

Hamilton County Department of Education
Policy Committee Meeting
March 4, 2025 5:30 PM
3074 Hickory Valley Road
Chattanooga, TN 37421

I. Call to Order

II. Presentation - School Accountability

III. Review of Policies Between First and Second Reads

2 - Fiscal Management & 4 - Instructional Program

A. Policy 2.101 Duties of School System Employees

B. Policy 2.200 Annual Operating Budget

C. Policy 2.500 Deposit of Funds

D. Policy 2.702 Inventories

E. Policy 2.703 Audits

F. Policy 2.802 Payroll Procedures

G. Policy 2.803 Salary Deductions

H. Policy 2.805 Purchasing

I. Policy 2.806 Bids and Quotations

J. Policy 2.900 Student Activity Funds Management

K. Policy 4.212 Charter School Application Process

L. Policy 5.102 Classification and Qualifications

M. Policy 6.311 Cell Phone Use

IV. Review of Policy 1.400 - School Board Meetings

V. Review of Policy 1.403 - Agendas

VI. Review Policy 1.700 - Board Goals

VII. Adjourn

Hamilton County Board of Education

Monitoring: Review: Annually in March	Descriptor Term: Duties of School System Employees	Descriptor Code: 2.101	Issued Date: 08/19/10
		Rescinded:	Revised: 03/13/2025

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2 Every school-based employee holds a position that may necessitate the handling of school funds.
3 Accordingly, each school-based employee must become familiar with the Tennessee Internal
4 School Funds Manual, paying particular attention to the provisions governing the receipt of funds
5 from students or their parents or guardians, the importance of writing receipts, the necessity of
6 maintaining collection logs, and the requirement to submit funds to the principal or bookkeeper by
7 the end of the school day. School-based employees should also familiarize themselves with rules
8 governing purchasing, including when competitive bids are necessary, how to complete a purchase
9 order, and how to maintain an appropriate log of expenditures and their supporting documentation.
10 If any employee is uncertain regarding what the Tennessee Internal School Funds Manual requires,
11 he or she should speak to the school bookkeeper and/or someone in the office of the Chief Financial
12 Officer to obtain clarification.

13
14 The Board considers an employee's duty to safeguard the integrity of school funds to be of
15 paramount importance. If an employee fails to follow the specific requirements of the Tennessee
16 Internal School Funds Manual, and if the employee is unable to account for school funds, the Board
17 presumes that the employee, at a minimum, is guilty of neglect of duty. If the Chief Financial
18 Officer has probable cause to believe that the employee acted willfully, fraudulently, intentionally,
19 or for his or her own personal gain, then the Chief Financial Officer shall report the matter to the
20 Tennessee State Comptroller and, if appropriate to local law enforcement officials. The
21 Administration shall then proceed with appropriate disciplinary action against the employee.

22
23 In case of a teacher who handles school funds in his or her capacity as a coach, sponsor, or other
24 role that does not require a teaching license, the teacher's failure to maintain the integrity of school
25 funds shall serve as the basis for appropriate disciplinary action against the teacher in connection
26 with both the teacher's certified and classified positions of employment.

27
28 To secure the enforcement of this policy, the ~~Superintendent of Schools~~ Director of Schools or
29 his/her designee shall hold principals
30 accountable for providing his or her faculty and staff with training regarding the rules contained
31 within the Tennessee Internal School Funds Manual and other principles governing the integrity
32 of school funds. The principal shall also be responsible for overseeing the record-keeping of the
33 school's books and the integrity of the school's purchasing procedures.

34
35 As part of each principal's performance contract, the Director of Schools or his/her designee shall
36 develop a component pertaining to school finance. This component shall include, but need not be
37 limited to, a requirement that every member of the staff and faculty be trained on a regular basis
38 and that the goal is for the school's books to be free from any audit exceptions.

39 _____
Legal References:

Cross Reference:

Hamilton County Board of Education			
Monitoring: Review: Annually in March	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date: 12/16/04
		Rescinded:	Revised: 03/13/2025

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General

All school system budgets are the operational plans stated in financial terms which describe the programs to be conducted during the fiscal year beginning July 1 and ending June 30 the following year.

Central Office

PREPARATION PROCEDURES

Budget planning shall include a comprehensive analysis of available funding, staffing, curriculum, facilities, projections, performance goals, and priorities.

The budget proposal should be balanced, consistent with board policy and contract conditions, to include provisions for:

1. Programs to meet the needs of the entire student body
2. Staffing arrangements adequate for proposed programs
3. Maintenance of the district's equipment and facilities
4. Efficiency and economy

Budget preparation shall be the responsibility of the Director of Schools or his/her designee and the finance department. The director of schools will establish procedures for the involvement of staff, including requests from department heads and principals, all of whom shall seek advice and suggestions from other staff and faculty members.

The ~~e~~Director of ~~s~~Schools and the ~~chairman of the board~~ Chair of the Board's Finance Committee shall develop a budget preparation calendar no later than ~~January-February~~ 1 of the current school year. The calendar shall be used as a guide for coordinating and completing budgetary activities collecting budget data, aligning activities with priorities, and making budget decisions.

HEARING AND REVIEWS

The proposed budget will be available for inspection by various interested citizens or groups in the office of the ~~e~~Director of ~~S~~schools and on the Hamilton County Department of Education website.

