

Hamilton County Department of Education
Hamilton County Board of Education Board Meeting - Regular Session
February 19, 2026 6:00 PM
3074 Claude Ramsey Parkway
Chattanooga, TN 37421

I. Roll Call

II. **Approval of the Agenda

III. Executive Session - No

IV. Pledge to the Flag and Meditation - Juan Moreno, Principal of East Ridge High School

V. Exemplars of Excellence

A. Remembering Tommie F. Brown

Jackie Thomas - District 4

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

VII. **Approval of the Consent Agenda

A. Approval of the Minutes of the January 2026 Regular Session

B. Executive Committee Report

A. Approval of Avondale Fire Repair Services - IRF 26-013

B. FY26 Budget Amendment - General Purpose for Technology Funds

C. Deputy Superintendent - Dr. Sonia Stewart

1. Field Trips

a. Dr. Elaine Harper - Community Superintendent Harrison Bay

b. Dr. Shane Harwood - Community Superintendent, Rock Point

c. Dr. Lee Ziegler - Community Superintendent North River

d. Dr. Tony Donen - Executive Principal Workforce Development & College Schools Network

D. Chief Financial Officer - Mary Ellen Heuton, CPA

1. Bids/Contracts

a. Request Approval of Contract for Temporary Staffing with ESS South Central, LLC

b. Request Approval of Award RFP 26-28, Collections Agency Services

c. Request Approval of Award RFP 26-31, Soddy Daisy Middle School Construction Manager at Risk

2. Financial Reports

3. Budget Amendments

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

b. General Operating Amendments

4. Grant Application Requests

VIII. Administrative Business Matters

A. Chief Talent Officer - Dr. Zac Brown

1. ** Request for new and updated job class description

IX. Board Matters

A. Chief Strategy Officer - Shannon Moody

1. Policies on First Read

1.404 Appearances Before the Board

2.100 Fiscal Management

- 2.101 Duties of School System Employees
- 2.401 Gifts and Bequests
- 2.403 Personal Property Sales
- 2.803 Salary Deductions
- 4.203 Federal Programs
- 4.204 Career & Technical Education
- 4.205 Magnet Programs
- 4.206 Early Postsecondary Opportunities
- 4.2061 Enrollment in Advanced Courses
- 4.211 Work-based Learning and Apprenticeship Program
- 4.212 Charter School Application Process
- 4.2121 Charter School Renewal
- 4.2123 Charter School Authorizing Principles
- 4.2124 Charter School Agreements
- 4.2125 Charter School Oversight
- 4.2126 Charter School Revocation
- 4.304 High School Athletics
- 4.401 Textbook Selection Distribution and Care
- 4.407 Audio, Video, and Digital Records
- 4.501 School Volunteers
- 4.605 Lottery Scholarships

B. Jodi Schaffer - District 7

Policy 6.702 Student Clubs and Organization

C. Felice Hadden - District 10

Policy 5.1042 Educator Diversity - Rescind

D. Ben Daugherty - District 2

Policy 6.206 Growth, Capacity, and Enrollment Management

Annual Capacity and Growth Report

X. Information Only

A. Legal Services Report

XI. Events/Announcements

March 5, 5:00pm	March 12, 4:30pm
Policy and Finance Committees Meeting	Work Session
March 12, 6:00pm	March 13
Quarterly Meeting	End of 3rd Quarter
	Half Day for Students
March 16 - 20	March 23
Spring Break	Professional Development

XII. Adjourn

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

From: Jackie Thomas
District 4

Date: November 20, 2025

Subject: Remembering Tommie F. Brown

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

We honor the life and legacy of Dr. Tommie F. Brown. She was an educator, legislator, and Civil rights leader. Her courage and commitment reshaped education and representation in Chattanooga. Her work opened doors and continues to impact generations.

Dr. Brown was the first black woman to represent Chattanooga's 28th District in the Tennessee House.

We are joined by students and staff members of the school named after her Tommie F. Brown International Academy.

We are grateful for the path she paved. Dr. Tommie F. Brown lives in our community and in our hearts.

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

Minutes

Hamilton County Department of Education

Hamilton County Board of Education Board Meeting – Regular Session

January 15, 2026, 6:00 P.M.

Board Room

3074 Claude Ramsey Pkwy

Chattanooga, TN 37421

Attendance taken at 6:00 P.M.

Mrs. Jill Black: Present

Mr. Ben Connor: Present

Mr. Ben Daugherty: Absent

Mr. Larry Grohn: Present

Mrs. Felice Hadden: Present

Mrs. Karitsa Jones: Present

Mr. Gary Kuehn: Present

Mrs. Jodi Schaffer: Absent

Mr. Steve Slater: Present

Mr. Joe Smith: Absent

Ms. Jackie Thomas: Present

Superintendent Dr. Justin Robertson was present.

I. Roll Call

II. **Approval of the Agenda

Passed: Motion to Approve Agenda

Passed with a Motion by Mrs. Felice Hadden and a Second by Mrs. Jill Black.

Mr. Joe Smith: Absent

Mrs. Jill Black: Yes

Mr. Ben Connor: Yes

Mr. Ben Daugherty: Absent

Mr. Larry Grohn: Yes

Mrs. Felice Hadden: Yes

Mrs. Karitsa Jones: Yes

Mr. Gary Kuehn: Yes

Mrs. Jodi Schaffer: Absent

Mr. Steve Slater: Yes

Ms. Jackie Thomas: Yes

Yes: 8; No: 0

III. Executive Session – December 23, 2025

IV. Pledge to the Flag and Meditation – Ruth Pohlman, Principal of McConnell Elementary School

V. Exemplars of Excellence

- A. Tyner Middle Academy Football Team
Tim James, District Athletic Director
- B. Alpine Crest Elementary School Beta Club
Ben Connor, District 6

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

Board Member Karitsa Jones recited the Board Disclaimer Statement.

VII. **Approval of the Consent Agenda

Passed: Motion to Approve the Consent Agenda

Passed with a Motion by Mr. Ben Connor and a Second by Mrs. Jill Black.

Mr. Joe Smith:	Absent
Mrs. Jill Black:	Yes
Mr. Ben Connor:	Yes
Mr. Ben Daugherty:	Absent
Mr. Larry Grohn:	Yes
Mrs. Felice Hadden:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Gary Kuehn	Yes
Mrs. Jodi Schaffer:	Absent
Mr. Steve Slater:	Yes
Ms. Jackie Thomas:	Yes

Yes: 8; No: 0

VII.A. Approval of the Minutes of the December 2025 Regular Session

VII.B. Executive Committee Report

VII.C. Deputy Superintendent – Dr. Sonia Stewart

VII.C.1. Field Trips

VII.C.1.a. Dr. Elaine Harper – Community Superintendent, Harrison Bay

VII.C.1.b. Dr. Lee Ziegler – Community Superintendent, North River

VII.C.1.c. Dr. Shane Harwood – Community Superintendent, Rock Point

VII.C.1.d. Dr. Marques Stewart – Community Superintendent, Missionary Ridge

VII.C.1.e. Dr. Tiffany Earvin – Community Superintendent, Midtown

VII.D. Chief Financial Officer – Mary Ellen Heuton, CPA

VII.D.1. Bids/Contracts

VII.D.1.a. Request Approval of CMAR-REP 26-14, North River Elementary School Construction Manager at Risk

VII.D.2. Financial Reports

VII.D.3. Budget Amendments

VII.D.3.a. Federal Grants, State Grants, and Self-Funded Programs

VII.D.3.b. General Operating Amendments

VII.D.3.c. School Nutrition

VIII. Chief Talent Officer – Dr. Zac Brown

VIII.A. **PECCA Updates

Passed: Motion to Approve PECCA Representative Updates

Passed with a Motion by Mrs. Jill Black and a Second by Mrs. Felice Hadden

Mr. Joe Smith:	Absent
Mrs. Jill Black:	Yes
Mr. Ben Connor:	Yes
Mr. Ben Daugherty:	Absent
Mr. Larry Grohn:	Yes
Mrs. Felice Hadden:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Gary Kuehn	Yes
Mrs. Jodi Schaffer:	Absent
Mr. Steve Slater:	Yes
Ms. Jackie Thomas:	Yes
Yes: 8; No: 0	

IX. Chief Strategy Officer – Shannon Moody

IX.A. **Proposed Policy Revision – Second Read

Passed: Motion to Approve Proposed Policy Revisions for Policies 1.300 and 3.210

Passed with a Motion by Mr. Steve Slater and a Second by Mr. Larry Grohn.

Mr. Joe Smith:	Absent
Mrs. Jill Black:	Yes
Mr. Ben Connor:	Yes
Mr. Ben Daugherty:	Absent
Mr. Larry Grohn:	Yes
Mrs. Felice Hadden:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Gary Kuehn:	Yes
Mrs. Jodi Schaffer:	Absent
Mr. Steve Slater:	Yes
Ms. Jackie Thomas:	Yes

Yes: 8; No: 0

X. Administrative Business Matters

X.A. Chief of Opportunity and Access – Dr. Neelie Parker
Charter School Coordinator – Fannie Moore

X.A.1. **Amendment Recommendation for Skillern Academy

Matter was Pulled

X.B. Chief Talent Officer – Dr. Zac Brown

X.B.1. **Request for New and Updated Job Class Description

Passed: Motion to Approve New and Updated Job Class Description

Passed with a Motion by Mr. Ben Connor and a Second by Mrs. Jill Black.

Mr. Joe Smith:	Absent
Mrs. Jill Black:	Yes
Mr. Ben Connor:	Yes
Mr. Ben Daugherty:	Absent
Mr. Larry Grohn:	Yes
Mrs. Felice Hadden:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Gary Kuehn:	Yes
Mrs. Jodi Schaffer:	Absent
Mr. Steve Slater:	Yes
Ms. Jackie Thomas:	Yes

Yes: 8; No: 0

X.B.2. **Revised Retiree Health Benefit Plan and Summary Description

Passed: Motion to Approve Revised Retiree Health Benefit Plan and Summary Description

Passed with a Motion by Mrs. Felice Hadden and a Second by Mr. Larry Grohn.

Mr. Joe Smith:	Absent
Mrs. Jill Black:	Yes
Mr. Ben Connor:	Yes
Mr. Ben Daugherty:	Absent
Mr. Larry Grohn:	Yes
Mrs. Felice Hadden:	Yes
Mrs. Karitsa Jones:	Yes
Mr. Gary Kuehn	Yes
Mrs. Jodi Schaffer:	Absent
Mr. Steve Slater:	Yes
Ms. Jackie Thomas:	Yes

Yes: 8; No: 0

X.C. Chief Operations Officer – Dr. Robert Sharpe

X.C.1. **Approval of Lease Options for Head Start Sites

Passed: Motion to Approve Lease Options for Head Start Sites

Passed with a Motion by Mr. Ben Connor and a Second by Mrs. Felice Hadden.

Mr. Joe Smith:	Absent
Mrs. Jill Black:	Yes
Mr. Ben Connor:	Yes
Mr. Ben Daugherty:	Absent
Mr. Larry Grohn:	Yes
Mrs. Felice Hadden:	Yes
Mrs. Karitsa Jones:	Recused Self
Mr. Gary Kuehn	Yes
Mrs. Jodi Schaffer:	Absent
Mr. Steve Slater:	Yes
Ms. Jackie Thomas:	Yes

Yes: 7; No: 0

X.C.2. **District Wide Relighting Project – Loan Agreement

Passed: Motion to Approve District Wide Relighting Project – Loan Agreement

Passed with a Motion by Mrs. Jill Black and a Second by Mr. Ben Connor.

Mr. Joe Smith: Absent
 Mrs. Jill Black: Yes
 Mr. Ben Connor: Yes
 Mr. Ben Daugherty: Absent
 Mr. Larry Grohn: Yes
 Mrs. Felice Hadden: Yes
 Mrs. Karitsa Jones: Yes
 Mr. Gary Kuehn: Yes
 Mrs. Jodi Schaffer: Absent
 Mr. Steve Slater: Yes
 Ms. Jackie Thomas: Yes
 Yes: 8; No: 0

X.C.3. **Bond Funded Capital Projects and FY26 Budget Amendment – Self-funded

Passed: Motion to Approve Bond Funded Capital Projects and FY26 Budget Amendment – Self-funded

Passed with a Motion by Mrs. Felice Hadden and a Second by Mr. Steve Slater.

Mr. Joe Smith: Absent
 Mrs. Jill Black: Yes
 Mr. Ben Connor: Yes
 Mr. Ben Daugherty: Absent
 Mr. Larry Grohn: Yes
 Mrs. Felice Hadden: Yes
 Mrs. Karitsa Jones: Yes
 Mr. Gary Kuehn: Yes
 Mrs. Jodi Schaffer: Absent
 Mr. Steve Slater: Yes
 Ms. Jackie Thomas: Yes
 Yes: 8; No: 0

XI. Board Matters

XI.A. School Board Chairman – Joe Smith

XI.A.1. Review of Director Justin Robertson’s Annual Performance Evaluation

XII. Information Only

XII.A. Legal Services Report

XIII. Events/Announcements

January 16: Report Cards

January 19: Martin Luther King, Jr. Holiday, Central Office Closed

February 19, 4:30 pm: Work Session

February 19, 6:00 pm: Regular Meeting

XIV. Adjourn

The meeting was adjourned at 6:40 p.m.

Chairperson

Date

Superintendent

Date

**REQUEST FOR EXECUTIVE COMMITTEE APPROVAL
EMERGENCY/EARLY APPROVAL**

To: Executive Committee of the Board
From: Dr. Robert Sharpe, Chief Operating Officer
Justin Witt, Executive Director of Maintenance
Date: January 29, 2026
RE: Approval of Avondale Fire Repair Services – IRF 26-013

Approve payment to Belfor Property Restoration for emergency restoration services completed at Avondale Head Start related to the September 2025 fire, in the total amount of \$72,026.85. Expenditures will be supported by HCS self-funded insurance funds and Tennessee Risk Management Trust (TNRMT) claim proceeds.

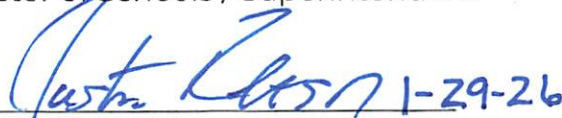
On September 25, 2025, HCS was notified of a fire at the Avondale Head Start facility located at 2302 Ocoee Street, Chattanooga, Tennessee 37406. The building is owned by Hamilton County Schools and leased to the City of Chattanooga for operation of the Avondale Head Start Program. Following emergency first responder activity, HCS Facilities and insurance teams accessed the site to assess damages. Fire and smoke damage were identified primarily on the main level (Office 212) and required immediate remediation to address safety concerns, restore functionality, and prevent further impact to occupied areas of the facility.

Given the nature of the damage and the need for immediate response, emergency purchasing procedures were utilized, and Belfor Property Restoration was engaged to perform emergency remediation and restoration services in coordination with HCS Facilities and insurance staff. Services were completed on January 23, 2026, and the affected areas were returned to service. Tennessee Risk Management Trust supported HCS through a fire-related insurance claim, with costs covered less the District's \$10,000 deductible.

Approval of this item authorizes final payment for the emergency services rendered. Notice of this approval will be included on the next available Board agenda as part of the Executive Committee Report.

Director of Schools / Superintendent

School Board Chairman:



Dr. Justin Robertson Date

 1/29/2026

Mr. Joe Smith Date

Attachments:

- Belfor Property Restoration Estimate 25-186-AVON-_H-CS
- Belfor Property Restoration Estimate 25-186-AVON_H-EMS



BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
(423) 486-1980 Tel. - (423) 486-1981 Fax.
TN License 00048920 - Fed ID # 84-1309171

Insured: Avondale Head Start - Justin Witt
Property: 2302 Ocoee St
Chattanooga, TN 37406

Home: (423) 322-1440
E-mail: witt_justin@hcde.org

Estimator: Drew Fitts
Position: Estimator
Business: 4317 N Creek Rd
Chattanooga, TN 37406

Business: (423) 847-7988
E-mail: drew.fitts@us.belfor.com

Claim Number:

Policy Number:

Type of Loss: Fire

Date Contacted: 9/25/2025 7:30 AM
Date of Loss: 9/25/2025 7:00 AM
Date Inspected: 9/25/2025 9:00 AM

Date Received: 9/25/2025 7:30 AM
Date Entered: 9/25/2025 10:44 AM

Price List: TNCH8X_SEP25
Restoration/Service/Remodel
Estimate: 25-186-AVON_H-CS

We would like to thank you for the opportunity to provide you with this estimate. The total cost for the repairs detailed in the following estimate is **\$63,556.03**.

The attached estimate details the specific work to be completed. Additional work outside of that specified in this estimate will be through separate proposal(s) and/or change order(s) detailing the additional/changed scope of work as well as the terms and pricing of those changes. Repairs will be scheduled after a signed copy of this estimate is received.

Progress payments may be billed at 25%, 50%, 75%, and 90% of completion with the balance due upon substantial completion of this scope of work. Change orders will be billed as completed and credits will be applied to the final contract billing.

Unless noted otherwise, the customer is required to provide heat, water and electricity on-site for the duration of this project. The customer is responsible for providing continuous access to the project area during normal business hours, Monday - Friday, 8:00 am - 5:00 pm. Where an item is being replaced, we will be matching the existing item's quality, color, finish, texture or material as close as possible where applicable unless noted otherwise, there is no guaranty either specified or implied on exact matches. This estimate does not include hazardous material testing or abatement unless specifically detailed in the following estimate.

This estimate is valid for 30 days from 10/27/2025. If you have any questions about this estimate, please contact Drew Fitts to discuss those questions.

I/we agree to the terms and conditions of this proposal.

