

Hamilton County Department of Education

Work Session

January 19, 2023 4:30 PM

3074 Hickory Valley Road

Chattanooga, TN 37421

I. Call to Order

II. Delegations

A. Heather Anderson Davis, East Lake Ele. Teacher speaking regarding the differentiated pay policy and express some concerns

B. Aaron Fowles, TEA speaking regarding differentiated pay

III. Presentation(s)

A. Chief Financial Officer - Mary Ellen Heuton

1. HCS Financial Update

IV. Brandon Allen, Director of Transportation - Discussion of Student Transportation RFP

V. Committee Chair Updates

VI. Discussion of the Board Meeting Agenda

VII. Adjourn

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 HICKORY VALLEY ROAD
CHATTANOOGA, TN 3742**

MEMORANDUM

TO: Hamilton County Board of Education

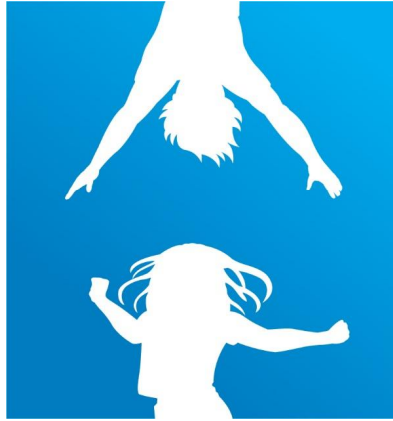
Dr. Justin Robertson
Superintendent

FROM: Mary Ellen Heuton
Chief Financial Officer

DATE: January 19, 2023

RE: HCS Financial Update Presentation

We respectfully request the opportunity to provide the Board with a general financial update in alignment with the Future Ready 2023! strategic plan.



HAMILTON
COUNTY
SCHOOLS

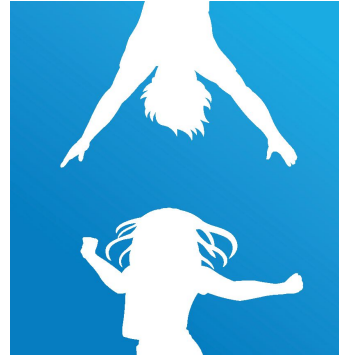
FINANCE UPDATE
Procurement - Budget

January 19, 2023



All children thrive and experience a future without limits.

Procurement Update



Procurement Update Summary

Revise Purchasing Thresholds

T.C.A regulations increased the competitive bid/proposal threshold to \$50,000 as well as the Informal quote threshold to \$20,000 or a lower amount as determined by the agency.

Update Associated Processes

- Bring corresponding policies and procedures into alignment with the updated thresholds and procedures.
- Conduct required annual Board Policy review.

Establish HCS Procurement Rules Handbook

- Provide an in-depth Purchasing resource to HCS departments and schools.
- Implement greater clarity and understanding in administrative procedural functions such as contracting, Board approval, signature authorizations, leasing, and more.
- Meet State and Federal audit expectations and requirements.

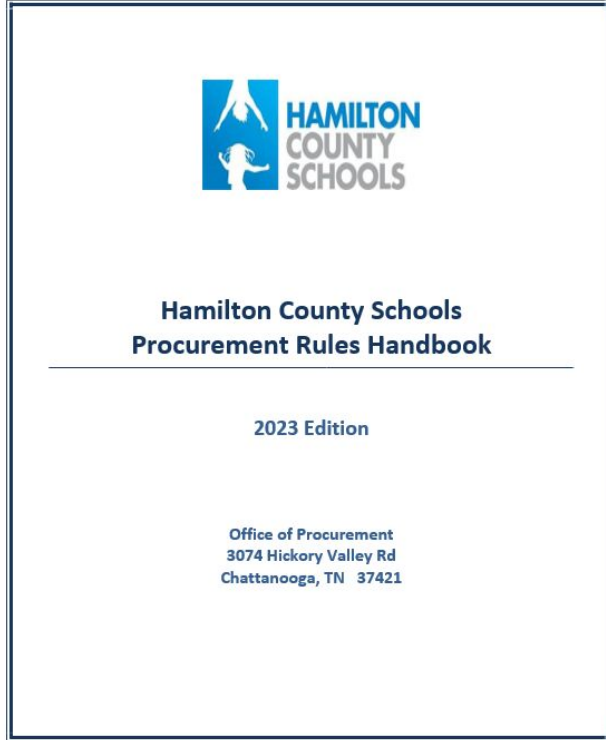
Procurement Thresholds

DESCRIPTION	CURRENT	RECOMMENDED
Informal Non-Competitive Purchases	Under \$2,500.00	Under \$10,000.00
Informal Written Competitive Solicitations	\$2,500.00 – \$24,999.99	\$10,000.00 – \$49,999.99
Formal Sealed Competitive Solicitations	\$25,000.00 & Over	\$50,000.00 & Over

BENEFITS

- Bring thresholds in-line with spending parameters of State, Federal, and similar sized County and District approved limits.
- Allow Procurement & Departmental staff to be more proactive and strategic in responding to department needs and expenditure management.
- Increase the speed with which certain purchases can be made.
- Reduce vendor fatigue.
- Increase the basis for the rebate obtained on purchases made utilizing the P-Card.