FINAL ADOPTION PROCEDURE

The Board shall adopt a budget and submit it to the County Commission no later than forty-five (45) days prior to the actual date the budget is to be adopted by the county commissioners¹ in June.

1 The Director of Schools or his/her designee shall file with the Commissioner of Education a copy of the
2 budget within the required time period.²

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18 Legal References:
19 1. TCA 49-2-203(a)(9)
20 2. TCA 49-2-301(b)(1)(X): TRR/MS 0520-1-2-.13(2)(a)

Cross Reference:
Executive Committee 1.301

Hamilton County Board of Education

Monitoring: Review: Annually in March	Descriptor Term: Deposit of Funds	Descriptor Code: 2.500	Issued Date: 12/16/04
		Rescinded:	Revised: 03/13/2025

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Central Office

All income payable to the Board will be deposited with the county trustee, who will credit it to the appropriate account.

Accounting staff shall deposit funds daily, if possible, but no later than three (3) days after the funds are received. A copy of the check will be scanned into the cash receipt module.

Individual Schools

All money collected at the school building level must be cleared through the principal's office, and the source of revenue must be listed on the deposit slip.

The principal or his/her designee shall deposit funds into the school account daily, if possible, but no later than three (3) days after the funds are received. Deposit slips must be preprinted with the school's name and account number and will be filed along with other permanent records. Each deposit slip must show the various receipt numbers. The total amount of the deposit shall be shown on the last receipt deposited.¹

Monies collected at the school building level must be deposited to no more than three bank account types: (not personal accounts)

1. General School Fund/Restricted Accounts;
2. School Food Service; and
3. Savings, certificate of deposits, and insured money markets.

Electronic or digital applications do not meet the state requirements for collection of funds in a school and must not be utilized. Examples are Cash App, Venmo, Zelle and many others as they do not provide the necessary internal controls.

Legal References:

1. *Tennessee Internal School Funds Manual*; Section 6-2

Cross Reference:

Hamilton County Board of Education

Monitoring: Review: Annually in March	Descriptor Term: Inventories	Descriptor Code: 2.702	Issued Date: 12/16/04
		Rescinded:	Revised: 03/13/25

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2 *General*

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4 The Director of Schools or his/her designee shall establish an accurate inventory procedure for all school
5 real and personal (e.g., material and equipment) property, and this system shall be implemented at each
6 school facility. The Chief Financial Officer shall be responsible for maintaining the fixed assets records.
7 The Chief Operations Officer shall be responsible for maintaining the real property records.
8 Administrative personnel shall ensure that a physical count of all such property is taken at the end of
9 each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting
10 purposes.¹ The Chief Financial Officer will develop procedures to ensure that when property or
11 equipment is transferred from one location to another, the permanent inventory file reflects said transfer.
12 Assets with a cost or market value of ~~\$5,000~~\$10,000 or greater shall be capitalized and depreciated.
13 Records of capitalized assets shall be maintained in the fixed asset management system. Records shall be
14 Maintained for tracking and usage of sensitive minor equipment with cost or market value of less than
15 ~~\$5,000~~\$100-.000.

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18 Each school shall maintain a complete inventory with a duplicate maintained in the central office.
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34 Legal References:

35 1. *Tennessee Internal School Funds Manual*; Section 4-16
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Cross Reference:

Hamilton County Board of Education

Monitoring: Review: Annually in March	Descriptor Term: Audits	Descriptor Code: 2.703	Issued Date: 12/16/04
		Rescinded:	Revised: <u>03/13/25</u>

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2 General

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4 ~~An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall be made by~~
5 ~~a certified public accountant following the end of each fiscal year.~~ An audit of fiscal accounts, including
6 accounts and records of all school student activity funds, shall be conducted as part of the audit of all
7 district funds by a certified public accountant following the end of each fiscal year.¹

8
9 The Director of Schools or his/her designee shall furnish or make copies of the audit available to the
10 proper authorities as prescribed by law.²

11
12 When an administrative change occurs during the fiscal year and the position is responsible for the
13 expenditure of funds, a special audit of accounts involved shall be conducted by accounting staff or as
14 may be designated by the Director of Schools or his/her designee.

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16 The special audit shall be as extensive as the Board may determine.

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Legal References:

- 33 1. TCA 49-2-112(a)(1); TCA 49-2-110(a); TCA 49-2-112(c)(1)
34 2. TCA 49-2-112(d)(2); TRR/MS 0520-01-02-.13(3)(d)

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Cross References:

- Student Activity Funds Management 2.900
Student Solicitations/Fund-Raising 6.701

Hamilton County Board of Education			
Monitoring: Review: Annually in March	Descriptor Term: Payroll Procedures	Descriptor Code: 2.802	Issued Date: 09/18/14
		Rescinded:	Revised: 03/13/25

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Central Office

If the end of a pay period falls on a nonworking day, employees will be paid on the last working day prior to the end of the pay period. However, checks will be dated to coincide with the end of the pay period.

Payroll procedures shall be as follows:

1. Teachers:
 - Regular 201 days shall receive 26 equal installments.
 - More than 201 days shall be paid in 26 equal installments.
 - The first paycheck shall be issued on the 20th day and biweekly thereafter.

2. 12-month employees shall be paid 26 times a year.