Owner/Authorized signature

Date _____

BELFOR Representative

Date _____

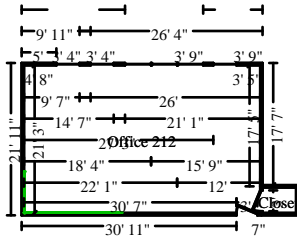


BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
 (423) 486-1980 Tel. - (423) 486-1981 Fax.
 TN License 00048920 - Fed ID # 84-1309171

25-186-AVON_H-CS

Main Level



Office 212

Height: 11' 10"

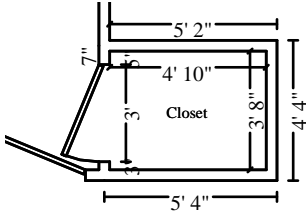
1,307.58 SF Walls	722.50 SF Ceiling
2,030.08 SF Walls & Ceiling	722.50 SF Floor
80.28 SY Flooring	110.50 LF Floor Perimeter
110.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
REPAIRS						
1. Two coat plaster (no lath)	157.37 SF	0.00	7.50	13.68	238.80	1,432.76
2. Additional cost for high wall or ceiling - 11' to 14'	92.08 SF	0.00	1.16	0.00	21.36	128.17
3. Mask per square foot for plaster work	36.00 SF	0.00	0.30	0.23	2.20	13.23
4. Suspended ceiling system - 2' x 4'	722.50 SF	0.00	4.14	133.66	624.98	3,749.79
5. Chair rail - 2 1/2"	10.00 LF	0.00	3.70	1.71	7.74	46.45
6. Glue down carpet - heavy traffic	823.00 SF	0.00	5.08	349.43	906.04	5,436.31
7. Floor prep (scrape rubber back residue)	722.50 SF	0.00	0.53	0.00	76.58	459.51
8. Seal the walls and ceiling with shellac/stain blocker - one coat	2,030.08 SF	0.00	1.02	39.43	422.02	2,532.13
9. Paint the walls - two coats	1,307.58 SF	0.00	1.35	35.08	360.06	2,160.37
10. Additional cost for high wall or ceiling - 11' to 14'	92.08 SF	0.00	0.08	0.00	1.48	8.85
11. Seal (1 coat) & paint (1 coat) baseboard, oversized	110.50 LF	0.00	2.25	2.04	50.12	300.79
12. Seal & paint door or window opening (per side)	8.00 EA	0.00	44.31	4.54	71.80	430.82
13. Seal (1 coat) & paint (1 coat) trim Trim around old chalk boards and windows.	48.00 LF	0.00	2.02	0.67	19.54	117.17
14. Seal & paint door slab only (per side)	2.00 EA	0.00	52.33	1.84	21.30	127.80
15. Seal (1 coat) & paint (2 coats) chair rail	110.50 LF	0.00	3.07	2.35	68.32	409.91
Totals: Office 212				584.66	2,892.34	17,354.06



BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
 (423) 486-1980 Tel. - (423) 486-1981 Fax.
 TN License 00048920 - Fed ID # 84-1309171



Closet

Height: 11' 10"

201.17 SF Walls	17.72 SF Ceiling
218.89 SF Walls & Ceiling	17.72 SF Floor
1.97 SY Flooring	17.00 LF Floor Perimeter
17.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
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REPAIRS

16. Content Manipulation charge - per hour 30 minutes / 2 techs	1.00 HR	0.00	55.50	0.00	11.10	66.60
17. Seal the walls with shellac/stain blocker - one coat	201.17 SF	0.00	1.02	3.91	41.82	250.92
18. Paint the walls - two coats	201.17 SF	0.00	1.35	5.40	55.40	332.38
19. Seal (1 coat) & paint (1 coat) baseboard	17.00 LF	0.00	2.13	0.24	7.28	43.73
20. Seal & paint door or window opening (per side)	2.00 EA	0.00	44.31	1.14	17.94	107.70
21. Seal & paint door slab only (per side)	2.00 EA	0.00	52.33	1.84	21.30	127.80

Totals: Closet				12.53	154.84	929.13
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Total: Main Level				597.19	3,047.18	18,283.19
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General

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
22. Tandem axle dump trailer - per load - including dump fees	1.00 EA	171.24	0.00	0.00	34.24	205.48
23. Electrical (Bid Item) Bid provided by Lawson Electric	1.00 EA	0.00	19,376.00	0.00	3,875.20	23,251.20
24. Heat, Vent, & Air Conditioning (Bid Item) Bid provided by Dalton Heating and Air.	1.00 EA	0.00	10,970.74	0.00	2,194.14	13,164.88
25. Hazardous Material Remediation (Bid Item) Initial and post air quality testing. Testing provided by Frost Environmental	2.00 EA	0.00	2,400.00	0.00	0.00	4,800.00
26. Plumbing (Bid Item)	1.00 EA	0.00	2,470.00	0.00	494.00	2,964.00



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CONTINUED - General

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
Bid item to remove the radiators and cap the system. Bid provided by W.J O'Neil Company.						
27. Commercial Supervision / Project Management - per hour	10.00 HR	0.00	73.94	0.00	147.88	887.28
Totals: General				0.00	6,745.46	45,272.84
Line Item Totals: 25-186-AVON_H-CS				597.19	9,792.64	63,556.03

Grand Total Areas:

2,816.33 SF Walls	1,462.72 SF Ceiling	4,279.06 SF Walls and Ceiling
1,462.72 SF Floor	162.52 SY Flooring	238.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	238.00 LF Ceil. Perimeter
1,462.72 Floor Area	1,541.94 Total Area	2,816.33 Interior Wall Area
3,037.22 Exterior Wall Area	236.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



BELFOR Property Restoration

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TN License 00048920 - Fed ID # 84-1309171

Summary for Dwelling

Line Item Total	53,166.20
Material Sales Tax	597.19
Subtotal	53,763.39
Overhead	4,896.32
Profit	4,896.32
Replacement Cost Value	\$63,556.03
Net Claim	\$63,556.03

Drew Fitts
Estimator



BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
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TN License 00048920 - Fed ID # 84-1309171

Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)	Material Sales Tax (9.25%)	P Ppty Material Tax (9.25%)	P Ppty Cleaning Tax (9.25%)	Storage Rental Tax (9.25%)	State Food Tax (4%)	Local Food Tax (2.25%)
Line Items	4,896.32	4,896.32	597.19	0.00	0.00	0.00	0.00	0.00
Total	4,896.32	4,896.32	597.19	0.00	0.00	0.00	0.00	0.00



BELFOR Property Restoration

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TN License 00048920 - Fed ID # 84-1309171

Recap by Room

Estimate: 25-186-AVON_H-CS

Area: Main Level

Office 212

13,877.06

26.10%

Closet

761.76

1.43%

Area Subtotal: Main Level

14,638.82

27.53%

General

38,527.38

72.47%

Subtotal of Areas

53,166.20

100.00%

Total

53,166.20

100.00%

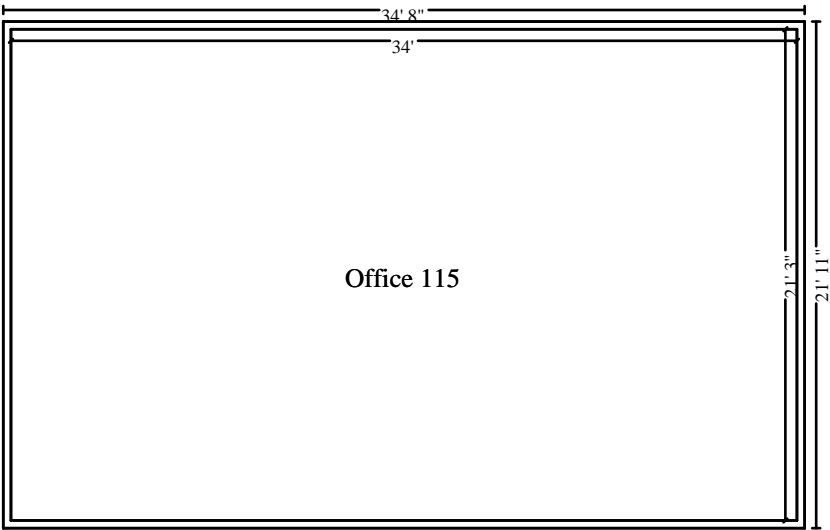
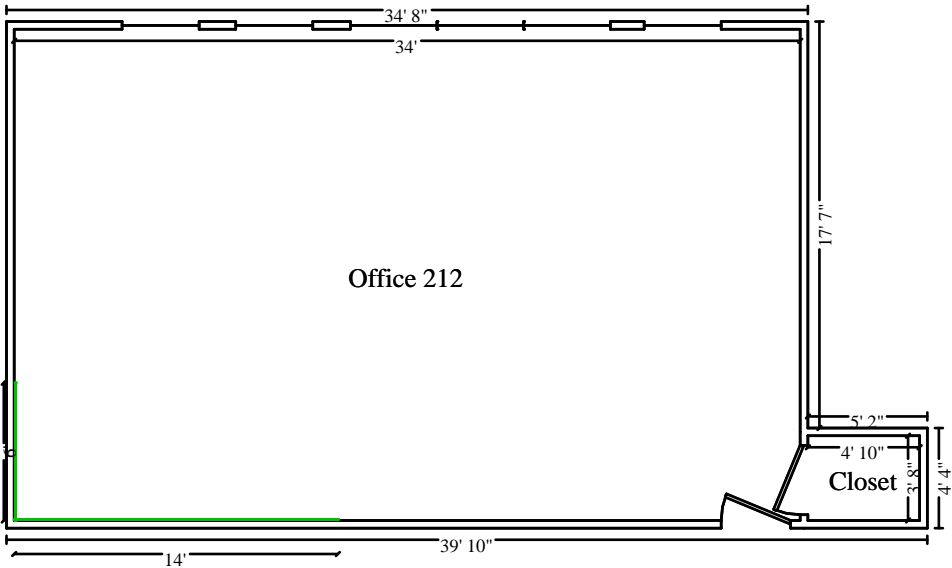


BELFOR Property Restoration

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Recap by Category

O&P Items	Total	%
ACOUSTICAL TREATMENTS	2,991.15	4.71%
CONTENT MANIPULATION	55.50	0.09%
GENERAL DEMOLITION	171.24	0.27%
ELECTRICAL	19,376.00	30.49%
FLOOR COVERING - CARPET	4,563.77	7.18%
FINISH CARPENTRY / TRIMWORK	37.00	0.06%
HEAT, VENT & AIR CONDITIONING	10,970.74	17.26%
LABOR ONLY	739.40	1.16%
INTERIOR LATH & PLASTER	1,297.89	2.04%
PLUMBING	2,470.00	3.89%
PAINTING	5,693.51	8.96%
O&P Items Subtotal	48,366.20	76.10%
Non-O&P Items	Total	%
HAZARDOUS MATERIAL REMEDIATION	4,800.00	7.55%
Non-O&P Items Subtotal	4,800.00	7.55%
O&P Items Subtotal	48,366.20	76.10%
Material Sales Tax	597.19	0.94%
Overhead	4,896.32	7.70%
Profit	4,896.32	7.70%
Total	63,556.03	100.00%





BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
(423) 486-1980 Tel. - (423) 486-1981 Fax.
TN License 00048920 - Fed ID # 84-1309171

Insured: Avondale Head Start - Justin Witt
Property: 2302 Ocoee St
Chattanooga, TN 37406

Home: (423) 322-1440
E-mail: witt_justin@hcde.org

Estimator: Drew Fitts
Position: Estimator
Business: 4317 N Creek Rd
Chattanooga, TN 37406

Business: (423) 847-7988
E-mail: drew.fitts@us.belfor.com

Claim Number:

Policy Number:

Type of Loss: Fire

Date Contacted: 9/25/2025 7:30 AM
Date of Loss: 9/25/2025 7:00 AM
Date Inspected: 9/25/2025 9:00 AM

Date Received: 9/25/2025 7:30 AM
Date Entered: 9/25/2025 10:44 AM

Price List: TNCH8X_SEP25
Restoration/Service/Remodel
Estimate: 25-186-AVON_H-EMS

We would like to thank you for the opportunity to provide you with this estimate. The total cost for the repairs detailed in the following estimate is **\$8,470.82**.

The attached estimate details the specific work to be completed. Additional work outside of that specified in this estimate will be through separate proposal(s) and/or change order(s) detailing the additional/changed scope of work as well as the terms and pricing of those changes. Repairs will be scheduled after a signed copy of this estimate is received.

Progress payments may be billed at 25%, 50%, 75%, and 90% of completion with the balance due upon substantial completion of this scope of work. Change orders will be billed as completed and credits will be applied to the final contract billing.

Unless noted otherwise, the customer is required to provide heat, water and electricity on-site for the duration of this project. The customer is responsible for providing continuous access to the project area during normal business hours, Monday - Friday, 8:00 am - 5:00 pm. Where an item is being replaced, we will be matching the existing item's quality, color, finish, texture or material as close as possible where applicable unless noted otherwise, there is no guaranty either specified or implied on exact matches. This estimate does not include hazardous material testing or abatement unless specifically detailed in the following estimate.

This estimate is valid for 30 days from 10/27/2025. If you have any questions about this estimate, please contact Drew Fitts to discuss those questions.

I/we agree to the terms and conditions of this proposal.

Owner/Authorized signature Date _____

BELFOR Representative Date _____

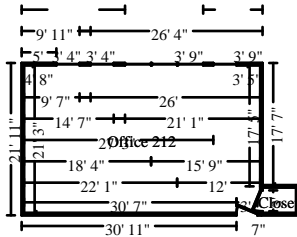


BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
 (423) 486-1980 Tel. - (423) 486-1981 Fax.
 TN License 00048920 - Fed ID # 84-1309171

25-186-AVON_H-EMS

Main Level



Office 212

Height: 11' 7"

1,279.96 SF Walls	722.50 SF Ceiling
2,002.46 SF Walls & Ceiling	722.50 SF Floor
80.28 SY Flooring	110.50 LF Floor Perimeter
110.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
-------------	-----	--------	---------	-----	-------

MITIGATION

1. Water extraction from carpeted floor - Heavy	722.50 SF	0.00	0.70	0.00	505.75
2. Tear out wet non-salvageable glue down carpet, cut/bag	722.50 SF	1.28	0.00	3.34	928.14
3. Remove wet suspended ceiling tile and bag for disposal	722.50 SF	0.52	0.00	3.34	379.04
4. Remove Suspended ceiling grid - 2' x 4'	722.50 SF	0.20	0.00	0.00	144.50
5. Tear out wet plaster, cleanup, bag for disposal	121.14 SF	3.22	0.00	1.90	391.97
6. Apply plant-based anti-microbial agent to the floor	722.50 SF	0.00	0.35	4.01	256.89
7. Containment Barrier/Airlock/Decon. Chamber	16.67 SF	0.00	1.13	0.28	19.12

Containment built in place for lead paint removal.
 29' long / 8' tall / 5' deep containment

8. Peel & seal zipper	1.00 EA	0.00	14.71	0.93	15.64
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EQUIPMENT

9. Dehumidifier (per 24 hr period)- 110-159 ppd - No monitor. 1 large dehumidifier for 3 days	3.00 EA	0.00	113.13	0.00	339.39
10. Negative air fan/Air scrubber (24 hr period) - No monit. 2 negative air machines for 5 days	10.00 DA	0.00	76.54	0.00	765.40
11. Air mover axial fan-up to 1/2 (per 24 hr period)-No monit. Air movers for ozone treatment.	11.00 EA	0.00	31.50	0.00	346.50
12. Equipment setup, take down, and monitoring (hourly charge)	1.00 HR	0.00	70.74	0.00	70.74

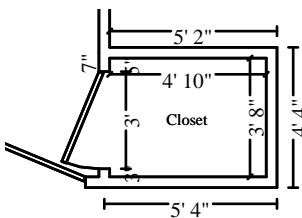


BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
 (423) 486-1980 Tel. - (423) 486-1981 Fax.
 TN License 00048920 - Fed ID # 84-1309171

CONTINUED - Office 212

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Includes: Initial psychrometric readings & moisture content readings, remove drying equipment from service vehicle, position properly within structure, power management, i.e., distributing power load so as not to trip electrical circuits, etc.					
13. Equipment setup, take down, and monitoring (hourly charge)	3.00 HR	0.00	70.74	0.00	212.22
Site visit includes the following: Drive time, (portal to portal), safety checks, rotation/relocation of equipment to facilitate accelerated drying, psychrometric readings & material moisture readings.					
14. Equipment setup, take down, and monitoring (hourly charge)	1.00 HR	0.00	70.74	0.00	70.74
Turn off & disconnect equipment, inspect equipment for damage, wrap electrical cords, removal of equipment from structure into service vehicle, stage equipment & restock inside facility.					
15. Equipment decontamination charge - per piece of equipment	3.00 EA	0.00	41.42	1.68	125.94
CLEANING					
16. Clean part of the walls - Heavy	1,158.82 SF	0.00	0.65	1.07	754.30
17. Additional cost for high wall or ceiling - 11' to 14'	110.50 SF	0.00	0.07	0.00	7.74
18. Clean trim - wood - Heavy	353.66 LF	0.00	0.73	0.33	258.50
Cleaning chair rail trim, door/window casing, and trim around dry erase boards.					
19. Clean baseboard - Heavy	110.50 LF	0.00	0.73	0.10	80.77
20. Clean door - with detail (per side)	4.00 EA	0.00	15.82	0.10	63.38
21. Clean door hardware - Heavy	2.00 EA	0.00	13.68	0.05	27.41
22. Clean window unit (per side) 10 - 20 SF - Heavy	6.00 EA	0.00	31.27	0.02	187.64
23. Clean sill - wood	21.25 LF	0.00	1.06	0.04	22.57
24. Deodorize building - Ozone treatment	8,368.96 CF	0.00	0.05	0.00	418.45
Totals: Office 212				17.19	6,392.74



Closet

Height: 11' 7"

196.92 SF Walls	17.72 SF Ceiling
214.64 SF Walls & Ceiling	17.72 SF Floor
1.97 SY Flooring	17.00 LF Floor Perimeter
17.00 LF Ceil. Perimeter	

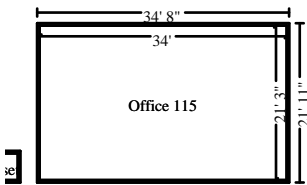


BELFOR Property Restoration

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CONTINUED - Closet

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
CLEANING					
25. Clean the walls - Heavy	196.92 SF	0.00	0.65	0.18	128.18
26. Additional cost for high wall or ceiling - 11' to 14'	17.00 SF	0.00	0.07	0.00	1.19
27. Content Manipulation charge - per hour 30 minutes / 2 techs	1.00 HR	0.00	55.50	0.00	55.50
Totals: Closet				0.18	184.87



Office 115

Height: 8'

884.00 SF Walls	722.50 SF Ceiling
1,606.50 SF Walls & Ceiling	722.50 SF Floor
80.28 SY Flooring	110.50 LF Floor Perimeter
110.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
MITGATION					
28. Remove wet suspended ceiling tile and bag for disposal	12.00 SF	0.52	0.00	0.06	6.30
Totals: Office 115				0.06	6.30
Total: Main Level				17.43	6,583.91

General

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
29. Tandem axle dump trailer - per load - including dump fees	1.00 EA	171.24	0.00	0.00	171.24
30. Asbestos test fee - full service survey - base fee	1.00 EA	0.00	325.00	0.00	325.00
31. Asbestos test fee - self test (per sample)	2.00 EA	0.00	74.03	0.00	148.06
32. Add for personal protective equipment (hazardous cleanup)	6.00 EA	0.00	22.62	6.79	142.51



BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
 (423) 486-1980 Tel. - (423) 486-1981 Fax.
 TN License 00048920 - Fed ID # 84-1309171

CONTINUED - General

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
3 sets of PPE / 2 techs for lead paint removal.					
33. Respirator - Half face - multi-purpose resp. (per day)	2.00 DA	0.00	1.67	0.00	3.34
1 mask per tech / 2 techs / 1 day					
34. Personal protective gloves - Disposable (per pair)	20.00 EA	0.00	0.41	0.76	8.96
5 pairs / 4 techs debris cleanup & cleaning.					
35. Negative air fan/Air scrubber (24 hr period) - No monit.	12.00 DA	0.00	76.54	0.00	918.48
4 air scrubbers for 3 days in the hallways. 2 air scrubbers on each floor at each end of the hallways.					
36. Water Extraction & Remediation Technician - per hour	2.00 HR	0.00	70.74	0.00	141.48
2 techs / 1 hour. Fog building and clean floors.					

