE OF SESSIONS  
SCHOOL YEAR  
2019-2020**

**EXECUTIVE SESSION = ROLL CALL AT 5:00 P.M.  
NO EXECUTIVE SESSION = ROLL CALL AT 5:30 P.M.**

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**Regular Session .....Board Room..... July 18, 2019**

**Regular Session .....Board Room.....August 15, 2019**

**Quarterly Session .....Board Room.....September 19, 2019**

**Regular Session .....Board Room.....October 17, 2019**

**Regular Session .....Board Room.....November 21, 2019**

**Quarterly Session .....Board Room.....December 12, 2019\*\***

**Regular Session .....Board Room.....January 16, 2020**

**Regular Session .....Board Room.....February 20, 2020**

**Quarterly Session .....Board Room..... March 19, 2020**

**Regular Session .....Board Room.....April 16, 2020**

**Regular Session .....Board Room.....May 21, 2020**

**Quarterly Session .....Board Room.....June 18, 2020**

**\*\*This is the 2<sup>nd</sup> Thursday in December.**

**Agenda Review Sessions will be held on Monday prior to each Thursday Board Meeting.**



**HAMILTON  
COUNTY  
SCHOOLS**

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

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### **Memorandum**

To: Hamilton County Board of Education

Bryan Johnson, Ed.D.  
Superintendent

From: Dr. Ken Bradshaw, Ed.D.  
Chief Operations Officer

Date: April 18, 2019

Re: Zero Tolerance Suspension Appeal Review by Board

Ms. Amy Harden has requested the Hamilton County Board of Education review her daughter's zero tolerance suspension appeal decision. The confidential student information will be sent under separate cover.

I recommend the Board uphold the Superintendent's decision.



**HAMILTON  
COUNTY  
SCHOOLS**

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

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## **Memorandum**

To: Hamilton County Board of Education

Bryan Johnson, Ed.D.  
Superintendent

From: Dr. Ken Bradshaw, Ed.D.  
Chief Operations Officer

Date: April 18, 2019

Re: March 2019 Legal Services Summary

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

Bennett & DeCamp, PLLC	\$22,382.00
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<b>TOTAL</b>	<b>\$22,382.00</b>
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## **Events and Announcements**

### **April 18, 2019**

- |  |   |
|--|---|
| A. April 19, 2019 - Spring Holiday<br>Schools and CO Closed                    | B. April 23, 2019 - LC Advisory Meeting<br>Missionary Ridge (Spring Creek Ele.) |
| C. April 25, 2019 - Budget Work Session<br>5:00 p.m. - Board Room              | D. April 25, 2019 - LC Advisory Meeting<br>Harrison Bay (Smith Elementary)      |
| E. April 29, 2019 - Superintendent's<br>Honor's Banquet - Convention Center    | F. May 2, 2019 - Budget Work Session<br>5:00 p.m. - Board Room                  |
| G. May 9, 2019 - Budget Work Session<br>4:00 p.m. - Board Room                 | H. May 20, 2019 - Board Agenda Review<br>5:00 p.m. - Board Room                 |
| I. May 23, 2019 - Half Day for Students<br>Last Day of School - Buses will Run | J. May 23, 2019 - Board Meeting - Regular Session<br>5:30 p.m. - Board Room     |



**HAMILTON COUNTY SCHOOLS  
GRADUATION  
May 2019**

**TIVOLI**

**Friday, May 17, 2019**

5:00 p.m.  
7:30 p.m.

Lookout Valley High School  
Chattanooga School for the Arts & Sciences

**Saturday, May 18, 2019**

8:30 a.m.  
11:30 a.m.  
2:30 p.m.  
5:30 p.m.

Sequoyah High School  
STEM School Chattanooga  
Sale Creek High School  
Chattanooga High Center for Creative Arts

**MEMORIAL AUDITORIUM**

**Saturday, May 4, 2019**

2:30 p.m.

Collegiate High School (with Chattanooga State)

**Friday, May 17, 2019**

5:00 p.m.  
8:00 p.m.

Red Bank High School  
Hamilton County High School/HCVS

**Saturday, May 18, 2019**

8:30 a.m.  
12:00 p.m.  
3:30 p.m.  
7:00 p.m.

Tyner Academy  
Hixson High School  
East Ridge High School  
Signal Mountain High School

**MCKENZIE ARENA**

**Tuesday, May 14, 2019**

6:00 p.m.

Central High School

**Thursday, May 16, 2019**

6:00 p.m.

Ooltewah High School

**Friday, May 17, 2019**

6:00 p.m.

East Hamilton School

**Saturday, May 18, 2019**

9:00 a.m.  
12:00 p.m.  
3:00 p.m.

Brainerd High School  
Soddy Daisy High School  
The Howard School