3. Support personnel shall be paid either 20, 22 or 26 times per year depending on type of position.

No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily transferred to his successor or another designated person.

Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

All supplements shall be paid according to the negotiated teacher contract.

Payroll Discrepancy

Hamilton County Schools takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll office so that corrections can be made as quickly as possible. Should the district discover an error, the employee will be notified.
~~payroll office discover an error, it will notify the employee.~~

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Cross References:

Compensation Guides and Contracts 5.110

Resignation 5.204

Retirement 5.205

Overtime Pay 5.604

Hamilton County Board of Education

Monitoring: Review: Annually in March	Descriptor Term: Salary Deductions	Descriptor Code: 2.803	Issued Date: 12/16/04
		Rescinded:	Revised: 03/13/25

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Central Office

~~Upon appropriate written or electronic authorization, the Board shall make deductions approved by the Board from the salary of the employee. Authorization must be made on forms provided by the Director of Schools or his/her designee.~~

~~An employee may change or terminate any salary deduction according to administrative procedures.~~

Employees may elect to participate in voluntary salary deductions with appropriate written or electronic authorization. Voluntary salary deductions available to employees will be approved by the Board. Employee authorization will be made on forms provided by the Director of Schools or his/her designee.

An employee may change or terminate any voluntary salary deduction according to administrative procedures.

Deductions that are required by law or by court order cannot be voluntarily changed or terminated.

Legal References

Cross References:
3.600 Insurance Management

Hamilton County Board of Education

Monitoring: Review: Annually	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 02/10/11
		Rescinded:	Revised: 03/13/25

General

The Hamilton County Board of Education is committed to doing business with all vendors including female, small and minority vendors, and encourages these vendors to participate in the procurement program of the Hamilton County Department of Education. The school system will purchase competitively and seek maximum educational value for every dollar expended. Authorization to purchase shall be provided by the Board and will be based on the procedures set forth in the HCS Procurement Rules Handbook and this policy. The Director of Purchasing shall serve as purchasing agent for the system-wide purchasing.¹ Principals shall serve as purchasing agents for individual schools.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any material or supplies purchased by unauthorized individuals or in violation of purchase procedures.

- No person officially connected with or employed by the school system will be an agent for or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment, or service.

No school shall be obligated to pay for any expenditures made by a student or a teacher or by any other employee unless s/he first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the principal.

To ensure that the applicable individual responsible for a department and/or program budget ("budget manager") is responsible for the development and awarding of contracts which utilize funds from the budget for which they are responsible; the School District's Purchasing Department will not approve a Purchase Requisition to a Purchase Order unless each of the following items are completed:

- The purchase requisition must be approved by the applicable budget manager, and
- Any contract, agreement, or any other document evidencing the terms and agreement of the transaction providing the supporting documents of the Purchase Requisition must be approved by the applicable budget manager.

The Board will purchase locally whenever other conditions are comparable.

Individual Schools

The Director of Schools or his/her designee must approve the following purchases:

- a single piece of equipment costing more than five thousand dollars (\$5,000.00)
- one that is to be attached to or one that requires alteration of the building; or
- one that will become a permanent fixture.

1 Central Office

3 ROUTINE PURCHASES

5 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for
6 operation of the school system. These expenditures shall be anticipated and provided for in the budget
7 and will normally be authorized by the Board at the beginning of the fiscal year. The director of schools
8 shall make all routine purchases without further Board authorization; however, the Board shall be
9 promptly informed if any substantial variation from budgeted estimates becomes necessary.

11 EMERGENCY PURCHASES

13 The head of a User Department and/or his/her designee are authorized to purchase or lease any services,
14 supplies, materials, or equipment in actual emergencies arising from unforeseen causes, including delays
15 by contractors, delays in transportation, unanticipated volume of work, and acts of God. Emergency
16 Purchases do not require public posting or competitive bidding. In the event of an Emergency Purchase,
17 the following procedures are required:

- 19 1. A record of any emergency purchase shall be made by the person or body authorizing such
20 emergency purchase and shall specify the amount paid, the items purchased, from whom the
21 purchase was made, and the nature of the emergency.
 - 22 a. A report of any emergency purchase shall be prepared as soon as possible by the User
23 Department and submitted to the Director of Procurement. The Director of Procurement
24 then compiles the documentation relative to the emergency for submittal to the
25 appropriate approval authority
 - 26 i. Emergency purchases shall be submitted to the Executive Committee with report
27 and ratification presented at the next available Board meeting.
 - 28 ~~ii. Emergency purchases less than \$250,000.00 shall be submitted to and ratified by~~
29 ~~the Director of Schools or his/her designee and the Executive Committee.~~
 - 30 ~~iii. Emergency purchases of \$250,000.00 or more shall be submitted to and ratified~~
31 ~~by the Director of Schools or his/her designee, Executive Committee, and Board.~~
 - 32 b. If the purchase is of such significant magnitude as to impact on the integrity of the budget,
33 the Director of Schools or his/her designee may seek the Board to call a special or
34 emergency meeting of the Board to deal with the matter.
- 35 2. When requesting financial assistance through FEMA or TEMA, the User Department along with
36 the Procurement Department must ensure compliance with procurement standards relative to
37 FEMA or TEMA. The User Department's documentation shall be sufficient and adequately
38 detailed to provide FEMA or TEMA with an understanding of the purchase and to allow for their
39 respective audit reviews and potential subsequent reimbursements.