Totals: General 7.55 1,859.07

Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
37. General labor - labor minimum	1.00 EA	0.00	27.84	0.00	27.84
Totals: Labor Minimums Applied				0.00	27.84

Line Item Totals: 25-186-AVON_H-EMS 24.98 8,470.82

Grand Total Areas:

2,360.88 SF Walls	1,462.72 SF Ceiling	3,823.60 SF Walls and Ceiling
1,462.72 SF Floor	162.52 SY Flooring	238.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	238.00 LF Ceil. Perimeter
1,462.72 Floor Area	1,541.94 Total Area	2,360.87 Interior Wall Area
2,572.54 Exterior Wall Area	236.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



BELFOR Property Restoration

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TN License 00048920 - Fed ID # 84-1309171

Summary for Dwelling

Line Item Total	8,445.84
Material Sales Tax	24.98
Replacement Cost Value	\$8,470.82
Net Claim	\$8,470.82

Drew Fitts
Estimator



BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
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Recap of Taxes

	Material Sales Tax (9.25%)	P Ppty Material Tax (9.25%)	P Ppty Cleaning Tax (9.25%)	Storage Rental Tax (9.25%)	State Food Tax (4%)	Local Food Tax (2.25%)
Line Items	24.98	0.00	0.00	0.00	0.00	0.00
Total	24.98	0.00	0.00	0.00	0.00	0.00



BELFOR Property Restoration

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(423) 486-1980 Tel. - (423) 486-1981 Fax.
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Recap by Room

Estimate: 25-186-AVON_H-EMS

Area: Main Level

Office 212	6,375.55	75.49%
Closet	184.69	2.19%
Office 115	6.24	0.07%

Area Subtotal: Main Level	6,566.48	77.75%
General	1,851.52	21.92%
Labor Minimums Applied	27.84	0.33%

Subtotal of Areas	8,445.84	100.00%
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Total	8,445.84	100.00%
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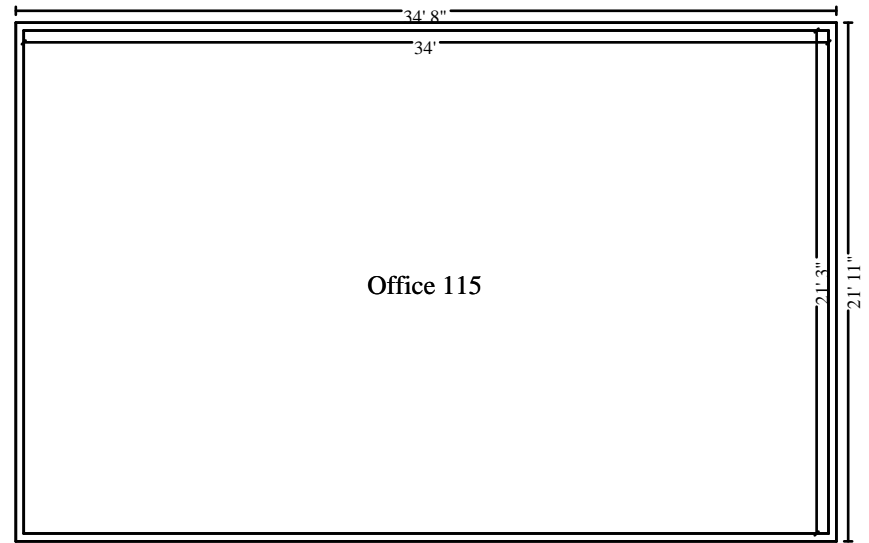
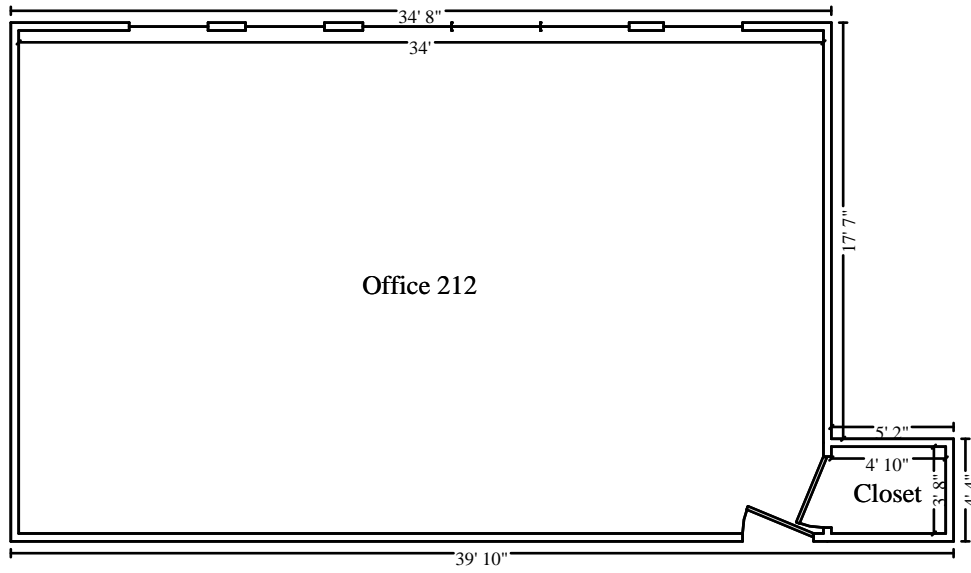


BELFOR Property Restoration

4317 N Creek Rd - Chattanooga, TN 37406
(423) 486-1980 Tel. - (423) 486-1981 Fax.
TN License 00048920 - Fed ID # 84-1309171

Recap by Category

Items	Total	%
CLEANING	1,948.24	23.00%
CONTENT MANIPULATION	55.50	0.66%
GENERAL DEMOLITION	2,012.55	23.76%
HAZARDOUS MATERIAL REMEDIATION	612.12	7.23%
LABOR ONLY	27.84	0.33%
WATER EXTRACTION & REMEDIATION	3,789.59	44.74%
Subtotal	8,445.84	99.71%
Material Sales Tax	24.98	0.29%
Total	8,470.82	100.00%





3074 Claude Ramsey Parkway
Chattanooga, TN 37421

**REQUEST FOR EXECUTIVE COMMITTEE APPROVAL
EMERGENCY/EARLY APPROVAL**

To: Executive Committee of the Board
From: Mary Ellen Heuton, Chief Financial Officer
John Simon, Executive Director of Information Technology
Date: February 13, 2026
RE: FY26 Budget Amendment – General Purpose for Technology Funds

Our district is dependent on technology for staff and students to access and deliver curriculum as well as operational services. Technology pricing and availability has become extremely volatile due to increasing demands from AI technologies. In order to safeguard delivery of instruction and sustain operations, we are recommending initiating a purchase of staff devices to cover the next year of technology replacement at a cost of approximately \$1.5M. On the student device side, we are recommending ordering \$500,000 of devices to cover replacement of broken and unserviceable devices that have reached end of life.

Due to dwindling availability of devices, we are requesting early approval from Executive Committee as we are concerned that waiting until the upcoming Board meeting may put us in a situation where are unable to acquire sufficient devices and/or we will face an escalated price of devices.

We are requesting approval to appropriate \$2,000,000 from Fund Balance Assigned for Technology for the purchase of \$1,500,000 in staff devices and \$500,000 of student devices. Notice of this approval will be included on the next available Board agenda as part of the Executive Committee Report.

Director of Schools / Superintendent

School Board Chairman:

Signed by:
Dr. Justin Robertson 02/16/2026
4D76312655B6468...

Dr. Justin Robertson Date

Signed by:
Joe Smith 02/16/2026
A11684E245B840D...

Mr. Joe Smith Date

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

From: Dr. Elaine Harper, Community Superintendent, HBLC

Date: February 19, 2026

Subject: Harrison Bay Overnight Field Trip Approval

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

1. ***East Hamilton High**-Fourteen students from the Wrestling Team traveled to Hendersonville High in Hendersonville, Tennessee, to compete in the Commando Crush Wrestling Tournament. They departed January 9, 2026, and returned January 10, 2026.
2. ***East Hamilton High**-Fourteen students from the Boys Basketball Team traveled to ETSU in Johnson City, Tennessee, to compete in the Tri State Classic Basketball Tournament. They departed January 16, 2026, and returned January 17, 2026.
3. ***East Hamilton High**-Ninety Performing Arts students traveled to Walt Disney Resorts in Lake Buena Vista, Florida, to take part in a musical performance workshop. They departed January 18, 2026, and returned January 22, 2026.
4. ***East Hamilton High**-Fourteen students from the Wrestling Team traveled to Blackman High in Murfreesboro, Tennessee, to compete in the State Sectionals. They departed February 13, 2026, and returned February 14, 2026.
5. ***East Hamilton High**-Fourteen students from the Wrestling Team traveled to the Williams County Ag Expo Center in Franklin, Tennessee, to compete in the State Wrestling Tournament. They departed February 19, 2026, and will return February 21, 2026.
6. ***Central High**-One student from the JROTC Rifle Team qualified to compete in the Regional JROTC Rifle Competition that took place in Anniston, Alabama. He departed February 5, 2026, and returned February 7, 2026.
7. ***Central High**-One student from the Band qualified to participate in the All East Honor Clinic that took place in Gatlinburg, Tennessee. He/she departed February 5, 2026, and returned February 7, 2026.
8. ***Central High**-Five students from the Wrestling Team qualified to compete in the State Wrestling Tournament that took place at the Williamson County Ag Expo Center in Franklin, Tennessee. They departed February 19, 2026, and will return February 21, 2026.

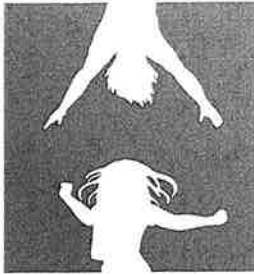
*These items were previously approved by Justin Robertson, Superintendent, and Joe Smith, Board Chairman.

9. ***Chattanooga School for the Liberal Arts**-Four students from the Band and Orchestra qualified to participate in the All East Honor Clinic that took place in Gatlinburg, Tennessee. They departed February 5, 2026, and returned February 7, 2026.
10. **Central High**-One student from the JROTC Rifle Team will travel to compete in a JROTC Rifle Competition at Gary Anderson CMP Competition Center in Port Clinton, Ohio. He will depart March 25, 2026, and return March 29, 2026.
11. **Chattanooga School for the Liberal Arts**-Five students in the Gifted Program will travel to compete in the Energy National Science Bowl at Pellissippi State Community College in Friendsville, Tennessee. They will depart February 20, 2026, and return February 21, 2026.
12. **Chattanooga School for the Liberal Arts**-Fifty two students from Youth in Government will travel to participate in the Annual Youth in Government Conference in Nashville, Tennessee. They will depart April 16, 2026, and return April 19, 2026.
13. **East Hamilton High**-Twenty one students from the Baseball Team will travel to Bishop Moore Catholic High in Orlando, Florida, to compete in a baseball tournament. They will depart March 15, 2026, and return March 20, 2026.
14. **East Hamilton High**-Twenty four students from the JROTC Drill Team will travel to the Dayton Beach Ocean Center in Dayton Beach, Florida, to compete against other drill teams from around the world. They will depart May 1, 2026, and return May 4, 2026.
15. **East Hamilton High**-Fifteen JROTC students will travel to Camp Wendell Ford in Greenville, Kentucky, to participate in JROTC Leadership Camp. They will depart May 30, 2026, and return June 3, 2026.
16. **East Hamilton Middle**-Sixty five students from the Band will travel to Douglas High School in Douglasville, Georgia, to compete in Music in the Parks Band Festival, an awards ceremony will be held at Six Flags Georgia to conclude the Festival. They will depart April 17, 2026, and return April 18, 2026.
17. **Ooltewah High**-One student from the JROTC Raider Team will travel to Fort Knox, Kentucky, to compete in the Raider National Competition at Fort Knox. They will depart April 16, 2026, and return April 19, 2026.
18. **Ooltewah High**-Fourteen JROTC students will travel to Camp Wendell Ford in Greenville, Kentucky, to participate in JROTC Leadership Camp. They will depart May 30, 2026, and return June 3, 2026.

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

*These items were previously approved by Justin Robertson, Superintendent, and Joe Smith, Board Chairman.



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

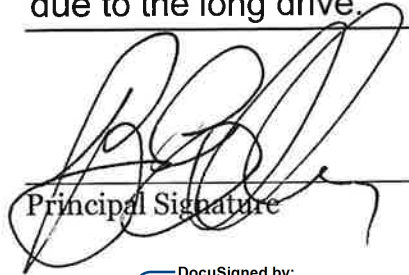
Request for Early Approval

MEMORANDUM

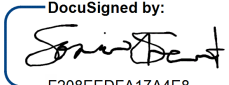
To: Executive Committee of the Board
School: East Hamilton High School
Date: 1/5/26 Trip Dates: 1/9/2026-1/10/2026

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:

Wrestling team is participating in Commando Crush Tournament in Hendersonville, TN Coach and parents decided to stay overnight due to the long drive.


Principal Signature

1/5/26
Date

DocuSigned by:

F208EEDEFA17A4E8...
Deputy Superintendent

01/06/2026
Date

APPROVED:

DS


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

01/08/2026
Date

Signed by:
Joe Smith
A11684E245B840D...
Board Chairman Signature

01/08/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 01/01/26 12:28 PM

Learning Community FRI/CTE Exceptional Ed PreK

School East Hamilton High Grade/Group/Team Wrestling Team

Departure Date/Time 01/09/26 4:00pm Return Date/Time 01/10/26 9:00pm

Event/Venue Commando Crush Wrestling Tournament Address Hendersonville High School, 123 Cherokee Rd, Hendersonville, TN 37075

Instructional value Competition outside of our region.

Evaluation Success during the tournament, improvement, and growth throughout the season.

Fee Requested \$ 0.00 How Acquired? School Funds, Booster Club-Restricted, Fundraiser(s)/Donation(s)

Total # of Students 14 Total # of Staff 2 Total # of Chaperones 2 Nurse Required: 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.

Other: _____
 County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
 Handicap Accessible Bus Cost \$ _____
 Charter Bus (Board Approved) _____ Cost \$ _____
 Cars List Driver(s) Eric Mountain, Jeremy Stankewitz, Ben Haman, Lewis Davis Cost \$ _____ Paid for by drivers

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

List Chaperones:

Staff: Eric Mountain and Jeremy Stankewitz

Chaperones: Ben Haman and Lewis Davis

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 \$ 750.00

*Projects students have undertaken to secure funds Sponsorship Signs, Chick-fil-a Spirit Night, Pizza Sells, Wrestle-a-thon

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Eric Mountain Date Submitted: 01/01/26 12:28 PM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 01/05/26

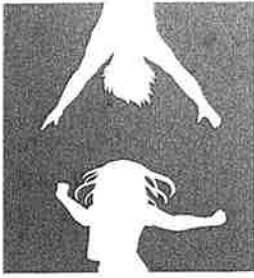
Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 01/05/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/05/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/05/26



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

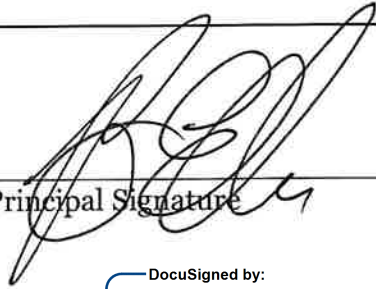
Request for Early Approval

MEMORANDUM

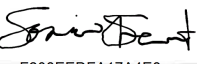
To: Executive Committee of the Board
School: East Hamilton High School
Date: 1/9/2026 Trip Dates: 1/16/2026-1/17/2026

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:

Boys Basketball was invited to participate in Tri-State Classic in Johnson City after Board Due date.


Principal Signature


Date

DocuSigned by:

F208EEDFA17A4E8...
Deputy Superintendent

01/12/2026
Date

APPROVED:

DS

Signed by:
Justin Robertson
4D76312659B6468...
Superintendent Signature

01/14/2026
Date

Signed by:
Joe Smith
A11684E245B840D...
Board Chairman Signature

01/14/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 01/06/26 2:22 PM

Learning Community FRI/CTE Exceptional Ed PreK

School East Hamilton High Grade/Group/Team HS Boys Basketball Team
Departure Date/Time 01/16/26 10:30 AM Return Date/Time 01/17/26 4:00 PM
Event/Venue Tri-State Classic @East Tennessee State University Address 1276 Gilbreath Drive, Johnson City TN 37614
Instructional value Team Building & playing in a tournament with highly competitive teams.
Evaluation Team competition

Fee Requested \$ 0.00 How Acquired? N/A
Total # of Students 14 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: 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.