Procurement Handbook

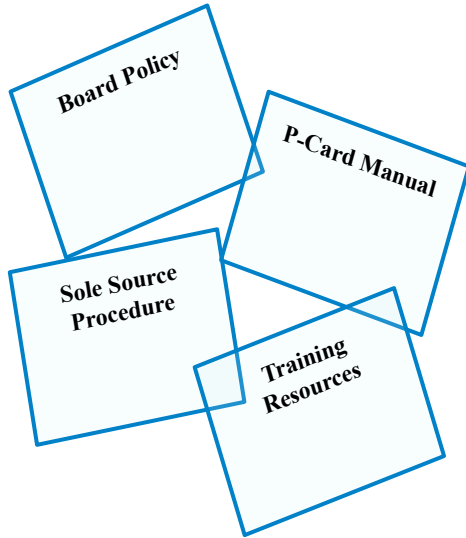


BENEFITS

- Define Board policy and regulation into clear procedural concepts and activities.
- Clarify areas of ambiguity and inconsistency for more efficient and effective staff functions.
- Create consistent connection and correlation between related policies and procedures.
- Reduce audit risk for State and Federal audits of procedural material.

Effective and Efficient Operations

Procurement Procedures Updates



"Without continual growth and progress, such words as improvement, achievement, and success have no meaning."

-Benjamin Franklin

2023 IMPLEMENTATION

February - June

July

Transition Period.

Flexible application of updates.

Training sessions conducted.

Documentation audit, inventory, and review.

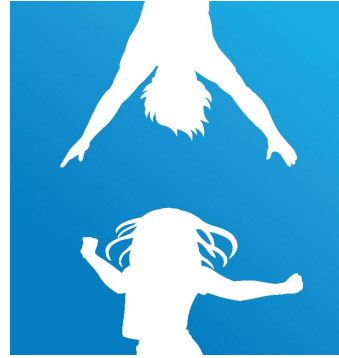
Additional resource creation.

Transition Period ends.

Updates of policies and procedures in full force and effect July 1, 2023.

Continue training efforts, outreach, and resource production.

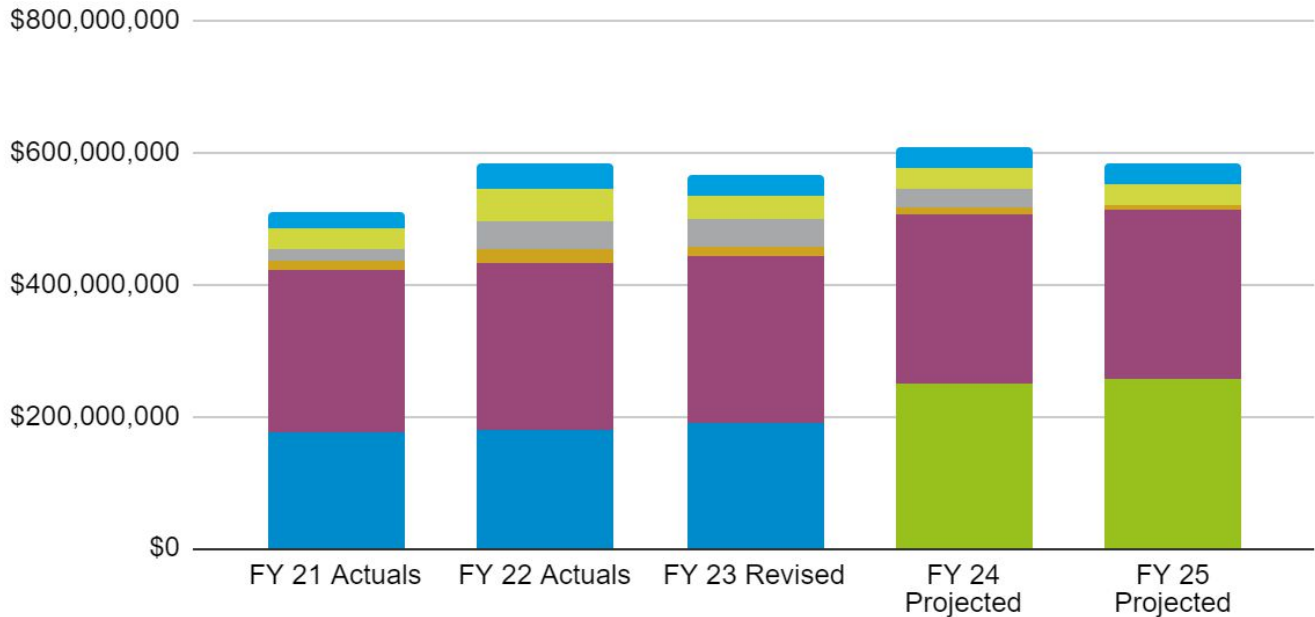
Budget Update



FY24 Budget Planning

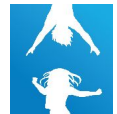
- ESSER 2.0 funding ends in FY23
- ESSER 3.0 funding ends in FY24
- TN BEP is being replaced with TISA
- FY24 Budget will be built around the new strategic plan
- Development of new student-based staffing model
 - New base positions dedicated to both academic press and personalization.

Revenue Projection



Revenue Source

- Self-funded & School Nutrition
- Local Revenue
- TISA
- Federal Grants
- ESSER
- Other Sources
- TN BEP



Budget Timeline

Feb 9: State of the System
Feb 20 - March 2:
Community Budget Meetings

February

March

April

April (TBD): Board Workshop
April 20: Board Meeting
• Vote on Budget

March 16: Board Meeting - Budget Preview:
• Community Budget Priorities
• Other fund budgets
• FY24 GP Revenue Estimates

Together we commit
to a future where
all students thrive.





**HAMILTON
COUNTY
SCHOOLS**

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

Memorandum

To: Hamilton County Board of Education

Justin Robertson, Ed.D.
Superintendent

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

Brandon Allen
Director of Transportation

Date: January 12, 2023

Re: RFP 23-13, Student Transportation

Please add RFP 23-13, Student Transportation to the workshop agenda for January 19th.