39 PURCHASING OF SURPLUS PROPERTY

41 The director of schools and other employees designated by the Board shall be authorized to act for the
42 Board in acquiring federal surplus property through the Tennessee General Services Department for
43 surplus property and in entering into agreements, certifications and covenants of compliance concerning
44 the use of federal surplus property. Further, the Director of Schools or his/her designee is authorized to
45 purchase any needed items through suppliers approved on the state bid list.

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COOPERATIVE PURCHASING

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3 HCS may participate in, sponsor, conduct or administer cooperative purchasing agreements or
4 contracts without public posting and additional competitive bidding when such contracts or
5 agreements are open to HCS and, in the sole discretion of the Purchasing Department, such action being in
6 the best interest of HCS.²

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10 Legal References:

11 1. TCA 49-2-206(3)

12 2. TCA 12-3-1205

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Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in March	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 12/17/15
		Rescinded:	Revised: 03/13/25

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2 General

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4 All purchases of supplies, materials, equipment, and contractual services totaling fifty-thousand dollars
5 (\$50,000.00) or more, including those of individual schools, shall be based on competitive bids. These
6 bids shall be solicited by advertisement in a newspaper of general circulation within the school
7 system district and by publication on a news and information website in accordance with state law.² However,
8 said newspaper advertisement may be waived by the purchasing agent in an emergency.³

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10 Where appropriate, the purchasing agent may satisfy these advertising and bid requirements by use of a
11 comprehensive list of vendors seeking to provide supplies, furniture, fixtures, and every other kind of
12 material to the school system on a unit cost basis or otherwise; provided, however, that the purchasing
13 agent must advertise periodically for prospective vendors in a newspaper of general circulation and
14 update the list of vendors following each advertisement.⁴

15

16 All purchases of less than \$50,000.00, including those of individual schools, may be made in the open
17 market without newspaper notice, but shall, whenever possible, be based on at least three (3) competitive
18 bids.⁵ The Board of Education recognizes responsibility to account for public funds, and additionally
19 recognizes responsibility of State law to secure three (3) competitive bids on purchases totaling less than
20 \$50,000.00, whenever possible; however, given the volume of transactions, it is not possible or good
21 stewardship of employees time to require three (3) competitive bids of less than \$10,000.00. The practice
22 of splitting an order or dividing items to be purchased in order to avoid the use of bidding or other
23 purchasing procedures is prohibited.

24

25 The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any or all
26 bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons
27 relative to the purpose of the purchase.⁶ Any bid may be withdrawn prior to the scheduled time for the
28 opening of bids. Any bid which does not conform to specifications or is received after the time and date
29 specified shall not be considered. The bidder to whom the award is made may be required to
30 enter into a written contract.

31

32 The Performance and Payment Bond for the Maintenance Department construction projects will be
33 \$100,000.00.

34

35 Contracts for legal services, educational consultants, and similar services by professional persons or
36 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
37 basis of recognized competence and integrity.²

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40 Legal References:

- 41 1. TCA 49-2-203(a)(3); TCA 12-3-1212
- 42 2. TCA 1-3-120(f)
- 43 3. TCA 49-2-203(a)(3)(B)
- 44 4. TCA 49-2-203(a)(3)(A)(B); TCA 49-2-206(b)(2)

Cross References:

- 45 5. TCA 49-2-203(a)(3)(C)
- 46 6. TCA 49-2-203(a)(3)(D)(i)(c)
- 47 7. TCA 12-3-1209; TCA 29-20-407

Hamilton County Board of Education

Monitoring: Review: Annually in March	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 12/16/04
		Rescinded:	Revised: 03/13/25

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2 *Individual Schools*

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4 The activity funds of each school shall include athletic and student organization funds and any other
5 fund belonging to any student group, class, or activity.

6
7 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the
8 specific control of the school principals. Contracts with fund-raising agencies must comply with board
9 policy and be approved in writing by the Director of Schools or his/her designee.

10
11 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be
12 subject to disciplinary action.¹

13
14 Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts
15 and disbursements shall be maintained in accordance with the *Tennessee Internal School Funds Manual*.²

16
17 Revenue raised for specific purposes must be expended for that purpose unless otherwise authorized in
18 writing by the activity, club, or class that raised the revenue. Any change in authorized purpose or disposition of
19 excess proceeds of a fundraiser must be authorized by the ~~director of schools~~ Director of Schools or his/her
20 designee. ~~both the activity group sponsor and the principal.~~³

21
22 An annual audit of the account and records of all student activity funds shall be conducted as a part of
23 the audit of all other district funds.⁴

24
25 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
26 when a class graduates or activity is discontinued.⁵

27
28 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations, or
29 other support organizations are not subject to this policy unless such funds are in the sole custody of the
30 school.⁶

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33 Legal Reference:

- 34 1. *Tennessee Internal School Funds Manual*; Section 4-~~26~~29
35 2. TCA 49-2-110(c)(d)(e)
36 3. *Tennessee Internal School Funds Manual*; Section ~~3 and 5-1421~~
37 4. TCA 49-2-112(a)
38 5. *Tennessee Internal School Funds Manual*; Section 5-21
39 6. TCA 49-2-110(f)

Cross Reference:

- School Support Organization 2.910
Student Solicitations /Fund-Raising 6.701

Hamilton County Board of Education

Monitoring: Review: Annually in March	Descriptor Term: Charter School Application Process	Descriptor Code: 4.212	Issued Date: 11/11/21
		Rescinded:	Revised: 03/13/2025

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2 In the district's capacity as a Tennessee Charter School Authorizer, any prospective charter school
3 sponsor shall send the Superintendent of Schools and Office of Access & Choice a letter of intent
4 ~~prior on or before no later than sixty (60) calendar days prior to February 1 of to December 1 3 of~~ the
5 year preceding the year in which the proposed charter school plans to begin operation as a public
6 charter school.¹ If that 60-day deadline falls on a Saturday, Sunday, or holiday, the due date shall be
7 the first business day following that date.