Other:
County School Bus Cost \$ Bus # Driver's Name
Handicap Accessible Bus Cost \$
Charter Bus (Board Approved) Cost \$
Cars List Driver(s) Parents will provide transportation for their students 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: Gary Long, Mark Thomas, Markeion Jones

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 Name: Gary Long Date Submitted: 01/06/26 2:22 PM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 01/06/26

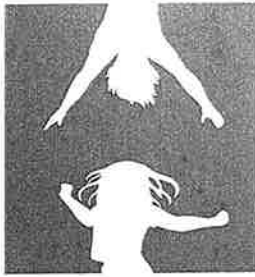
Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 01/06/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/09/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/09/26



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

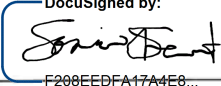
To: Executive Committee of the Board
School: East Hamilton High School
Date: 1/9/2026 Trip Dates: 1/18/2026-1/22/2026

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:

Performing Arts Trip chaperones were changed and finalized and missed the Board Due Date.

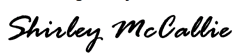


Principal Signature

1/9/26
Date

DocuSigned by:

F208EEDFA17A4E8...
Deputy Superintendent

01/12/2026
Date

APPROVED:

DocuSigned by:

5CBD1CC7F11F470...
Signed by:

4D76312855B0408...
Superintendent Signature

01/14/2026
Date

Signed by:

A11684E245B840D...
Board Chairman Signature

01/14/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 07/18/25 12:19 PM

Learning Community FRI/CTE Exceptional Ed PreK

School East Hamilton High Grade/Group/Team 9-12 Performing Arts

Departure Date/Time 01/18/26 8:00 am Return Date/Time 01/22/26 7:00 pm

Event/Venue Performance Workshops at Walt Disney Resort Address 1375 East Buena Vista Drive, Lake Buena Vista, FL

Instructional value To provide students with a unique opportunity of performing with Disney musicians and recording music for a Disney soundtrack.

Evaluation Through Performance

Fee Requested \$ 850.00 How Acquired? Student/Parent

Total # of Students 90 Total # of Staff 7 Total # of Chaperones 1 Nurse Required: No

Number of subs needed 3 Funding source for subs HCS Sub Acct

• Total # of Students with 504 Plan 4 Modifications Needed none

• Total # of Students with Disabilities 0 Modifications Needed _____

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

- Other: _____
- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (Board Approved) Premier Transportation Cost \$ \$20,000.00
- Cars List Driver(s) _____ Cost \$ _____

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

List Chaperones:

Staff: Molly Epperson, Morgan Klassen, Alex Ford, Brent Eller, Scott Moore, Jennifer Ward, Scott Moore

Chaperones: Elizabeth Fleming

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 \$ 200

*Projects students have undertaken to secure funds various fundraisers

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Molly Epperson Date Submitted: 07/18/25 12:19 PM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 09/09/25

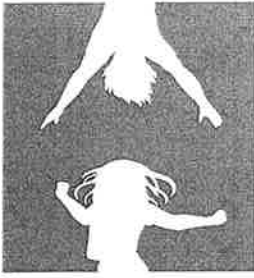
Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 01/08/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/09/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/11/26



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board
School: East Hamilton High School
Date: 2/3/2026 Trip Dates: 2/13/2026-2/14/2026

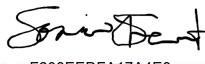
The attached request requires approval of the Board of Education. The reason this item was not submitted within the timeframe necessary for it to be placed on the agenda for a scheduled Board session is as follows:

Date was just announced for Wrestling Sectionals Tournament. Tournament.

This tournament will occur before the next Board Meeting.


Principal Signature


Date

DocuSigned by:

F208EEDFA17A4E8...
Deputy Superintendent

02/05/2026
Date

APPROVED:

DS

Signed by:

Justin Robertson
4D76312655B6468...
Superintendent Signature

02/05/2026
Date

Signed by:

Joe Smith
A14684E245B840D...
Board Chairman Signature

02/05/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 02/02/26 11:17 AM

Learning Community [checked] FRI/CTE [] Exceptional Ed [] PreK []

School East Hamilton High Grade/Group/Team High School Wrestling Team

Departure Date/Time 02/13/26 4:00 pm Return Date/Time 02/14/26 8:30 pm

Event/Venue Sectionals Wrestling Tournament/Blackman High School Address 3956 Blaze Drive, Murfreesboro, TN 37128

Instructional value Post season qualifier for the state tournament.

Evaluation The overall success of the tournament.

Fee Requested \$ 0.00 How Acquired? School Funds, Booster Club-Restricted, Fundraiser(s)/Donation(s)

Total # of Students 14 Total # of Staff 3 Total # of Chaperones 3 Nurse Required: 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.

- Other:
County School Bus Cost \$ Bus # Driver's Name
Handicap Accessible Bus Cost \$
Charter Bus (Board Approved) Cost \$
Cars List Driver(s) Eric Mountain, Jeremy Stankewitz, Trey Stanford, Ben Haman, Lewis Davis, Jesus Arciniega and Parents to provide student 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: Eric Mountain, Jeremy Stankewitz, Trey Stanford

Chaperones: Lewis Davis, Ben Haman, Jesus Arciniega

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? [checked] 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 \$ 1500
*Projects students have undertaken to secure funds Sign Sponsorships, Pizza Sells, and Donations
*Co-ed trips require co-ed chaperones. Have you complied? [checked] Yes
*Travel itinerary attached with name/address of accommodations [checked] Yes

Teacher Name: Eric Mountain Date Submitted: 02/02/26 11:17 AM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 02/03/26

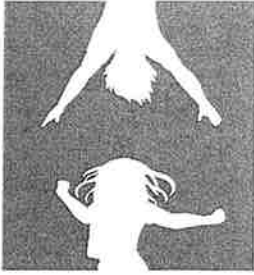
Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 02/03/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 02/03/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 02/03/26



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board

School: East Hamilton High School

Date: 2/3/2026 Trip Dates: 2/19/2026-2/21/2026

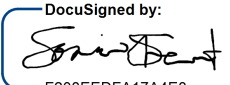
The attached request requires approval of the Board of Education. The reason this item was not submitted within the timeframe necessary for it to be placed on the agenda for a scheduled Board session is as follows:

Wrestling team had to qualify Wrestling State Tournament.

This tournament will occur before the next Board Meeting.


Principal Signature


Date

DocuSigned by:

F200EEDFA17A4E8...
Deputy Superintendent

02/05/2026
Date

APPROVED:


Signed by:

4D76312055B0408...
Superintendent Signature

02/05/2026
Date

Signed by:

A11084E245B840D...
Board Chairman Signature

02/05/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 01/21/26 11:11 AM

Learning Community FRI/CTE Exceptional Ed PreK

School East Hamilton High Grade/Group/Team Wrestling Team
Departure Date/Time 02/19/26 4:00 pm Return Date/Time 02/21/26 8:30 pm
Event/Venue Wrestling State Tournament/Williams County Ag Expo Ctr Address 4215 Long Ln., Franklin, TN 37064
Instructional value State Tournament Experience
Evaluation Overall Success from the tournament.

Fee Requested \$ 0.00 How Acquired? School Funds, Booster Club-Restricted, Fundraiser(s)/Donation(s)

Total # of Students 14 Total # of Staff 3 Total # of Chaperones 3 Nurse Required: 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.

Other:
County School Bus Cost \$ Bus # Driver's Name
Handicap Accessible Bus Cost \$
Charter Bus (Board Approved) Cost \$
Cars List Driver(s) Eric Mountain, Jeremy Stankewitz, Lewis Davis, Trey Stanford, Ben Haman, Jesus Arciniega and parents responsible for student transportation Cost \$ Paid by drivers

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

List Chaperones:

Staff: Eric Mountain, Trey Stanford, Jeremy Stankewitz

Chaperones: Ben Haman, Lewis Davis, Jesus Arcieniga

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 \$ 2600

*Projects students have undertaken to secure funds Team Sponsorships, Donations, Pizza Sells

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Eric Mountain Date Submitted: 01/21/26 11:11 AM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 01/22/26

Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 02/03/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 02/03/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 02/03/26



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board
School: Central High School
Date: 1/16/26 Trip Dates: Feb. 5-7, 2026

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:

Didn't know student qualified or would be able to attend until after cut-off date for board meeting..

Dr. Helene Rogers
Principal Signature

01.16.2026
Date

DocuSigned by:
Eric Dent
F208EEDFA17A4E8...

Deputy Superintendent

01/16/2026
Date

APPROVED:

DS
Sm

Signed by:
Justin Robertson
4D76312655B6468...

Superintendent Signature

01/16/2026
Date

Signed by:
Joe Smith
A11684E245B840D...

Board Chairman Signature

01/16/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 12/16/25 2:24 PM

Learning Community FRI/CTE Exceptional Ed PreK

School Central High Grade/Group/Team 11/JROTC/Rifle Team

Departure Date/Time 02/05/26 5:30am Return Date/Time 02/07/26 7:00pm

Event/Venue CMP Judith Legerski Competition Center Address 1470 Sentinel Drive Anniston, AL 36207 Army

Instructional value Regional Competition Student will be representing Central High School and Hamilton County as he competes for Nationals

Evaluation Student will be evaluated by the scoring judges

Fee Requested \$ 0.00 How Acquired? Fundraiser(s)/Donation(s)

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

Number of subs needed 1 Funding source for subs HCS Sub Acct

• 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.

- Other: _____
- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (**Board Approved**) _____ Cost \$ _____
- Cars List Driver(s) Gabriel Nichter 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: Gabriel Nichter

Chaperones: _____

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

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

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

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

*Projects students have undertaken to secure funds Students have raised funds through Grants and fundraisers within their community.

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Gabriel Nichter Date Submitted: 12/16/25 2:24 PM

Secretary Name & Approval: KIMBERLY CRAWFORD Approved - Secretary 01/05/26

Principal's Name & Approval: LEANGELA ROGERS Approved - Principal 01/05/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/05/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/05/26



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board
School: Chattanooga Central HS
Date: 1/15/26 Trip Dates: 2/5-2/7/26

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:

Student was not qualified for trip until 1/12/26.

Dr. Helene Rogers
Principal Signature

01.15.2026
Date

DocuSigned by:
[Signature]
F208EEDFA17A4E8...

Deputy Superintendent

02/03/2026

Date

APPROVED:

DS
[Signature]

Signed by:
Justin Robertson
4D76312655B6468...

Superintendent Signature

02/03/2026

Date

Signed by:
[Signature]
A11684E245B840D...

Board Chairman Signature

02/05/2026

Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 01/12/26 9:40 AM

Learning Community FRI/CTE Exceptional Ed PreK

School Central High Grade/Group/Team Band

Departure Date/Time 02/05/26 9:30am Return Date/Time 02/07/26 10:00 PM

Event/Venue ETSBOA All East Senior Clinic, The Park Vista Hotel - Gatlinburg Address 705 Cherokee Orchard Rd, Gatlinburg, TN 37738

Instructional value Students will be playing in an honor band comprised of the top high school instrumentalists across eastern Tennessee.

Evaluation n/a

Fee Requested \$ 0.00 How Acquired? School Funds

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

Number of subs needed 1 Funding source for subs HCS Sub Acct

• 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.

Other: _____

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (**Board Approved**) Nooga Shuttles Inc Cost \$ _____

Cars List Driver(s) _____ Cost \$ _____

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

List Chaperones:

Staff: Sebastian Lozano

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 2

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

*Projects students have undertaken to secure funds n/a

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Sebastian Lozano Date Submitted: 01/12/26 9:40 AM

Secretary Name & Approval: KIMBERLY CRAWFORD Approved - Secretary 01/15/26

Principal's Name & Approval: LEANGELA ROGERS Approved - Principal 01/15/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/16/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/16/26



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

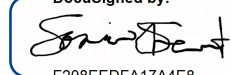
To: Executive Committee of the Board
School: Central High School
Date: 1/16/26 Trip Dates: Feb.19-21, 2026

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 didn't know if the students qualified or the location of the tournament until after the cut off date for board meeting.


Principal Signature

01.16.2026
Date

DocuSigned by:

F208EEDFA17A4E8...

Deputy Superintendent

02/03/2026
Date

APPROVED:

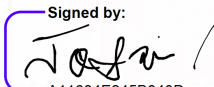
DS


Signed by:

4D76312655B6468...

Superintendent Signature

02/03/2026
Date

Signed by:

A11684E245B840D...

Board Chairman Signature

02/05/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 01/16/26 12:06 PM

Learning Community FRI/CTE Exceptional Ed PreK

School Central High Grade/Group/Team Wrestling

Departure Date/Time 02/19/26 3:00 pm Return Date/Time 02/21/26 11:30 pm

Event/Venue State Wrestling Tournament/Williamson County Ag Expo Center Address 4215 Long Ln, Franklin, TN 37064

Instructional value State Wrestling tournament

Evaluation Athletes successfully compete in State Level athletic competition.

Fee Requested \$ 0.00 How Acquired? School Athletic Fund

Total # of Students 5 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: 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.

Other: _____

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Ronald Simmons, Kyle Burney Cost \$ 0.00

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

List Chaperones:

Staff: Ronald Simmons, Kyle Burney

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 Athlete wrestling fees

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Ronald Lee Simmons Jr Date Submitted: 01/16/26 12:06 PM

Secretary Name & Approval: KIMBERLY CRAWFORD Approved - Secretary 01/20/26

Principal's Name & Approval: LEANGELA ROGERS Approved - Principal 01/20/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/21/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/21/26



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

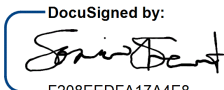
To: Executive Committee of the Board
School: Chattanooga School for The Liberal Arts
Date: 1/21/2026 Trip Dates: 02/05/2026

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 will occur before the next scheduled board meeting.


Principal Signature

1/21/20
Date

DocuSigned by:

F208EEDFA17A4E8...
Deputy Superintendent

02/03/2026
Date

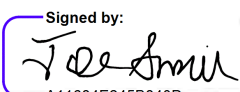
APPROVED:

DS

Signed by:

4D76312655B6468...
Superintendent Signature

02/03/2026
Date

Signed by:

A11684E245B840D...
Board Chairman Signature

02/05/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 01/20/26 5:03 PM

Learning Community FRI/CTE Exceptional Ed PreK

School CSLA Grade/Group/Team Sr. Clinic participants from HS Band and Orchestra

Departure Date/Time 02/05/26 9:30 a.m. Return Date/Time 02/07/26 5 p.m.

Event/Venue All East Sr. Clinic/All state - Park Vista Hotel Address 705 Cherokee Orchard Rd. Gatlinburg, TN 37738

Instructional value Students attending have prepared and auditioned for the All State Sr. Clinic events and have made the band/orchestra. They will get to rehearse under some amazing conductors and will perform with the All East Sr. Clinic bands

Evaluation There will be a concert February 7, 2026 in the afternoon, showcasing all the students have learned over the 3 days.

Fee Requested \$ 95.00 How Acquired? Student/Parent

Total # of Students 4 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 2 Funding source for subs HCS Sub Acct

• 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.

Other: _____

County School Bus Cost \$ _____ Bus # 26 Driver's Name Deborah Shugart

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) _____ Cost \$ _____

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

List Chaperones:

Staff: Tracy Coats, Sarah Pearson

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 2

*Estimated cost to parent support groups for this trip \$ 50

*Projects students have undertaken to secure funds They've worked and saved on their own

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Tracy Coats Date Submitted: 01/20/26 5:03 PM

Secretary Name & Approval: LESLIE LINGERFELT Approved - Secretary 01/23/26

Principal's Name & Approval: DR MARY CATHERINE GATLIN Approved - Principal 01/27/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 02/02/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 02/02/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/09/26 1:12 PM

Learning Community FRI/CTE Exceptional Ed PreK

School Central High Grade/Group/Team 9-12/JROTC/Rifle Team

Departure Date/Time 03/25/26 5:30am Return Date/Time 03/29/26 6:00pm

Event/Venue JROTC Air Rifle / Gary Anderson CMP Competition Center Address 1000 Lawrence Rd, Bldg 5042, Port Clinton, OH, United States, 43452

Instructional value Competitors will learn how to control their emotions under stress in order to achieve victory.

Evaluation Based on competitors scores.

Fee Requested \$ 0.00 How Acquired? Fundraiser(s)/Donation(s)

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

Number of subs needed 1 Funding source for subs HCS Sub Acct

• 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.

Other: _____

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Gabriel Nichter 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: Gabriel Nichter

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 Students have led/performed several grants through volunteering events and fundraisers.

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Gabriel Nichter Date Submitted: 01/09/26 1:12 PM

Secretary Name & Approval: KIMBERLY CRAWFORD Approved - Secretary 01/09/26

Principal's Name & Approval: LEANGELA ROGERS Approved - Principal 01/09/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/12/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/12/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/16/26 3:17 PM

Learning Community FRI/CTE Exceptional Ed PreK

School CSLA Grade/Group/Team 9-12/ Gifted/ US Dept. of Energy National Science Bowl

Departure Date/Time 02/20/26 2:30 pm Return Date/Time 02/21/26 6:30 pm

Event/Venue Pellissippi State Community College Address 2731 W Lamar Alexander Pkwy, Friendsville, TN 37737

Instructional value Participating in the National Science Bowl offers students a unique opportunity to showcase their knowledge in various scientific disciplines and develop critical thinking skills. It encourages teamwork, problem-solving, and a love for science, which can significantly enhance their college applications and career prospects. Additionally, winning teams receive recognition and prizes, further motivating students to excel in STEM fields.

Evaluation awards and team placement, advisor and self-reflection

Fee Requested \$ 0 How Acquired? N/A

Total # of Students 5 Total # of Staff 1 Total # of Chaperones 1 Nurse Required: 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.

Other: _____

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Parent is responsible for transporting the student to and from the event. 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: Kendra McLemore

Chaperones: Michael McLemore

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 Name: Kendra McLemore Date Submitted: 01/16/26 3:17 PM

Secretary Name & Approval: LESLIE LINGERFELT Approved - Secretary 01/16/26

Principal's Name & Approval: DR MARY CATHERINE GATLIN Approved - Principal 01/21/26

Director Admin Name & Approval: BECKY BELL Approved - Director Admin 01/26/26

Director Name & Approval: MICHELLE EARGLE Approved - Director 01/26/26

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/26/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/26/26

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

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

Today's Date: 01/07/26 2:51 PM

Learning Community FRI/CTE Exceptional Ed PreK

School CSLA Grade/Group/Team 9-12 / Youth in Government

Departure Date/Time 04/16/26 11:00 am Return Date/Time 04/19/26 6:00 pm

Event/Venue YIG/ Doubletree Downtown Nashville Address 315 4th Ave N, Nashville, TN 37219

Instructional value Students will learn the process of writing and presenting a bill at the state level and develop their public speaking skills.