8
9 Within ten (10) business days of receipt of the sponsor's letter of intent, HCDE will determine whether the
10 sponsor has selected the correct application category. If HCDE determines that the sponsor has selected an
11 incorrect application category, HCDE will notify the sponsor within five (5) business days of making that
12 determination. The sponsor shall correct and resubmit the letter of intent to HCDE within five (5) business days
13 of receipt of notice that the incorrect application category was selected.²

14
15 On or before February 1 of the year preceding the year in which the proposed charter school plans to
16 begin operation, the sponsor shall prepare and file an electronic copy of the initial state charter school
17 application with HCDE and the Department of Education.³ If February 1 falls on a Saturday, Sunday, or
18 holiday, the due date shall be the first business day following that date. The sponsor shall pay an
19 application fee of \$2500.⁴ This fee shall be added to the Authorizer Fee Budget maintained by the Office
20 of Access & Choice, Charter School Office for the primary purpose of covering expenses associated
21 with the application review team and process.

22
23 An application shall be considered complete if it meets the requirements set forth in State Board of Education
24 Rule 0520-14-01-.01(1)(g). Within ten (10) business days of receiving the application, HCDE will determine
25 whether the application is complete. HCDE will notify the sponsor within five (5) business days of its
26 determination if the application is incomplete. If the application is determined to be incomplete due to the sponsor
27 not meeting the requirements of State Board Rule 0520-14-01-.01(1)(g)(2) or (g)(4), the sponsor shall be
28 provided the opportunity to address the deficiencies and resubmit the application within five (5) business days of
29 receiving notice of the incomplete application. If the sponsor does not timely correct the deficiencies, HCDE is
30 not required to review the application.⁵

31 ~~A sponsor seeking board approval of an initial charter school application must complete the form~~
32 ~~provided by the Tennessee Department of Education.~~ In the application, the sponsor must demonstrate
33 that the proposed charter school meets the purpose prescribed by law for the formation of a charter school
34 and that the proposed charter school will be able to implement a viable program of quality education for
35 its students.

36
37 No later than ninety (90) days after receipt of the charter school's completed application, the Board will
38 rule by resolution at a specially called meeting to approve or deny the application.⁶
39 During the 90-day period between receipt of the application and the date of the Board's meeting, HCDE
40 will host a capacity interview with the sponsor of the charter school to elicit evidence-based
41 explanations allowing the sponsor to demonstrate clear evidence of its capacity to successfully execute
its plan.

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43 If the Board fails to approve or deny a charter school’s application within 90 days after receipt of the
44 completed application, the application shall be deemed approved.⁷
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46 If an application is denied by the Board, the grounds for denial will be documented and provided to the
47 sponsor within ten (10) calendar days of the date of the denial, specifying objective reasons for denial
48 and the deadline by which the sponsor may submit an amended application.⁸ The sponsor shall then
49 have thirty (30) calendar days from receipt of the grounds for denial to submit an amended application
50 to correct deficiencies identified by the Board. The Board will have sixty (60) calendar days after receipt
51 to approve or deny an amended application. If the Board fails to approve or deny the amended
52 application within sixty (60) calendar days of receipt, the amended application will be deemed
53 approved.⁹ No later than ten (10) calendar days after the approval or denial of a charter application or
54 amended charter application, HCDE will report to the Department of Education whether the Board has
55 approved or denied the application and reasons for denial, if applicable.¹⁰
56
57 If the Board denies an amended application, the grounds for denial will be documented and provided to
58 the sponsor within five (5) calendar days of the day of the denial, specifying objective reasons for the
59 denial and the sponsor’s right to appeal.¹¹ A sponsor may appeal the Board’s decision to deny an
60 application to the Tennessee Public Charter School Commission. The appeal must be submitted no later
61 than ten (10) days after the date of the Board’s decision.¹² The appeal can be submitted by email to the
62 Commission no later than 11:59 pm Central Standard Time on the tenth (10th) day after the Board’s
63 decision. More information regarding the appeal process is available on the Commission’s website.
64
65 ~~Completed applications must be submitted to the board on or before February 1 by submitting two hard~~
66 ~~copies of the application and one electronic copy to the Office of Access & Choice. The sponsor shall~~
67 ~~pay an application fee of \$2500. This fee shall be added to the Authorizer Fee Budget maintained by the~~
68 ~~Office of Access & Choice, Charter School Office for the primary purpose of covering expenses~~
69 ~~associated with the application review team and process.~~
70
71 ~~If December 13 or February 1 falls on a Saturday or Sunday, the due date shall be the first business~~
72 ~~day following that date.~~
73