Evaluation Peer review, response to advisor review, award ceremony

Fee Requested \$ 500.00 How Acquired? Student/Parent, Fundraiser(s)/Donation(s)

Total # of Students 52 Total # of Staff 3 Total # of Chaperones 3 Nurse Required: No

Number of subs needed 0 Funding source for subs _____

• Total # of Students with 504 Plan 2 Modifications Needed none

• Total # of Students with Disabilities 0 Modifications Needed _____

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

- Other: _____
- County School Bus Cost \$ 2800 Bus # 26 Driver's Name Deborah Shugart
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (**Board Approved**) _____ Cost \$ _____
- Cars List Driver(s) _____ Cost \$ _____

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

List Chaperones:

Staff: Kendra McLemore, Jennifer Fields, Travis Miller

Chaperones: Jennifer Strand, Ty Campbell, Lindsey Powell

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 Fundraising and financial aid applications

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Kendra McLemore Date Submitted: 01/07/26 2:51 PM

Secretary Name & Approval: LESLIE LINGERFELT Approved - Secretary 01/07/26

Principal's Name & Approval: DR MARY CATHERINE GATLIN Approved - Principal 01/08/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/08/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/08/26

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

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

Today's Date: 01/08/26 8:38 AM

Learning Community FRI/CTE Exceptional Ed PreK

School East Hamilton High Grade/Group/Team HS Baseball Team

Departure Date/Time 03/15/26 6:00 am Return Date/Time 03/20/26 9:00 pm

Event/Venue Orlando Spring Break Tournament / Bishop Moore Catholic High School Address 3901 Edgewater Drive, Orlando FL 32804

Instructional value Team Building and Tournament play opportunities with highly competitive teams.

Evaluation Tournament play.

Fee Requested \$ 0.00 How Acquired? Booster Club-Restricted

Total # of Students 21 Total # of Staff 2 Total # of Chaperones 2 Nurse Required: 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.

Other: _____

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (**Board Approved**) _____ Cost \$ _____

Cars List Driver(s) _____ Coaches and Parents will provide transportation for their students 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: Woody Bolus, Caleb Huskins

Chaperones: Gary Harris, William Sayers

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 \$ 10000.00

*Projects students have undertaken to secure funds Fundraisers

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Woody Bolus Date Submitted: 01/08/26 8:38 AM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 01/08/26

Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 01/08/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/09/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/09/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 12/08/25 9:09 AM

Learning Community FRI/CTE Exceptional Ed PreK

School East Hamilton High Grade/Group/Team 9-12/JROTC/Drill Team
Departure Date/Time 05/01/26 8:00am Return Date/Time 05/04/26 4:00pm
Event/Venue Daytona Beach Ocean Center Address 101 N Atlantic Ave, Daytona Beach, FL 32118
Instructional value Drill Team will compete in all disciplines against peers from around the world.
Evaluation Grading and feedback provided by professional Drill Sergeants/Drill Instructors/Company Commanders from across the military services

Fee Requested \$ 300.00 How Acquired? Student/Parent

Total # of Students 24 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: 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.

Other: _____
 County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
 Handicap Accessible Bus Cost \$ _____
 Charter Bus (**Board Approved**) Rocky Top Tours Inc Cost \$ 8000
 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: Todd Tribby, Ryan Richardson, Tonya Hardison

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 2

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

*Projects students have undertaken to secure funds Snap Raise, Blood Drive, Pizza Sales

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Todd Tribby Date Submitted: 12/08/25 9:09 AM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 12/09/25

Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 12/09/25

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 12/09/25

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 12/09/25

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

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

Today's Date: 01/14/26 8:44 AM

Learning Community FRI/CTE Exceptional Ed PreK

School East Hamilton High Grade/Group/Team 9-11/JROTC

Departure Date/Time 05/30/26 0700 Return Date/Time 06/03/26 1400

Event/Venue Camp Wendell Ford Address St-1000-10, Greenville, KY 42345

Instructional value Cadets will receive leadership instruction & evaluation while working with and leading Cadets from across the county. Evaluations and feedback are provided by HCDE JROTC Instructors

Evaluation Evaluations and feedback are provided by HCDE JROTC Instructors

Fee Requested \$ 0.00 How Acquired? N/A

Total # of Students 15 Total # of Staff 3 Total # of Chaperones 0 Nurse Required: 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.

Other: _____

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (**Board Approved**) Rocky Top Tours Inc Cost \$ NA

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: Todd Tribby, Eric Redlin, Tonya Hardison

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 Name: Todd Tribby Date Submitted: 01/14/26 8:44 AM

Secretary Name & Approval: STEPHANIE CRAMER Approved - Secretary 01/15/26

Principal's Name & Approval: BRENTLEY ELLER Approved - Principal 01/16/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/16/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/16/26

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

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

Today's Date: 01/16/26 1:11 PM

Learning Community FRI/CTE Exceptional Ed PreK

School East Hamilton Middle Grade/Group/Team 7-8/Band

Departure Date/Time 04/17/26 8:00 am Return Date/Time 04/18/26 10:00 pm

Event/Venue Music in the Parks Performance (Douglas Co. HS), World of Coke Museum, Georgia Aquarium, Six Flags Address (Douglas Co. HS 8700 Campbell St, Douglasville, GA 30134, (GA Aquarium) 225 Baker Dr NE, Atlanta, GA 30313, (World of Coke) 121 Baker Dr NE, Atlanta, GA 30313, (Six Flags) 275 Riverside Parkway, Austell, GA 30108)

Instructional value To perform and compete in the Music in the Parks Band Festival with an award ceremony held in Six Flags Park on 4/18. Students will also tour the World of Coke Museum, and Georgia Aquarium.

Evaluation Performance in the Music in the Parks Festival will be evaluated by judges, and awards and ratings will be given on 4/18/26 in Six Flags.

Fee Requested \$ 275.00 How Acquired? Student/Parent, Fundraiser(s)/Donation(s)

Total # of Students 65 Total # of Staff 4 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 1 Funding source for subs Restricted Acct

• 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.

Other: _____

County School Bus Cost \$ 2200.00 Bus # 150 Driver's Name Blake Williams

Handicap Accessible Bus Cost \$ _____

Charter Bus (**Board Approved**) _____ Cost \$ _____

Cars List Driver(s) _____ Cost \$ _____

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

List Chaperones:

Staff: Adam Miller, Hannah Waters, Gina Miller, Taryn Painter

Chaperones: _____

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

***Overnight Field Trips**

*Number of students not attending for economic reasons 0

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

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

*Projects students have undertaken to secure funds Direct Payments, and SnapRaise Fundraiser for overflow only

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Adam Miller Date Submitted: 01/16/26 1:11 PM

Secretary Name & Approval: RACHAEL SCHWENDIMAN Approved - Secretary 01/20/26

Principal's Name & Approval: DR JUSTIN MCCULLEY Approved - Principal 01/20/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 02/03/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 02/03/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/12/26 2:29 PM

Learning Community FRI/CTE Exceptional Ed PreK

School Ooltewah High Grade/Group/Team JROTC Raider team
Departure Date/Time 04/16/26 0800 am Return Date/Time 04/19/26 7:00 pm
Event/Venue Raider National Championship / Ft Knox, KY Address Building 1110 B Suite 101, 125 6th Ave, Fort Knox, KY 40121
Instructional value Physical fitness, teamwork, leadership
Evaluation Competition

Fee Requested \$ 0.00 How Acquired? N/A

Total # of Students 14 Total # of Staff 1 Total # of Chaperones 1 Nurse Required: 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.

Other: _____
 County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
 Handicap Accessible Bus Cost \$ _____
 Charter Bus (Board Approved) Rocky Top Tours Inc Cost \$ \$ 6000.00
 Cars List Driver(s) _____ Cost \$ _____

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

List Chaperones:

Staff: David Fleming

Chaperones: Leslie Sharp

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 Chocolate bar fund raiser
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher Name: David Fleming Date Submitted: 01/12/26 2:29 PM

Secretary Name & Approval: TINA LEE Approved - Secretary 01/13/26

Principal's Name & Approval: DONALD MULLINS Approved - Principal 01/13/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/14/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/14/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/12/26 2:37 PM

Learning Community FRI/CTE Exceptional Ed PreK

School Ooltewah High Grade/Group/Team JROTC

Departure Date/Time 05/30/26 08:00 am Return Date/Time 06/03/26 3:00 pm

Event/Venue JROTC Cadet Leadership Challenge / Wendell Ford Training Center Address 4675 KY-181 N, Greenville, KY 42345

Instructional value Teamwork, confidence, fitness, esprit de corp

Evaluation Leadership

Fee Requested \$ 0.00 How Acquired? N/A

Total # of Students 14 Total # of Staff 1 Total # of Chaperones 1 Nurse Required: 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.

Other: _____

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (**Board Approved**) Rocky Top Tours Inc 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: David Fleming

Chaperones: Leslie Sharp

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 Name: David Fleming Date Submitted: 01/12/26 2:37 PM

Secretary Name & Approval: TINA LEE Approved - Secretary 01/13/26

Principal's Name & Approval: DONALD MULLINS Approved - Principal 01/13/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/14/26

LC Super Name & Approval: ELAINE HARPER Approved - LC Superintendent 01/14/26

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

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

Date: February 19, 2026

Subject: Field Trips

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

- #1. **Red Bank Middle School** – Twenty 6th-8th grade Beta Club students will travel to the Gatlinburg Convention Center in Gatlinburg, Tennessee March 12-13, 2026 to participate in sessions and academic projects which will demonstrate collaborative and leadership skills.
- #2. **Red Bank High School** – Fourteen 9th-12th grade Baseball Team students will travel to Sevierville and Dandridge, Tennessee March 16-18, 2026 to participate in the Spring Break Baseball Tournament.
- #3. **Signal Mountain Middle/High School** – Thirty-Four JV and Varsity Boys Soccer Team students will travel to Rocky Top Sports World in Gatlinburg, Tennessee March 28-29, 2026 to compete in the Smoky Cup Invitational Soccer Tournament.
- #4. **Center for Creative Arts School** – Three 10th-12th grade Vocal Music students will travel to the Opryland Hotel in Nashville, Tennessee April 9-11, 2026 to participate in the All-State Honor Choir.
- #5. **Center for Creative Arts School** – Twelve 9th-12th grade Instrumental students will travel to the Opryland Hotel in Nashville, Tennessee April 9-12, 2026 to participate in the TMEA All State Band Conference.
- #6. **Signal Mountain Middle/High School** – Two Band students will travel to the Opryland Hotel in Nashville, Tennessee April 9-12, 2026 to participate in the TMEA All State Band Conference.
- #7. **Signal Mountain Middle/High School** – Twenty-Two 11th-12th grade Technology students will travel to the Marriott Convention Center in Chattanooga, Tennessee April 9-12, 2026 to participate in the Technology Student Association State Competition.
- #8. **Normal Park Upper School** – Sixty-Seven 8th grade students will travel to Camp Jekyll in Jekyll Island, Georgia May 13-15, 2026 to attend the Camp Jekyll Georgia 4-H Camp.
- #9*. **Signal Mountain Middle/High School** – Twenty-Seven high school Wrestling Team students traveled to Franklin, Tennessee January 30-31, 2026 to compete in the TSSAA Wrestling Duals.
- #10*. **Chattanooga School for the Arts & Sciences Upper School** – Seven 9th-12th grade Band students traveled to Tennessee Tech University in Cookeville, Tennessee February 13-14, 2006 to participate in the Festival of Winds and Percussions concert.

#11*. **Red Bank High School** – Five 9th-12th grade Wrestling Team students are traveling to Franklin, Tennessee February 19-21, 2026 to participate in the Williamson Count Ag Expo Wrestling State Tournament.

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

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

From: Dr. Lee Ziegler, Community Superintendent, NRLC

Date: February 19, 2026

Subject: North River Overnight Field Trip Approval

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

1. ***Soddy Daisy High**-Ten students from the Band qualified to travel and participate in the All East Honor Band in Gatlinburg, Tennessee. They departed February 5, 2026, and returned February 7, 2026.
2. ***Hixson High**-Five students from the Girls Wrestling Team qualified to compete in the State Wrestling Tournament at the Williamson County Ag Expo Center in Franklin, Tennessee. They departed February 19, 2026, and will return February 21, 2026.
3. **Hixson High**-Fifty JROTC students will travel to historical Virginia sites in Jamestown, Yorktown and Williamsburg for a curriculum in action experience. They will depart March 12, 2026, and will return March 15, 2026.
4. **Hixson High**-Sixteen FFA students will travel to the Gatlinburg Convention Center in Gatlinburg, Tennessee, to participate in the Annual FFA Convention. They will depart March 22, 2026, and will return March 24, 2026.
5. **Hixson High**-Sixty seven students participating in FBLA will convene downtown at the Chattanooga Convention Center to participate in the Annual FBLA Conference. They will convene at the Convention Center on April 7, 2026, and will depart April 9, 2026.
6. **Sale Creek Mid High**-Twenty five students in the Gifted Program will embark on a tour of North Alabama College Campuses. They will depart March 4, 2026, and return March 5, 2026.
7. **Sale Creek Mid High**-Ten advanced art students will travel to Nashville, Tennessee, on a college tour and immersive art experience. They will depart March 27, 2026, and return March 29, 2026.
8. **Soddy Daisy High**-Three students from the Forensics Team will travel to participate in the District Forensics Tournament at Seymour High School in Seymour, Tennessee. They will depart February 27, 2026, and will return February 28, 2026.

*These items were previously approved by Justin Robertson, Superintendent, and Joe Smith, Board Chairman.

9. **Soddy Daisy High**-Three students from the Band were chosen to participate in the All State Honor Band at the Gaylord Opryland Hotel and Conference Center in Nashville, Tennessee. They will depart April 9, 2026, and will return April 12, 2026.
10. **Soddy Daisy High**-Fifteen students from Youth in Government will travel to participate in the Annual Youth in Government Conference in Nashville, Tennessee. They will depart April 16, 2026, and will return April 19, 2026.

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

*These items were previously approved by Justin Robertson, Superintendent, and Joe Smith, Board Chairman.



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board
School: Soddy Daisy High School
Date: 1/12/2026 Trip Dates: 2/5/2026 - 2/7/2026

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:

ETSBOA ALL-STATE EAST: Auditions were not held until after we returned from Christmas break.

Angie Good
Principal Signature

1/12/26
Date

DocuSigned by:
Eric Dent
F208EEDFA17A4E8...
Deputy Superintendent

01/14/2026
Date

APPROVED:

DS
SM
Signed by:
Justin Robertson
4D70312055B0408...
Superintendent Signature

01/14/2026
Date

Signed by:
Joe Smith
A11684E245B840D...
Board Chairman Signature

01/14/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 01/08/26 10:08 AM



Learning Community



FRI/CTE



Exceptional Ed



PreK

School Soddy Daisy High

Grade/Group/Team Band 9-12

Departure Date/Time 02/05/26 8:00am

Return Date/Time 02/07/26 6:00pm

Event/Venue ETSBOA All-East Honor Band

Address Park Vista Hotel, 705 Cherokee Orchard Rd, Gatlinburg, TN 37738

Instructional value Students will participate in Honor Band

Evaluation Public Performance

Fee Requested \$ 25.00 How Acquired? Student/Parent

Total # of Students 10 Total # of Staff 1 Total # of Chaperones 2 Nurse Required: No

Number of subs needed 1

Funding source for subs HCS Sub Account

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.

Other:

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

Handicap Accessible Bus Cost \$

Charter Bus (Board Approved) Nooga Shuttles Inc Cost \$ \$25 per student

Cars List Driver(s) Cost \$

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

List Chaperones:

Staff: Joshua Light

Chaperones: Chris Harris, Amanda Harris

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

*Overnight Field Trips

*Number of students not attending for economic reasons 0

*Number of trips this group expects to take which will require funds 3

*Estimated cost to parent support groups for this trip \$ 2000

*Projects students have undertaken to secure funds Coke, Snap Raise, Strawberries, etc.

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Joshua Light Date Submitted: 01/08/26 10:08 AM

Secretary Name & Approval: TINA BISHOP Approved - Secretary

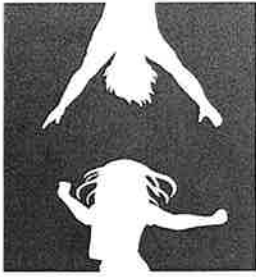
Principal's Name & Approval: ANGELA CASS Approved - Principal 01/08/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/12/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 01/12/26



Hamilton County Schools
3074 Hickory Valley Road
Chattanooga, Tennessee 37421

Request for Early Approval

MEMORANDUM

To: Executive Committee of the Board
School: Hixson High School
Date: 01/11/2026 Trip Dates: 02/19/2026-02/21/2026

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 team was not sure they would have qualifiers for the tournament.

Principal Signature

1/13/26
Date

DocuSigned by:

F208EEDFA17A4E8...

Deputy Superintendent

01/15/2026
Date

APPROVED:

DS
SM

Signed by:

4D76312655B6468...

Superintendent Signature

01/16/2026
Date

Signed by:

A11684E245B840D...

Board Chairman Signature

01/16/2026
Date

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 01/08/26 10:30 AM



Learning Community



FRI/CTE



Exceptional Ed



PreK

School Hixson High

Grade/Group/Team Girls Wrestling Team

Departure Date/Time 02/19/26 3:45pm

Return Date/Time 02/21/26 11:30pm

Event/Venue Girls State at Ag Expo Park - Franklin

Address 4215 Long Ln, Franklin, TN 37064

Instructional value Girls state event

Evaluation Hopefully we get many placers

Fee Requested \$ 0.00 How Acquired? School Funds, School Athletic Fund

Total # of Students 5 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: 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.

Other: _____

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Coach 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: Trae Walters, ALEXANDRIA WINESBURGH

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 Name: Trae Walters Date Submitted: 01/08/26 10:30 AM

Secretary Name & Approval: TRACY MILLER Approved - Secretary

Principal's Name & Approval: LUNT_DANIEL@HCDE.ORG Approved - Principal 01/08/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/13/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 01/13/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/22/26 11:01 AM

Learning Community FRI/CTE Exceptional Ed PreK

School Hixson High

Grade/Group/Team 8-12 / JROTC

Departure Date/Time 03/12/26 7:30am

Return Date/Time 03/15/26 7:00pm

Event/Venue Curriculum in Action Trip / Williamsburg, VA / Yorktown, VA / Jamestown, VA

Address 1 Waterside Dr Suite 248, Norfolk, VA 23510

Instructional value Our trips are mandated by JROTC to take at least one trip a year. Honoring the 250th Anniversary of our Country, we will be taking a tour of Yorktown and Jamestown. We will also visit Nauticus and the USS Wisconsin. This is a chance for our students to see where I country started.