23

24 Legal References:

25 ~~1. TCA 49-13-107(a),(b)~~

~~2. TRR/MS 0520-14-01-.01(1)(b)~~

~~3. TRR/MS 0520-14-01-.01(1)(e)~~

~~4. TRR/MS 0520-14-01-.01(1)(f); TCA 49-13-107(f)~~

~~5. TRR/MS 0520-14-01-.01(1)(i)~~

~~6. TCA 49-13-108(b)(2); TRR/MS 0520-14-01-.01(2)(c)~~

~~7. TCA 49-13-108(b)(2); TRR/MS 0520-14-01-.01(2)(d)~~

~~8. TRR/MS 0520-14-01-.01(2)(e)~~

~~9. TRR/MS 0520-14-01-.01(2)(f), (g), (h)~~

~~10. TRR/MS 0520-14-01-.01(1)(k)~~

~~11. TRR/MS 0520-14-01-.01(2)~~

~~12. TRR/MS 0520-14-01-.01(2)(j)~~

~~TCA 49-13-107(f)~~

Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually in March	Descriptor Term: Classification and Qualifications	Descriptor Code: 5.102	Issued Date: 03/15/12
		Rescinded:	Revised: 03/13/25

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

All administrative and supervisory positions in the school system are established initially by the Board, by state law, or State Board Rule, Regulations, and Minimum Standards.

To be considered for administrative or supervisory positions whose employment *requires* certification in accordance with the rules and regulations of the State Board of Education, the applicant must show the following qualifications:

- Professional teaching certification; and
- Administrative or supervisory certification and experience in accordance with state law and State Board Rules and Regulations in the appropriate area based on the minimum of a master's degree.

To be considered for administrative and supervisory positions whose employment does *not* require certification, the applicant shall possess sufficient training and experience to perform the services required and such additional qualifications as the Board and the Director of Schools shall determine.

PROFESSIONAL PERSONNEL

The professional staff members are the personnel whose employment status *requires* certification in accordance with the rules and regulations of the State Board of Education.

It is the responsibility of the employee to secure a license and to maintain its validity. When a professional employee's contract must be terminated because the professional employee's license has lapsed or otherwise become invalid, the Director of Schools shall immediately suspend the employee without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board.

CLASSIFIED PERSONNEL

Classified personnel are those employees, regardless of education, training, experience, or licensure, who hold positions for which the Tennessee Department of Education does not require certification. Classified personnel are employees at will, meaning that either they or the Director of Schools may end their employment at any time for any reason or for no reason. While the Director of Schools will endeavor to notify classified personnel by June 15 of their anticipated job assignments for the following school year, nothing within this policy or any other policy will be construed to extend to these employees a contract of employment for any specific term.

EMPLOYMENT STATUS FOR CLASSIFIED EMPLOYEES

1 It is the intent of Hamilton County Schools to clarify the definitions of employment classifications so that
2 employees understand their employment status and benefit eligibility. These classifications do not guarantee
3 employment for any specified period of time.
4

5 Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour
6 laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and
7 state laws. An employee's EXEMPT or NONEXEMPT classification may be changed only in accordance
8 with the Fair Labor Standards Act (FLSA) and upon written notification by Hamilton County Schools
9 management and approval by the Director of School or their designee.
10

11 In addition to the above categories, each employee will belong to one other employment category.
12

13 REGULAR FULL-TIME employees are those who are not in a provisional or introductory status and who
14 are regularly scheduled to work in Hamilton County Department of Educations' full-time schedule.
15 Generally, they are eligible for Hamilton County Department of Educations' benefit package, subject to the
16 terms, conditions, and limitations of each benefit program.
17

18 PART-TIME employees are those who are not assigned to a provisional or introductory status and
19 who are regularly scheduled to work less than 30 hours per week and may not be eligible for all of Hamilton
20 County Department of Educations' benefit package.
21

22 PROVISIONAL employees are those who are hired on or after June 1 for the following school year to
23 temporarily supplement the work forces ~~or~~, to assist in the completion of a specific project, or who are hired
24 under a temporary permit emergency credential.
25 Employment assignments in this category are of a limited duration. Employment beyond any initially stated
26 period does not in any way imply a change in status. ~~While P~~provisional employees receive all legally
27 mandated benefits (such as on-the-job injury (OJI) insurance, and social security) and they may be eligible
28 for the Hamilton County Department of Educations' benefit package.
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42 _____
43 Legal References:

42 _____
43 Cross References:
44 1. Classified Employees 5.107
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Hamilton County Board of Education

Monitoring: Review: Quarterly in September, December, March, & June	Descriptor Term: Cell Phone Use	Descriptor Code: 6.311	Issued Date: 07/20/23
		Rescinded:	Revised:

1
2 The increase in use of cell phones and personal communication devices by students during the school
3 day has become a significant distraction in the school environment and is impeding student learning.
4 ~~While there is considerable dependence on cell phones and personal communication devices, additional~~
5 ~~guidance is needed to protect valuable time for learning and foster and maintain positive school~~
6 ~~environments. Accordingly, subject to the exceptions set forth in this policy, students may not use or~~
7 ~~possess cell phones or personal communication devices while on campus during the regular school day.~~

8 Devices are defined as cell phones, personal communication devices, and personal electronic devices
9 including, but not limited to, wearable technology such as eyeglasses, rings, earbuds, headphones, or
10 watches that have the capability to record, live stream, or interact with wireless technology.

11
12 ~~Restrictions to device use:~~

- 13
14 ~~• Taking photos or recording videos, whether by cell phone or any other device, is prohibited.~~
15 ~~• Using cell phone cameras to record altercations on school grounds or at school events is~~
16 ~~prohibited. In such cases, phones may be confiscated as evidence and consequences will be~~
17 ~~assigned. Consequences may be issued for the person who records and/or shares an altercation.~~
18 ~~• Cell phone recordings done outside of school that are shared by and with members of the school~~
19 ~~community and cause harm toward students and/or a significant disruption in school are~~
20 ~~prohibited.~~

21 ~~Consequences for cell phone violations will be issued in alignment with the HCS Code of Acceptable~~
22 ~~Behavior. The consequences for violating this cell phone policy may be in addition to any other~~
23 ~~violations of the HCS Code of Acceptable Behavior. Finally, students bring cell phones and personal~~
24 ~~electronic devices to school at their own risk. School staff are not liable for lost or stolen cell phones and~~
25 ~~are not responsible to conduct any investigations regarding the loss of a student electronic device.~~

26 ~~Students may possess devices so long as they are not seen or heard, and should be stored in closed~~
27 ~~pockets, backpacks, purses, bags, assigned locker, automobile, or other school approved location.~~

28 ~~When technology is utilized to support the instruction of standards in the classroom, the use of chrome~~
29 ~~books should be prioritized over cell phones. The principal or his/her designee may grant a student~~
30 ~~permission to use a cell phone as a device to assist with instruction at his/her discretion. For grades 9-~~
31 ~~12, each individual school may choose to allow cell phones in designated areas during lunch period.~~

32 16 STUDENT EXCEPTIONS

33 17 Students may be allowed to use a cell phone as a tool for hearing, translation, or other functions for
34 18 students with a 504 Plan or IEP that articulates both the need and parameters for use. All staff will be
35 19 informed if a student has an identified exception and will accommodate the student accordingly.

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 02/15/07
		Rescinded:	Revised: 10/19/23

1
2 The Board will transact all business at official meetings which may be either regular or special.

3
4 Every meeting of the Board, except with the attorney to discuss pending or threatened litigation or to
5 discuss school security⁵, will be open to the public.¹ Open meetings will be physically accessible to all
6 students, employees, and interested citizens.³

7
8 Each member of the Board shall consider it his/her duty to appear at every Board meeting properly
9 prepared to discuss the items appearing on the agenda.

10
11 Each Board member is obligated to attend all Board meetings unless physically incapacitated or
12 prevented from doing so due to circumstances beyond his/her control. Whenever possible, each member
13 should advise the chair of an impending absence.

14 15 **REGULAR MEETINGS**

16
17 The Board will hold regular monthly meetings based upon a calendar approved in April of each year.
18 The meetings will begin with a work session at 4:30 pm to hear public comments, to hear updates from
19 the Administration, to review the agenda, and to consider such other matters as the Board deems
20 necessary. The business session will begin at 6:00 pm unless the Board must first go into executive
21 session. Each April the Board will approve an annual calendar of meetings.

22
23 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by
24 the chair.

25 26 **SPECIAL MEETINGS**

27
28 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
29 meetings shall be called by the chair whenever, in his/her judgment, the interests of the schools require
30 it, or when requested to do so by a majority of the Board.²

31
32 Only business related to the call of the meeting, and details related to agenda items shall be discussed or
33 transacted by the Board at a special meeting.

34
35 Special meetings may be called for either of the following purposes:

- 36
37 1. To enable the Board to concentrate and take action on a single problem or set of problems; or
38 2. To enable the Board to take emergency action between regular meetings.

39 40 **ADJOURNED MEETINGS**

1 The Board may hold an adjourned meeting of the Board to a specific locality and at a specific time
2 provided; however, the Board shall give adequate public notice of such meeting.

4 **ELECTRONIC PARTICIPATION IN MEETINGS** ⁴

6 The Board member may attend a scheduled Board meeting by electronic means including, but not limited
7 to, telephone, videoconferencing or other web-based media if the member participating by electronic
8 means can be visually identified by the chair, and if the member is absent: 1) because the member is
9 required to be out of Hamilton County for the member's work; 2) because the member is sick or in a
10 period of convalescence on the advice of a healthcare professional that the member not appear in person;
11 3) due to inclement weather or natural disaster if Hamilton County schools are closed; 4) because the
12 member has a family emergency that inhibits the member from attending in person; or 5) because the
13 member is out of the county due to military service.

15 No Board meeting shall be conducted with electronic participation unless a quorum of members is
16 physically present at the location of the meeting. Only members who are 1) out of the county for work;
17 2) sick or in a period of convalescence; 3) experiencing inclement weather or natural disaster where
18 Hamilton County schools are closed; 4) experiencing a family emergency; or 5) out of the county due to
19 military service may attend and participate in the meeting electronically.

21 A Board member wishing to participate in a scheduled Board meeting electronically who is or will be
22 out of the county because of work shall give at least five (5) days notice prior to the scheduled Board
23 meeting of the member's intention to participate electronically.

25 No Board member shall participate electronically in Board meetings due to being out of the county for
26 work more than two (2) times per school year, provided, however, that this limitation shall not apply to
27 a Board member who is out of the county due to military service.