Evaluation N/A

Fee Requested \$ 300.00 How Acquired? N/A

Total # of Students 50 Total # of Staff 4 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 2 Funding source for subs HCS Sub Account

• 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.

- Other: _____
- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (**Board Approved**) Nooga Shuttles Inc Cost \$ \$8,100.00
- Cars List Driver(s) _____ Cost \$ _____

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

List Chaperones:

Staff: Col Marc Wimmer / Karen Wimmer / MSgt Doug Burhans / Jennifer Rimback

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 Annual Fundraiser

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: MSgt Doug Burhans Date Submitted: 01/22/26 11:01 AM

Secretary Name & Approval: TRACY MILLER Approved - Secretary

Principal's Name & Approval: LUNT_DANIEL@HCDE.ORG Approved - Principal 01/22/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/22/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 01/22/26

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

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

Today's Date: 01/15/26 7:57 AM

Learning Community FRI/CTE Exceptional Ed PreK

School Hixson High Grade/Group/Team Hixson FFA Chapter
Departure Date/Time 03/22/26 12:00 pm Return Date/Time 03/24/26 10:30 pm
Event/Venue TN FFA State Convention, Gatlinburg Convention Center Address 234 Airport Rd, Gatlinburg, TN 37738
Instructional value State CTSO Convention - awards, recognition, workshops, contests
Evaluation Recognition of achievements, participation in workshops, attend college & career fair, placement in competitions

Fee Requested \$ 200.00 How Acquired? Student/Parent, Fundraiser(s)/Donation(s)

Total # of Students 16 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 1 Funding source for subs HCS Sub Acct

- 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.

Other: _____
 County School Bus Cost \$ 2000 Bus # - _____ Driver's Name Adam Marshall
 Handicap Accessible Bus Cost \$ _____
 Charter Bus (**Board Approved**) _____ Cost \$ _____
 Cars List Driver(s) _____ Cost \$ _____

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

List Chaperones:

Staff: Lee Friedlander, Mallory Doss (HCS Nutrition)

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 4

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

*Projects students have undertaken to secure funds Greenhouse sales year round.

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Lee Friedlander Date Submitted: 01/15/26 7:57 AM

Secretary Name & Approval: TRACY MILLER Approved - Secretary 01/15/26

Principal's Name & Approval: LUNT_DANIEL@HCDE.ORG Approved - Principal 01/15/26

Director Admin Name & Approval: ALECIA SMITH Approved - Director Admin 01/15/26

Director Name & Approval: OLIVIA BAGBY Approved - Director 01/15/26

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/21/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 01/21/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/23/26 1:34 PM

Learning Community FRI/CTE Exceptional Ed PreK

School Hixson High Grade/Group/Team 9-12/FBLA
Departure Date/Time 04/07/26 9:30 am Return Date/Time 04/09/26 1:00 PM
Event/Venue FBLA SLC 2026 - Chattanooga Convention Center Address 1 Carter St. Chattanooga, TN 37402

Instructional value Coca-Cola Marketing students will be competing at the FBLA SLC. These students have prepared for months for their respective competition. They have put hours into this event and will go before judges to present their findings.

Evaluation Awards ceremony and scoring rubrics

Fee Requested \$ 171.00 How Acquired? Student/Parent

Total # of Students 67 Total # of Staff 4 Total # of Chaperones 1 Nurse Required: No

Number of subs needed 3 Funding source for subs HCS Sub Acct

- 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.

Other:
County School Bus Cost \$ 650 Bus # 3 Driver's Name Abbie Raines
Handicap Accessible Bus Cost \$
Charter Bus (Board Approved) Cost \$
Cars List Driver(s) Cost \$

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

List Chaperones:

Staff: James (Mario) Jefferson, Brenda McEntyre, Jill Moses, Leann Plumlee, Greg Vandergriff

Chaperones: Jason 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 2
*Estimated cost to parent support groups for this trip \$ 75
*Projects students have undertaken to secure funds Students raise funds at our school's print shop and we're preparing to host a school talent show
*Co-ed trips require co-ed chaperones. Have you complied? Yes
*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Jill Moses Date Submitted: 01/23/26 1:34 PM

Secretary Name & Approval: TRACY MILLER Approved - Secretary 01/28/26

Principal's Name & Approval: LUNT_DANIEL@HCDE.ORG Approved - Principal 01/28/26

Director Admin Name & Approval: ALECIA SMITH Approved - Director Admin 01/28/26

Director Name & Approval: OLIVIA BAGBY Approved - Director 01/28/26

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/29/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 01/29/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/08/26 12:59 PM

Learning Community FRI/CTE Exceptional Ed PreK

School Sale Creek Mid High Grade/Group/Team 8th-11th gifted

Departure Date/Time 03/04/26 6:30 AM Return Date/Time 03/05/26 6:30 PM

Event/Venue Tour of Alabama Colleges/University of AL, University of Montevallo, UAB, UAH Address

Instructional value to show students post-secondary options

Evaluation follow-up interest survey and eventually college applications

Fee Requested \$ 0.00 How Acquired? N/A

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

Number of subs needed 1 Funding source for subs HCS Sub Account

Total # of Students with 504 Plan 4 Modifications Needed none

Total # of Students with Disabilities 0 Modifications Needed

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

Other: County School Bus Cost \$ Bus # Driver's Name Handicap Accessible Bus Cost \$ Charter Bus (Board Approved) Premier Transportation Cost \$ 3,050.00 Cars List Driver(s) Cost \$

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

List Chaperones:

Staff: Karen McGhee, Kellie Patterson, Blake Clemons

Chaperones:

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

*Overnight Field Trips

*Number of students not attending for economic reasons 0

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

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

*Projects students have undertaken to secure funds 0

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Karen McGhee Date Submitted: 01/08/26 12:59 PM

Secretary Name & Approval: AMY WILLIAMS Approved - Secretary

Principal's Name & Approval: LEANN WELCH Approved - Principal 01/08/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/08/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 01/08/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/14/26 11:43 AM

Learning Community [checked] FRI/CTE [] Exceptional Ed [] PreK []

School Sale Creek Mid High Grade/Group/Team ART 3

Departure Date/Time 03/27/26 7:00 AM Return Date/Time 03/29/26 6:00 PM

Event/Venue Art Enrichment, College Visit/Nossi, Appalachian Craft Ctr, Frist Museum, TN State Museum, Cheekwood Address 590 Creative Way, Nashville, TN 37115, 600 Ermac Dr, Nashville, TN 37214

Instructional value Students will have hands on experiences at the Appalachian Craft Center in Smithville, visit Nossi art college, view and critic art at Frist Museum, Tennessee State Museum and Cheekwood in Nashville. This trip will help decide about future educational plans.

Evaluation Students will complete a critic and summary of their experiences on the trip. In the past, this trip has been beneficial to the students both in their work in the classroom, their appreciation of art and future plans.

Fee Requested \$ 200.00 How Acquired? Student/Parent

Total # of Students 10 Total # of Staff 1 Total # of Chaperones 2 Nurse Required: No

Number of subs needed 1 Funding source for subs HCS Sub Account

- 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.

- Other:
County School Bus Cost \$ Bus # Driver's Name
Handicap Accessible Bus Cost \$
Charter Bus (Board Approved) Cost \$
Cars List Driver(s) Tim Smith, Amy Williams Cost \$ none

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 Smith

Chaperones: Amy Williams, Tanya Gaither

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 none
*Co-ed trips require co-ed chaperones. Have you complied? Yes
*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Tim Smith Date Submitted: 01/14/26 11:43 AM

Secretary Name & Approval: AMY WILLIAMS Approved - Secretary

Principal's Name & Approval: LEANN WELCH Approved - Principal 02/03/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 02/03/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 02/03/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 02/02/26 11:47 AM

Learning Community FRI/CTE Exceptional Ed PreK

School Soddy Daisy High Grade/Group/Team Forensics
Departure Date/Time 02/27/26 9:00am Return Date/Time 02/28/26 9:00pm
Event/Venue Forensics Competition/Seymour High School Address 732 Boyds Creek Hwy, Seymour, TN 37865
Instructional value Competition
Evaluation Performance

Fee Requested \$ 10.00 How Acquired? Student/Parent
Total # of Students 20 Total # of Staff 1 Total # of Chaperones 3 Nurse Required: No
Number of subs needed 1 Funding source for subs HCS Sub Account
• 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.

Other: _____
 County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
 Handicap Accessible Bus Cost \$ _____
 Charter Bus (**Board Approved**) _____ Cost \$ _____
 Cars List Driver(s) Jaden Partain, Heather Montgomery, Stacey Bandy, JayEvan Montgomery Cost \$ 0.00

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

List Chaperones:

Staff: Jaden Partain

Chaperones: Heather Montgomery, JayEvan Montgomery, Stacey Bandy

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 7
- *Estimated cost to parent support groups for this trip \$ 0.00
- *Projects students have undertaken to secure funds Home Tournament, Pizza sales
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Jaden Partain Date Submitted: 02/02/26 11:47 AM

Secretary Name & Approval: TINA BISHOP Approved - Secretary

Principal's Name & Approval: ANGELA CASS Approved - Principal 02/04/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 02/04/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 02/04/26

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

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

Today's Date: 02/03/26 1:48 PM

Learning Community FRI/CTE Exceptional Ed PreK

School Soddy Daisy High Grade/Group/Team Band 9-12

Departure Date/Time 04/09/26 12:00pm Return Date/Time 04/12/26 6:00pm

Event/Venue TNMEA All-State Honor Band/Gaylord Opryland Hotel & Conference Center Address 2800 Opryland Dr, Nashville, TN 37214

Instructional value Students earned a seat in the Tennessee All-State Band

Evaluation Public Performance

Fee Requested \$ 531.00 How Acquired? Student/Parent

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

Number of subs needed 1 Funding source for subs HCS Sub Account

- 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.

- Other: _____
- County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
- Handicap Accessible Bus Cost \$ _____
- Charter Bus (**Board Approved**) _____ Cost \$ _____
- Cars List Driver(s) Parents 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: Joshua Light, Rebecca Light

Chaperones: Chris Harris, Amanda Harris

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

***Overnight Field Trips**

- *Number of students not attending for economic reasons 0
- *Number of trips this group expects to take which will require funds 3
- *Estimated cost to parent support groups for this trip \$ 2000
- *Projects students have undertaken to secure funds Coke, Snap Raise, Strawberries, etc.
- *Co-ed trips require co-ed chaperones. Have you complied? Yes
- *Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Joshua Light Date Submitted: 02/03/26 1:48 PM

Secretary Name & Approval: TINA BISHOP Approved - Secretary

Principal's Name & Approval: ANGELA CASS Approved - Principal 02/03/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 02/04/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 02/04/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/09/26 8:14 AM

Learning Community FRI/CTE Exceptional Ed PreK

School Soddy Daisy High Grade/Group/Team Various 9th-12th Graders
Departure Date/Time 04/16/26 10:00am Return Date/Time 04/19/26 4:00pm
Event/Venue Youth In Government Address The Doubletree by Hilton Hotel, 315 4th Ave. N, Nashville, TN 37219
Instructional value Persuasive Writing and Speech, Research, State Government, Debate
Evaluation Competition Awards, Peer and Self Evaluation

Fee Requested \$ 600.00 How Acquired? Student/Parent, Fundraiser(s)/Donation(s)

Total # of Students 15 Total # of Staff 2 Total # of Chaperones 0 Nurse Required: 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.

Other:
County School Bus Cost \$ Bus # Driver's Name
Handicap Accessible Bus Cost \$
Charter Bus (Board Approved) Cost \$
Cars List Driver(s) Parents are responsible for 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: Brooke Hopkins, Travis Miller

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 financial aid from organization
*Co-ed trips require co-ed chaperones. Have you complied? Yes
*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Brooke Hopkins Date Submitted: 01/09/26 8:14 AM

Secretary Name & Approval: TINA BISHOP Approved - Secretary

Principal's Name & Approval: ANGELA CASS Approved - Principal 01/09/26

Director Admin Name & Approval:

Director Name & Approval:

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/09/26

LC Super Name & Approval: LEE ZIEGLER Approved - LC Superintendent 01/09/26

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

From: Dr. Tony Donen, Executive Principal, WDCS

Date: February 19, 2026

Subject: WDCS Overnight Field Trip Approval

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

1. **North River Future Ready Center**-Four students from the Culinary Competition Team will travel to Nashville State Community College in Nashville, Tennessee, to compete in the Tennessee Junior Chef Competition. They will depart March 5, 2026, and return March 6, 2026.
2. **North River Future Ready Center**-Fifty students from the FFA Veterinary Science Team will travel to UT Martin in Martin, Tennessee, for a veterinary science competition. They will depart April 17, 2026, and return April 18, 2026.

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

HAMILTON COUNTY SCHOOLS

Request for Field Trip Approval

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

Today's Date: 01/12/26 9:53 AM

Learning Community
 FRI/CTE
 Exceptional Ed
 PreK

School North River FRC Grade/Group/Team The North River Culinary Competition Team

Departure Date/Time 03/05/26 8:00 am Return Date/Time 03/06/26 5:00 pm

Event/Venue TN Junior Chef Competition / Nashville State Community College Address 120 White Bridge Rd., Nashville, TN 37209

Instructional value Students compete to develop a nutritious, student-friendly recipe that includes local foods and is easily incorporated into the school nutrition program.

Evaluation Students will be judged by a panel of culinary experts.

Fee Requested \$ 0.00 How Acquired? CTE/FRI

Total # of Students 4 Total # of Staff 1 Total # of Chaperones 0 Nurse Required: No

Number of subs needed 1 Funding source for subs HCS Sub Acct

- 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.

- Other: _____
 County School Bus Cost \$ _____ Bus # _____ Driver's Name _____
 Handicap Accessible Bus Cost \$ _____
 Charter Bus (**Board Approved**) _____ Cost \$ _____
 Cars List Driver(s) Steven Knopfke (teacher) Cost \$ \$195.75 (125 miles each way)

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: Steven Knopfke

Chaperones: _____

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

***Overnight Field Trips**

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

Teacher Name: Knopfke Date Submitted: 01/12/26 9:53 AM

Secretary Name & Approval: BECKY COLLIER Approved - Secretary 01/16/26

Principal's Name & Approval: AMANDA BARON Approved - Principal 01/16/26

Director Admin Name & Approval: ALECIA SMITH Approved - Director Admin 01/20/26

Director Name & Approval: OLIVIA BAGBY Approved - Director 01/20/26

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/21/26

LC Super Name & Approval: TONY DONEN Approved - LC Superintendent 01/21/26

HAMILTON COUNTY SCHOOLS
Request for Field Trip Approval

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

Today's Date: 01/06/26 6:57 PM

Learning Community FRI/CTE Exceptional Ed PreK

School North River FRC Grade/Group/Team FFA Vet Science Team

Departure Date/Time 04/17/26 10:00am Return Date/Time 04/18/26 9:00pm

Event/Venue FFA Vet Science Competition/UT Martin Address 554 University St, Martin, TN 38238

Instructional value Vet Science students put their skills and knowledge to the test by competing against other schools regarding veterinary breed and tool identification, parasitology, practicum application and pharmacology.

Evaluation Student placement.

Fee Requested \$ 50 How Acquired? Student/Parent

Total # of Students 4 Total # of Staff 1 Total # of Chaperones 1 Nurse Required: No

Number of subs needed 1 Funding source for subs HCS Sub Acct

• 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.

Other: _____

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

Handicap Accessible Bus Cost \$ _____

Charter Bus (Board Approved) _____ Cost \$ _____

Cars List Driver(s) Ivette Everette 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: Ivette Everette

Chaperones: Jennifer Duvall (parent of only male student attending)

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 Dog Wash Fundraisers and donations

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

*Travel itinerary attached with name/address of accommodations Yes

Teacher Name: Ivette Everette Date Submitted: 01/06/26 6:57 PM

Secretary Name & Approval: BECKY COLLIER Approved - Secretary 01/08/26

Principal's Name & Approval: AMANDA BARON Approved - Principal 01/08/26

Director Admin Name & Approval: _____

Director Name & Approval: _____

LC Super Admin Name & Approval: ALYSSA TEAL Approved - LC Assistant 01/08/26

LC Super Name & Approval: TONY DONEN Approved - LC Superintendent 01/08/26

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

From: Mary Ellen Heuton, Chief Finance Officer
Lindsay Cepero, Director of Procurement

Date: February 19, 2026

Subject: Bids/Contracts

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

1. Attached for your approval are for the following:
 - A. Approve Contract for Temporary Staffing with ESS South Central, LLC
 - B. Award RFP 26-28, Collections Agency Services
 - C. Award RFP 26-31, Soddy Daisy Middle School Construction Manager at Risk

2. Recommend approval as presented.

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

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

From: Dr. Zac Brown, Chief of Talent
Dr. Jesse Gray, Director of Talent Acquisition

Date: February 19, 2026

Subject: Approve Contract for Temporary Staffing with ESS South Central, LLC

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Approve a cooperative-based contract with ESS South Central, LLC to provide temporary staffing services on an as-needed basis for an initial term of two (2) years, with the option to renew for two (2) additional one-year periods, as approved in the departments' annual adopted budgets. Services will be provided through the Equalis Group cooperative contract R10-1180G, which was competitively solicited and awarded to ESS South Central, LLC. This agreement has a current estimated annual expenditure of \$6,200,000.00. Expenditures will be paid from budgeted General Purpose funds.

Hamilton County Schools has successfully utilized ESS South Central, LLC to provide temporary staffing services since 2019, during which time the staffing program has demonstrated measurable improvements in service consistency, operational effectiveness, and alignment with district staffing needs. In our partnership with ESS, we achieved a 79% fill rate for the 2024-2025 school year and an 85% fill rate for the current school year to date. Maintaining continuity with this established provider supports the continued growth and maturity of the program and avoids unnecessary disruption to services that are currently performing well. Utilization of the Equalis Group cooperative contract provides a nationally solicited contract vehicle with terms, pricing, and service standards aligned with district needs, allowing for efficient procurement, reduced administrative burden, preserved program stability, and access to an expanded contract support team for additional oversight and assistance.

Attachment:

- Substitute Staff Placement Agreement

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

ESS SOUTH CENTRAL, LLC

SUBSTITUTE STAFF PLACEMENT AGREEMENT (The Equalis Group Contract # R10-1180G)

This is an Agreement, entered into as of February 19, 2026, by and between **ESS South Central, LLC** (the “Company”) located at 1 Centre 1 N #200, Paragould, AR 72450 and the **Hamilton County Department of Education** located at 3074 Claude Ramsey Parkway Chattanooga TN, 37421 (hereinafter referred to as “LEA” for Local Education Agency).

Background

WHEREAS, the Company is in the business of providing substitute teachers for LEAs, as well as other related staffing services. The LEA desires to engage the services of the Company on the terms and conditions set forth in this Agreement;

WHEREAS, the Company holds a contract with the Equalis Group cooperative purchasing organization known as contract R10-1180G; and

WHEREAS, the LEA desires to enter into this Agreement with the Vendor in accordance with the terms and conditions of contract R10-1180G which are made part of this contract by reference.

NOW THEREFORE, intending to be legally bound and acknowledging the receipt of adequate consideration, the parties hereby agree as follows:

1. Provision of Substitute Staff. The Company shall be the provider of substitute teachers and other staff listed in Exhibit “A” (**hereinafter “Substitute Staff”**) to fill positions at the request of the LEA on an as-needed basis, using such request mechanism(s), policies and procedures as may be established by the Company from time to time. The Company makes no guarantee that it will be able to fill all requests made by the LEA.

1.1 The LEA agrees that the Company shall be the provider of Substitute Staff to the LEA. All or any placement of Substitute Staff shall be made pursuant to this Agreement and the processes and procedures established by the Company, be paid by the Company, and be invoiced back to the LEA by Company.

1.2 The LEA will provide a list of staff who the LEA has employed prior to the Agreement and whom the LEA desires to remain in the pool of Substitute Staff assigned by the Company to the LEA. The LEA shall provide a written list of such personnel and may update said list, by written addition or deletion of all changes, as appropriate. If the LEA was serviced by another vendor prior to this Agreement, the LEA will also make a good faith effort to produce a list of staff who provided services through this vendor. Subject to the interview, training, background checks and certification requirements included elsewhere in the Agreement, and normal employee responsibilities attendant to employment, the Company will accept such persons for assignment to the LEA. However, as part of the transition process, the LEA certifies that the aforementioned former Substitute Staff of the LEA meet the state requirements to serve as Substitute Staff (ex. Criminal history, TB Test) for the first 90 days after Company begins services,

unless Company is otherwise notified by LEA. The LEA acknowledges that the Substitute Staff will be ineligible to accept substitute assignments after said 90 day period if they are determined to be non-compliant with the laws governing educational employees in the State, which shall be Company's responsibility to determine pursuant to the terms of the Agreement. LEA further agrees to forward to Company any report of criminal activity regarding these Substitute Staff from local, state or federal law enforcement or other governmental authorities.

1.3 Vendor shall perform a full background check at no additional cost to LEA (including criminal background investigation). Vendor shall perform a full background investigation on any Vendor employee who performs services for LEA within four weeks before beginning an assignment at LEA and shall certify to LEA that no such employee has any criminal background. LEA reserves the right to review these records.

1.4 Additionally, LEA may perform its own background check for any proposed employee. All proposed employees must be cleared by LEA before they are permitted to perform services on site.

1.5 Vendor represents and warrants that all Vendor employees designated to perform services for LEA are either citizens or legally eligible to work in the United States. Vendor shall utilize E-Verify to verify this requirement is met. Vendor also represents and warrants that it has and will comply with all applicable immigration laws and regulations.

1.6 In execution of this Amendment, Vendor certifies that they are aware of the requirements stipulated by T.C.A. 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on any employees who may come in direct contact with students or who may come on or about school property anytime students are present. Vendor is further certifying that at no time will your company ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

1.7 In execution of this Amendment, Vendor is certifying that it will ensure that all of its employees designated to perform work at HCS will be enrolled in the Rapback program via the LEA. Vendor acknowledges that it is responsible for ensuring payment of the Rapback enrollment fee for each of its employees who are enrolled in the program.

1.8 In execution of this Amendment, Vendor further acknowledges that management of its employees' enrollment in the Rapback program necessitates additional labor on the part of LEA employees. Given that, Vendor agrees to submit a one-time payment of \$5.00 per each employee enrolled in the Rapback program via LEA to LEA in order to help compensate for this additional labor.

1.9 The Vendor will perform drug screening according to the Drug-Free Workplace Act to insure employees function in a school environment without posing a threat to students or district staff. Random drug testing may be required.

1.10 When notified by LEA of an act of theft or dishonesty by Vendor employees, and such act is not reasonably in dispute, Vendor shall reimburse LEA. Vendor will remove any

Vendor employees from assignment at LEA that are deemed by LEA to be unsatisfactory for any reason. The Vendor agrees to protect, defend, indemnify and hold the LEA harmless against any possible claim by the employee so removed.

2. Treatment of Substitute Staff as Employees of the Company All Substitute Staff provided by the Company will be treated by the LEA as employees of the Company, and not as employees of the LEA, for all purposes, including but not limited to Federal and State income tax purposes. Without limiting the preceding sentence:

2.1 The Company shall maintain all necessary personnel and payroll records for the Substitute Staff;

2.2 The LEA shall not be responsible for the payment of the wages and fringe benefits (if any) of the Substitute Staff; the Company shall withhold applicable taxes from the wages of the Substitute Staff, and shall be responsible for any payroll tax liabilities of an “employer” with respect to the Substitute Staff;

2.3 The Company shall provide applicable workers’ compensation insurance coverage for the Substitute Staff in such amounts as may be required by law; and

2.4 Substitute Staff shall not be eligible for tenure with the LEA or be entitled to participate in any of the LEA’s employee benefit plans, including pension, 403(b), profit sharing, retirement, deferred compensation, welfare, insurance, disability, bonus, vacation pay, severance pay and other similar plans, programs and agreements, whether or not reduced to writing.

2.5. In order to provide certain Substitute Staff who are obtaining the required initial or renewal State certifications, depending upon state requirements, the LEA recognizes that it may be required to execute certificate/permit/license applications and other related documents, such as a criminal history request as a representative of or on behalf of the Company. If necessary, the LEA designates the Company as its designee to submit a Substitute Staff’s credentials to the county or state department of education office to obtain the Substitute Staff certifications. The LEA recognizes that it may be required to execute certain documents to allow the Company to perform its function as its designee. In such instances, the LEA is not responsible for any of the obligations of the Company as the employer included in this Paragraph 2.

3. The Company’s Obligations

3.1 The Company will act in good faith to provide Substitute Staff who, if needed or applicable, (a) hold a current license and certification for the positions requested by the LEA, (b) have had a completed criminal history and child abuse background check as required by law and/or the applicable Department of Education, (c) have appropriate health screenings, inoculations and tuberculosis testing as required by the state and (d) who shall render services in accordance with applicable laws and procedures of the state and this Agreement.

3.2 In selecting Substitute Staff, the Company shall apply such screening and evaluation criteria as it may determine in its sole discretion and as may be required by the applicable law of the jurisdiction in which the services of Substitute Staff will be performed. The Company will conduct any additional screening that may be mutually agreed by the Company and

the LEA, with an appropriate increase in the Company's fees to be agreed to in advance, in writing by the LEA.

3.3 The Company seeks to provide Substitute Staff that are trained for the requested positions. The Company will provide Substitute Staff training as required by the State, including as applicable, classroom management, general rules and procedures applicable to the position, and other pertinent matters prior to any assignment of said Substitute Staff. For existing LEA staff, the Company shall provide training as requested by the LEA for a fee equal to the Company's actual cost.

3.4 The Company expects that the Substitute Staff assigned to the LEA will perform their services satisfactorily. If the LEA notifies the Company via the company electronic portal that a Substitute Staff has not performed satisfactorily within the reasonable discretion of the LEA, along with the clear reasons therefore, the Company will honor the LEA's request not to assign specific Substitute Staff. This section will in no way affect the right of Company, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate its own employees. The LEA understands that declining the services of a specific Substitute Staff may result in the Company's inability to secure an acceptable alternate if timely notice of the request is not provided.

4. The LEA's Obligations. In connection with Substitute Staff provided by the Company pursuant to this Agreement, the LEA shall:

4.1 Provide information to the Substitute Staff as needed to allow the Substitute Staff to fully understand the duties and responsibilities of the placement and promptly report to Company any suspicious, unusual, inappropriate behavior or unsatisfactory performance;

4.2 Provide a safe and suitable workplace that complies with all applicable governmental safety and health standards, statutes, and regulations;

4.3 Provide Substitute Staff with (i) adequate information, training, and safety equipment with respect to hazardous substances and any inherent dangers of the workplace (including known violent students, as allowed by applicable law), (ii) emergency procedures, and (iii) school rules and protocols, policies and procedures regarding student disciplinary actions, and confidentiality of student records. Further, the LEA will provide all Substitute Staff with any training appropriate to the needs, duties, responsibilities or knowledge unique to the LEA or otherwise different than would generally be appropriate in other LEAs.

4.4 Not assign Substitute Staff to assignments which (i) have sole custody of a single student for an extended period without LEA oversight, (ii) have sole responsibility for more than one classroom of students at a time, (iii) administer or maintain custody of any student medications, (iv) have custody of cash, negotiable valuables, merchandise, credit cards, check writing materials, keys or similar property, except for student lunch money that may be collected in the normal course of business, (v) use any vehicle on behalf of the LEA; (vi) work more than eight (8) hours in a day or more than forty (40) hour per week without notice to Company;

4.5 Assign Substitute Staff only to tasks for which they have been requested, unless written consent has been given by the Company. Heavy labor, lifting, or physical activity is prohibited unless required and accepted in the job description.

- 4.6 Not assign Substitute Staff to travel or perform duties off the normal school premises of the LEA except for class trips which are supervised by an LEA teacher;
- 4.7 If Substitute Staff is assigned duties in connection with the LEA's computer systems, maintain appropriate password security and backup copies of all data;
- 4.8 Maintain appropriate written internal control policies and procedures to ensure the confidentiality of all student records and appropriately limit the access of Substitute Staff to such records;
- 4.9 Not promise any Substitute Staff an increased rate of compensation;
- 4.10 Comply with any reasonable restrictions imposed by the Company on the responsibilities to be assigned to any Substitute Staff;
- 4.11 Approve and sign paper or electronic forms supplied by the Company documenting the amount of time worked by Substitute Staff or, if representatives of the LEA are not available to approve and sign such forms, authorize such forms to be executed by representatives of the Company on behalf of the LEA;
- 4.12 Be responsible for keeping the Company promptly informed by email (if available) of all Substitute Staff on-site changes and any changes in the LEA or building supervisory contact information;
- 4.13 Comply with all Company policies and procedures to accurately invoice the LEA, process the daily record keeping and other tasks necessary for the Company to administer and track Substitute Staff, including but not limited to, sign in and out procedures and related records;
- 4.14 The LEA shall be solely responsible to control staff absences and any budgetary impact resulting therefrom;
- 4.15 LEA represents that its actions under this Agreement do not violate its obligations under any agreement that LEA has with any labor union;
- 4.16 LEA shall cooperate with Company with respect to Company's recruiting efforts and activities, including but not limited to, (i) promptly sharing applications for LEA positions with Company; (ii) adding a link on the front page and employment page of the LEA's website to Company's website, and (iii) reasonably assisting Company with advertising positions on LEA social media accounts;
- 4.17 If allowable by state procurement law, other LEAs may utilize this Agreement if mutually agreeable to Company.
- 4.18 LEA shall cooperate and coordinate with Company with respect to Company's development and installation of Company's information technology (IT) systems for the LEA. The LEA understands that failure to cooperate in this regard may lead to a delay in services.
- 4.19 In the event of a complaint concerning Substitute Staff, LEA shall provide

Company with a written incident report. Company and LEA agree to cooperate, exchange information, and reasonably permit each other's involvement in any investigatory activities or proceedings to the extent allowable by law.

5. Indemnification and Limitations of Liability.

5.1 Indemnification of the LEA by the Company. Irrespective of any available insurance, Company agrees to protect, defend, hold harmless, and indemnify the Board, its agents, and its employees against any and all claims, demands, or losses arising out of or related to the Company's performance under the terms of this Agreement.

5.2 [Intentionally omitted]

5.3 Notification; Right to Defend. A party incurring any claim or loss for which indemnification may be provided pursuant to this section 5 shall promptly notify the other party in writing. The recipient of such notice may, at its own cost and expense, thereupon assume the defense of any third party claim using counsel reasonably satisfactory to the notifying party.

5.4 Limitation of Damages. Under no circumstances shall the Company be liable for special, indirect, consequential, punitive, expectancy, lost profit or goodwill damages, or for damages caused by the unsatisfactory performance of Substitute Staff that does not result in a finally adjudicated claim of damages against the LEA brought by a third party.

5.5 Complete Agreement. The parties agree that this section 5 sets forth their complete agreement with respect to any possible indemnification claim, and waive their right to assert any common-law indemnification or contribution claim against the other.

6. Fees and Payment.

6.1 The Company's Pricing Plan, attached hereto as Exhibit A and made a part of this Agreement, is accepted by the LEA. The Company shall submit to the LEA a standard weekly invoice showing in reasonable detail the services provided. For hourly positions, LEA shall pay for all time actually worked by Substitute Staff, not scheduled time. Company will comply with any federal, state or local laws, if any, requiring paid leave. If federal, state or local laws require paid leave, LEA will reimburse Company for paid leave days taken by Company staff for a district assignment per the service rate set forth in the pricing exhibit.

6.2 Advance Payment. LEA will pay an Advance Payment to Company within five (5) days prior to the start of LEA's school year equal to 1/10 of Company's projected annual billings for services provided to the LEA. Company will not provide Substitute Staff to LEA until the Advance Payment is received. Company will apply the Advance Payment to the invoices for the final month of the LEA's school year. If there is a balance owed to Company following application of the Advance Payment, LEA will satisfy the invoice(s) pursuant to Section 6.7. Likewise, if there is a positive balance remaining following application of the Advance Payment, Company will apply any remaining monies to the Advance Payment due for the following school year or, if the Agreement is terminated, refund the balance to the LEA within thirty (30) days of termination date.

6.3 Changes to Pricing Plan. In the event that the LEA requests to increase the established pay rate for Substitute Staff from that specifically listed on Exhibit A, or if the LEA requests to establish a new Substitute Staff classification or new pay rate to be paid to some or all of the Substitute Staff not identified on Exhibit A (e.g., for improved recruitment, retention or for other reasons), the billing rate to the LEA shall be determined by using the markup used on Exhibit A. The LEA shall provide the Company fourteen (14) days prior written notice of its request to change an existing pay rate or establish a new Substitute Staff classification and pay rate.

The Company may change the Pricing Plan contained on Exhibit A in the event that government (local, state or federal) mandated labor costs, including but not limited to, employee healthcare or family leave benefits, minimum wage, payroll taxes, or workers compensation rates, which are required by law, regulation or mandate are enacted, implemented, become effective or are increased after the date of this Agreement. The Pricing Plan shall be adjusted as of the effective date of the law, regulation or mandate to reflect the actual cost increase to the Company reasonably calculated on a direct or pro rata basis. For multi-year Agreements or whenever this Agreement is extended, the Pricing Plan will be modified to reflect a cost of living adjustment equal to the lesser of 3% or the applicable consumer price index rate for the LEA for the twelve months preceding the most recent quarterly rate.

6.4 Hiring of Substitute Staff as Fulltime Employee by the LEA Directly. If LEA hires Substitute Staff as a full-time employee of the LEA during the term of this Agreement, LEA shall pay to Company the sum of \$1,000.00. This payment is to reimburse Company for recruitment expenses and lost revenue. This fee shall not be due if the Substitute Staff was a “district original”, i.e. previously working for the LEA at the start of the original partnership with Company beginning on or about December 6th 2019, or if the Substitute Staff has worked thirty (30) or more days of assignments over the course of the partnership with LEA as Substitute Staff for the LEA. This clause shall exclude all Substitute Staff that are part of a teacher prep program.

6.5 Non-Solicitation of Company Corporate Staff. LEA agrees that during the term of this Agreement and for a period of 12 months after the termination of the Agreement, without obtaining the prior written consent of the Company, neither the LEA nor any of its affiliates shall directly or indirectly, for itself or on behalf of another person or entity solicit for employment or otherwise induce, influence or encourage to terminate employment with the Company or employ or engage as an independent contractor any corporate employee of the Company (i.e. employee working for Company in a role other than as “Substitute Staff”) with whom the LEA had contact or who became known to the LEA in connection with this Agreement. For the purposes of this section, “Company” also includes Source 4 Solutions LLC.

6.6 Payment. The LEA shall pay the Company upon receipt of invoice via an ACH Debit initiated by Company. If the LEA is unable to provide an ACH initiated by Company, the LEA can elect to provide an ACH or wire transfer. Payment not received within fifteen (15) business days after receipt of invoice will be subject to a \$25.00 late fee and 1% per month service charge. Any dispute of billing must be communicated to Company within 10 days of receipt of invoice. Any adjustments less than 10% of the invoice will not delay payment and will be applied to the following invoice. LEA shall be liable for all of the Company’s reasonable costs of collection, including reasonable attorneys’ fees.

6.7 **Sales and Use Tax.** The LEA represents that it is currently exempt from any sales and use taxes or similar governmental charges or value added tax imposed with respect to the services provided by the Company. If any such taxes or charges are otherwise due or are imposed or become due, they will be the responsibility of the LEA.

7. **Term.** The term of this Agreement shall begin on **July 1, 2026** and shall remain in effect through **June 30, 2028**. Upon mutual written agreement of both parties, the parties may renew the Agreement in whole or in part, for two (2) additional one (1) year periods.

7.1 Notwithstanding the preceding, either party may terminate this Agreement if (i) the other party breaches a material provision of this Agreement and such breach is not cured within 30 days following written notice or (ii) in the case of a breach that by the terms of the breach cannot be cured within 30 days, the breaching party has not instituted measures to cure such breach within 10 days and fully cured such breach within 90 days. Further, the Company has the right to terminate this Agreement should any student or LEA employee physically or verbally assault or injure a Company's employee, and the LEA does not respond to the incident to the Company's satisfaction. In the event either party terminates this Agreement, the LEA shall pay all amounts due under the terms of this Agreement to the Company for services provided through the date of termination.