29 No Board member shall participate electronically in Board meetings due to being sick or in a period of
30 convalescence more than three (3) times per school year.

32 No Board member shall participate electronically in Board meetings due to inclement weather or natural
33 disaster more than three (3) times per school year.

35 No Board member shall participate electronically in Board meetings due to a family emergency more
36 than two (2) times per school year.

39 Legal References:

- 40 1. TCA 8-44-102 2. TCA 49-2-202(c)(1)
- 41 2. TCA 49-2-202(c)(1)
- 42 3. 28 CFR § 36.201(a); 36.202
- 43 4. T.C.A. 49-2-203(c) 40
- 44 5. TCA 49-6-804

Cross References:

- 40 School Board Legal Status and Authority 1.100 37
- 41 Section 504/ADA Grievance Procedures 1.802 38
- 42 Board-Director Relations 1.205 39

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 02/15/07
		Rescinded:	Revised: 10/19/23

1
2 The Director of Schools shall be responsible for drafting an agenda for each Board meeting and for
3 submitting the draft agenda to the Board's Executive Committee at least one week before the regularly
4 scheduled Board meeting. At least 72 hours prior to any Board meeting, a Board member may request
5 that the Board Chair include a particular item on the meeting agenda; it is within the Board Chair's
6 discretion to include the item on the agenda unless more than one Board member makes the request.
7

8 For a regular board meeting, the agenda (which shall include the consent agenda), together with
9 supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled
10 date of the meeting. The agenda shall be available for public inspection and/or distribution when it is
11 distributed to the board members. At the beginning of each meeting, the Board shall, by a majority vote,
12 approve the agenda for the meeting, which may involve the addition to, or deletion of items previously
13 included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless
14 such action has been scheduled.
15

16 Staff members or citizens of the district may suggest items for the agenda. For items to be considered on
17 the agenda, they must be received in the Director of Schools' office 7 business days prior to the
18 scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any
19 background information to the Director of Schools' office so that the material will be included in the
20 delivery to the board members prior to the meeting.
21

22 **CONSENT AGENDA**

23
24 While developing the agenda, the chair and the Director of Schools shall identify routine or non-
25 controversial items to be placed on the consent agenda, which shall become a part of the regular agenda.
26 Such consent agenda items may include approval of overnight field trips, budget amendments, financial
27 information, minutes of regular or special Board meetings, updates of Board policies, personnel items,
28 bid recommendations, and grant submittals or applications. If any member objects to including an item
29 on the consent agenda, then that item shall be moved to the regular agenda as an action item requiring
30 discussion. Board members shall use their best efforts to advise the Board Chair at least 24 hours prior
31 to a meeting if there are any items that the member would like to remove from the consent agenda for
32 specific discussion and consideration by the Board. The remaining consent items shall be adopted in a
33 single vote without discussion.
34

35 **ANNUAL AGENDA**

36
37 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-
38 by-month actions required by law and those required to carry out the Board's annual goals and objectives
39 and the State Board of Education's performance standards.
40

41 _____
Legal References:

42 _____
Cross References:

Hamilton County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 12/16/04
		Rescinds:	Issued: 10/20/22

1 The Board is charged, on behalf of the public, with the responsibility for determining the educational
2 goals of the school system. In discharging that responsibility, the Board has adopted the following goals
3 in four primary areas: Instruction, personnel, students and operations.
4

5 The Board shall develop policies to implement the goals within each area subject to the approved annual
6 budget and shall annually review these goals and revise them as necessary so that each program will at
7 all times support the stated goals.
8

9 **INSTRUCTION**

- 10
- 11 1. To promote a plan for the organized improvement of school curriculum, including the articulation
12 between elementary and secondary schools;
- 13
- 14 2. To provide offerings which explore a wide range of career and service opportunities;
- 15
- 16 3. To promote an integration of academic, physical, social and emotional growth experiences for
17 each student; and
- 18
- 19 4. To promote the recognition of achievement in all endeavors (example, academic, athletic).
20

21 **STUDENTS**

- 22
- 23 1. To structure the overall instructional program to provide sufficient alternatives to meet a variety
24 of individual needs and aspirations;
- 25
- 26 2. To ensure that each student's interests, capacities and objectives are considered in his/her learning
27 program;
- 28
- 29 3. To develop a comprehensive program for students with disabilities providing the least
30 restrictive pro-grams; and
- 31
- 32 4. To help students gain understanding of themselves, as well as skills and techniques in living and
33 working with others and being responsible citizens.
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PERSONNEL

- 1. To provide high quality performance by the staff, including both certified and classified personnel;
- 2. To establish acceptable performance standards for all personnel;
- 3. To provide in-service training and professional growth experiences for teachers and administrators; and
- 4. To maintain an evaluation system for the improvement of the instructional system.

OPERATIONS

- 1. To make every effort to secure adequate funding for the educational program in support of the stated goals;
- 2. To maintain an adequate system of fiscal and business management;
- 3. To develop plans for the efficient use of school facilities; and
- 4. To ensure appropriate communication between the director of schools and the Board.

Cross References:

Fiscal Management Goals	2.100
Business Management Goals	3.100
Instructional Goals	4.100
Personnel Goals	5.100
Student Goals	6.100