7.2 In the event that the LEA exercises such renewal rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period with the possible exception of rate adjustments and minor scope additions and/or deletions which may be agreed upon in accordance with provisions of the Agreement.

8. **Insurance Coverage.** Each party shall, at its own cost and expense, maintain insurance coverage reasonably appropriate for the activities it conducts and the risks it assumes. The insurance coverage maintained by the Company shall include:

8.1 Workers' compensation coverage of such types and in such amounts as may be required by the laws of the jurisdiction in which the services of Substitute Staff are performed;

8.2 Commercial general liability coverage, including personal injury, blanket contractual liability, and broad form property damage, with a \$2,000,000 combined single limit per occurrence;

8.3 Umbrella coverage with a \$1,000,000 combined single limit per occurrence.

9. **Confidentiality & Non-Disparagement.** During the course of the business relationship, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and social security numbers of employees, and business policies and systems ("Confidential Information"). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as contemplated by this Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information (i) that is in

the public domain, or (ii) required to be disclosed by law or legal process.

At no time during or after the term of this Agreement and for a period of two (2) years thereafter shall either party directly or indirectly disparage the commercial business, professional or financial, as the case may be, reputation of the other party or any of their employees, management, owners or officers.

10. Absentee Management System; Data and Intellectual Property. To provide Substitute Staff, Company will utilize its own absentee management system (hereinafter “System”). The Company owns all employee and absence management information data related to Substitute Staff. All Company data, intellectual property, including processes, procedures and knowhow, trademarks and copyrights, are and shall remain the sole property of the Company.

11. Miscellaneous

11.1 Amendments; Waivers. This Agreement may be amended as agreed between the parties. No amendment, modification, or waiver of any provision of this Agreement shall be binding unless in writing and signed by the party against whom the operation of such amendment, modification, or waiver is sought to be enforced. No delay in the exercise of any right shall be deemed a waiver thereof, nor shall the waiver of a right or remedy in a particular instance constitute a waiver of such right or remedy generally.

11.2 Notices. Any notice or document required or permitted to be given under this Agreement shall be deemed to be given on the date such notice is (i) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (ii) deposited with a commercial overnight delivery service with delivery fees paid, or (iii) transmitted by facsimile or electronic mail with transmission acknowledgment, to the principal business address of the recipient or such other address or addresses as the parties may designate from time to time by notice satisfactory under this section. A copy of any notice to the Company shall be sent to the attention of the Company’s president at the regular business address of the Company.

11.3 Governing Law. The Agreement shall be governed by the laws of the State of Tennessee. Any action brought in law or in equity to enforce any provision of the entire Agreement shall be filed in the appropriate state court in Hamilton County, Tennessee. In any action to enforce this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney’s fees. By submission of a proposal and acceptance of a Purchase Order or Contract, Vendor hereby agrees to adhere to Governing Law/Jurisdiction requirements as described herein.

11.4 Language Construction. The language of this Agreement shall be construed in accordance with its fair meaning and not for or against any party. The parties acknowledge that each party and its counsel have reviewed and had the opportunity to participate in the drafting of this Agreement and, accordingly, that the rule of construction that would resolve ambiguities in favor of non-drafting parties shall not apply to the interpretation of this Agreement.

11.5 Payment of Fees. In the event of a dispute arising under this Agreement finally resolved through litigation or alternate dispute resolution, the prevailing party shall be entitled to recover reasonable attorneys’ fees and costs.

11.6 **Force Majeure.** Neither party shall be responsible for delays or failure to perform caused by acts of God (including fire, flood, storm, or other natural disturbances), war, civil war, riot, epidemic, acts of foreign enemies, terrorist activities, government sanction, strikes or other labor disputes (it being specifically understood that the existence of any picket line by a collective bargaining unit shall be considered as within this definition of force majeure), interruption or failure of electric, telephone or similar service or other causes beyond such party's control.

11.7 **Signature in Counterparts.** This Agreement may be signed in counterparts, each of which shall be deemed to be a fully-executed original.

11.8 **Signature by Facsimile.** An original signature transmitted by facsimile shall be deemed to be original for purposes of this Agreement.

11.9 **Assignment.** No party to this Agreement shall assign its rights or duties hereunder, without the prior written consent of the other parties, except that the Company may assign its rights and duties in connection with a sale or other disposition of all or substantially all of its business and may assign services to Company's legal affiliates and subsidiaries.

11.10 **No Third Party Beneficiaries.** Except as otherwise specifically provided in this Agreement, this Agreement is made for the sole benefit of the parties. No other persons shall have any rights or remedies by reason of this Agreement against any of the parties or shall be considered to be third party beneficiaries of this Agreement in any way.

11.11 **Binding Effect.** This Agreement shall inure to the benefit of the respective heirs, legal representatives and permitted assigns of each party, and shall be binding upon the heirs, legal representatives, successors and assigns of each party.

11.12 **Titles and Captions.** All article, section and paragraph titles and captions contained in this Agreement are for convenience only and are not deemed a part of the context hereof.

11.13 **Pronouns and Plurals.** All pronouns and any variations thereof are deemed to refer to the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require.

11.14 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior discussions, agreements, understandings and negotiations. The LEA and Company agree that in the event that any provision of this Agreement shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall attach only to such provision and shall not affect or render invalid any other provision of this Agreement.

11.15 **Office.** The Company shall be solely responsible for providing sufficient office space and overhead needs of the Company's staff to support this Agreement. The LEA will not provide for any physical office space at a facility of the LEA to the Company.

11.16 **Federal Funding Notice.** The Company understands this Agreement is funded in whole or in part with Federal funds in addition to general funds of the LEA. As such, the

Company agrees to abide by and comply with all Federal terms, conditions provisions, certifications, affidavits, or otherwise as applicable and stated within the solicitation package and further agrees to incorporate all such clauses, provisions, and regulations into any sub-contracted agreements or equivalent business relationships the Company creates to support the Company's servicing to LEA under this Agreement.

11.17 **Fill Rate Guarantee.** The Company shall provide for the Fill Rate Guarantee and associated penalties as provided within Exhibit B.

11.18 **Locations.** The LEA reserves the right, at any time, to add or delete locations or like services to the Agreement where deemed in its best interested and in its sole discretion.

11.19 **Optional Position Charge.** For positions that are not listed herein LEA will allow the user department, in conjunction with the Vendor, to negotiate an appropriate hourly rate for the required position and apply a Vendor's fixed fee/markup charge over the negotiated rate. Such shall remain in accordance with the Equalis Group master agreement R10-1180G. Optional Position Charge shall be a firm fixed fee/markup to be added to the employee's current hourly rage resulting in a fully loaded hourly rate or equivalent fee for the negotiated position.

[INTENTIONALLY LEFT BLANK; SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date last written below.

ESS South Central, LLC

By: _____
Steve Gritzuk, Chief Operating Officer

Date: _____

Hamilton County Department of Education

By: _____
Signature

Print: _____
Name and Title

Date: _____

EXHIBIT A
PRICING PAID BY THE LOCAL EDUCATION AGENCY TO COMPANY

Position	Pay Rate	Bill Rate
Full Day Substitute Teacher - Non Degreed	\$59.97	\$76.01
Half Day Substitute Teacher - Non Degreed	\$29.99	\$38.01
Full Day Substitute Teacher - Degreed	\$73.5	\$93.16
Half Day Substitute Teacher - Degreed	\$36.75	\$46.58
Full Day Substitute Teacher - Certified	\$114.23	\$144.79
Half Day Substitute Teacher - Certified	\$57.12	\$72.4
Full Day Long Term Substitute Teacher	\$123.5	\$156.54
Half Day Long Term Substitute Teacher	\$61.75	\$78.27
Full Day System Wide Permanent Substitute Teacher	\$88.21	\$111.81
Half Day System Wide Permanent Substitute Teacher	\$44.11	\$55.91
Full Day Substitute Teacher - Special Rate	\$123.5	\$156.54
Half Day Substitute Teacher - Special Rate	\$61.75	\$78.27
Full Day Substitute Paraprofessional - Non Degreed	\$59.97	\$76.01
Half Day Substitute Paraprofessional - Non Degreed	\$29.99	\$38.01
Full Day Substitute Paraprofessional - Degreed	\$73.5	\$93.16
Half Day Substitute Paraprofessional - Degreed	\$36.75	\$46.58
Full Day Substitute Paraprofessional - Certified	\$114.23	\$144.79
Half Day Substitute Paraprofessional - Certified	\$57.12	\$72.4
Full Day Long Term Substitute Paraprofessional	\$123.5	\$156.54
Half Day Long Term Substitute Paraprofessional	\$61.75	\$78.27
Full Day System Wide Permanent Substitute Paraprofessional	\$88.21	\$111.81
Half Day System Wide Permanent Substitute Paraprofessional	\$44.11	\$55.91
Full Day Substitute Paraprofessional - Special Rate	\$123.5	\$156.54
Half Day Substitute Paraprofessional - Special Rate	\$61.75	\$78.27
Speech Language Pathologist Per Hour	Varies	\$88.73
Psychologist Per Hour	Varies	\$95.00
Optional Position Charge		26.8%

EXHIBIT B
FILL RATE AND PENALTY DETAILS

The following fill rate penalties shall apply to this Agreement. The penalty shall be presented as a credit to the LEA where applicable and applied.

Fill Rate for the Month	Penalty for the Month
Below 75%	\$3,000.00
Below 82% but Above 75%	\$2,000.00
Below 90% but Above 82%	\$1,000.00
Below 95% but Above 90%	\$ 500.00
Above 95%	No Penalty

To: Hamilton County Board of Education
Justin Robertson, Superintendent

From: Dr. Zac Brown, Chief Talent Officer
Penny Murray, Executive Director of Finance

Date: February 19, 2026

RE: Award Request for Proposal RFP File 26-28, Collections Agency Services

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Award Request for Proposal No. 26-28, Collections Agency Services to CredStar Revenue Solutions for debt collection services for HCS, on an as needed basis, for an initial term of one (1) year with the option to renew for up to three (3) one-year periods, for a total contract period available of four (4) years. This agreement does not require appropriation or expenditure of District funds. Vendor compensation is contingent upon successful collections and is paid from recovered amounts, as provided in the contract. No General Purpose or other District funds will be expended.

On November 12, 2025, the Procurement Department advertised Request for Proposal No. 26-28, Collections Agency Services to obtain proposals for debt collections for HCS. One (1) vendor submitted RFP responses, with one (1) vendor invited to give presentations to the selection committee. Based on the evaluation criteria outlined in the RFP and the selection committee's review, the recommendation was made for the award to CredStar Revenue Solutions for Collection Agency Services.

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served



AGREEMENT FOR COLLECTION AGENCY SERVICES

THIS AGREEMENT ("Agreement") is made and entered into by and between Hamilton County Schools, hereinafter referred to as "HCS" and Midwest Municipal Services, LLC d/b/a Credstar Revenue Solutions whose address is 470 St. Clair Street, Mooresville, IN 46158, and whose federal tax identification number is 87-4308127, hereinafter referred to as "Vendor."

WITNESSETH

WHEREAS, HCS intends to purchase agency-wide collection services from the Vendor in connection with Collection Agency Services (the "Purchase"); and,

WHEREAS, HCS issued Solicitation No. 26-28 on November 12, 2025, (the "Solicitation"); and,

WHEREAS, HCS evaluated the responses received and found the Vendor qualified to provide the necessary products and services; and,

WHEREAS, the Vendor has reviewed the products and services to be supplied pursuant to this Agreement and is qualified, willing and able to provide all such products and services in accordance with its terms.

NOW, THEREFORE, HCS and the Vendor, in consideration of the mutual covenants contained herein, do agree as follows:

I. PRODUCTS AND SERVICES

The Vendor agrees to diligently provide all products and services for the Purchase in accordance with the terms and conditions of the Solicitation including the defined project Scope of Services, incorporating any proposal documents or negotiations, and made part of this Agreement as Exhibit A, to the extent that it does not conflict with the remainder of the Agreement.

II. TERM AND DELIVERY

- A. This Agreement shall commence immediately upon the effective date and shall continue through an initial period of one (1) year. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for three (3) one-year periods. Total contract period available shall be four (4) Years. The effective date shall be February 19, 2026.
- B. A Purchase Order must be issued by HCS before commencement of any work or purchase of any goods related to this Agreement. Any work commenced prior to issuance of a Purchase Order shall be at the sole risk of the Vendor.

III. COMPENSATION AND PAYMENT

- A. HCS shall pay the Vendor in accordance with the terms and conditions of this Agreement for providing all products and services as set forth in Exhibit A, and further described in Exhibit B, Fee Schedule, attached hereto and incorporated herein. Said total amount to be all inclusive of costs necessary to provide all products and services as outlined in this Agreement, and as supported by the Vendor's submittal in response to the Solicitation, a copy of which is on file with HCS Procurement Department and is deemed incorporated into this Agreement as if physically attached.
- B. Notwithstanding the preceding, Vendor shall not make any deliveries or perform any services under this Agreement until issuance of Purchase Order from HCS. Vendor acknowledges and agrees that no minimum order or amount of product or service is guaranteed under this Agreement and HCS may elect to request no products or services. If HCS authorizes delivery of products or performance of services, HCS reserves the right to amend, reduce, or cancel the authorization in its sole discretion.
- C. All funds for payment by HCS under this Agreement are subject to the availability of an annual appropriation for this purpose by the Hamilton County Board of Education. In the event of non-appropriation of funds by HCS for the services provided under this Agreement, HCS will terminate the contract, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation shall be accepted by the Vendor on thirty (30) calendar days' prior written notice, but failure to give such notice shall be of no effect and HCS shall not be obligated under this Agreement beyond the date of termination.

IV. METHOD OF PAYMENT

- A. HCS shall pay the Vendor in accordance with applicable state prompt payment regulations and payment terms as provide within the Solicitation, upon receipt of the Vendor's invoice and written approval or receiving record of same by HCS indicating that the products and services have been provided in conformity with this Agreement.
- B. The Vendor shall submit an invoice for payment to HCS on a monthly basis for those specific products and services as described in Exhibit A (and the corresponding fees as described in Exhibit B) that were provided during that invoicing period.
- C. For partial shipments or deliveries, progress payments shall be paid monthly in proportion to the percentage of products and services delivered on those specific line items as approved in writing by HCS.

V. ADDITIONAL PURCHASES

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Vendor and HCS.
- B. If HCS requires the Vendor to perform additional services or provide additional product(s) related to this Agreement, then the Vendor shall be entitled to additional compensation based on the Fee Schedule as amended to the extent necessary to accommodate such additional work or product(s). The additional compensation shall be agreed upon before commencement of any additional services or provision of additional product(s) and shall be incorporated into this Agreement by written amendment. HCS shall not pay for any additional service, work performed or product provided before a written amendment to this Agreement.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Vendor, the Vendor shall not be entitled to additional compensation.

VI. LIABILITY OF VENDOR

- A. The Vendor shall save, defend, indemnify and hold harmless HCS from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Vendor arising out of or in any way connected with the Vendor or subcontractor's performance or failure to perform under the terms of this Agreement.
- B. This section shall survive the termination or expiration of this Agreement.

VII. VENDOR'S INSURANCE

- A. Vendor shall procure and maintain insurance as specified in the Solicitation identified Insurance Requirements.
- B. Vendor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Agreement, insurance coverage (including endorsements) and limits as described in the Solicitation identified Insurance Requirements.
- C. These requirements, as well as HCS review or acceptance of insurance maintained by Vendor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Vendor under this Agreement. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Tennessee and must possess a current A.M. Best's Financial Strength Rating of "B or better." No changes are to be made to these specifications without prior

written specific approval by HCS Risk Management. To the extent multiple insurance coverages and/or HCS's self-insured retention may apply, any and all insurance coverage purchased by Vendor and its subcontractors identifying HCS as an additional named insured shall be primary.

VIII. RESPONSIBILITIES OF THE VENDOR

- A. The Vendor shall be responsible for the quality and functionality of all products supplied and services performed by or at the behest of the Vendor under this Agreement. The Vendor shall, without additional compensation, correct any errors or deficiencies in its products, or if directed by HCS, supply a comparable replacement product or service.
- B. The Vendor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Vendor), to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.
- C. The Vendor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- D. Vendor specifically acknowledges its obligations to comply with the TN Open Records Act, with regard to public records, and shall:
 - 1) keep and maintain public records that ordinarily and necessarily would be required by HCS in order to perform the services required under this Agreement;
 - 2) upon request from HCS, provide HCS with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under the TN Open Records Act, or as otherwise provided by law;
 - 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
 - 4) meet all requirements for retaining public records and transfer, at no cost to HCS, all public records in possession of Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically

must be provided to HCS in a format that is compatible with the information technology system of HCS.

- E. The Vendor is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor. Vendor is not an employee, agent or servant of HCS and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Vendor's sole direction, supervision and control. The Vendor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Vendor's relationship and the relationship of its employees to HCS shall be that of an independent contractor and not as employees of HCS. The Vendor shall be solely responsible for providing benefits and insurance to its employees.

IX. OWNERSHIP OF PRODUCTS

It is understood and agreed that all products provided under this Agreement shall become the property of HCS upon acceptance by HCS.

X. TIMELY DELIVERY OF PRODUCTS AND PERFORMANCE OF SERVICES

- A. The Vendor shall ensure that all of its staff, contractors and suppliers involved in the production or delivery of the products are fully qualified and capable to perform their assigned tasks.
- B. The personnel assigned by the Vendor to perform the services pursuant to this Agreement shall comply with the terms set forth in this Agreement. If the services provided require use of specific key personnel, the personnel shall be agreed to by HCS and Vendor. If the Vendor's key personnel have been predetermined and approved, through the Solicitation process or otherwise, any subsequent change or substitution to the personnel must receive HCS written approval before said changes or substitution can become effective.
- C. The Vendor specifically agrees that all products shall be delivered within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any unforeseeable and unavoidable cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the control of the parties.

XI. COMPLIANCE WITH APPLICABLE LAW

This Agreement shall be governed by the laws of the State of Tennessee. Vendor shall promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations, and rules relating to the services to

be performed hereunder and in effect at the time of performance. Vendor shall conduct no activity or provide any service that is unlawful or offensive.

XII. TERMINATION

- A. HCS shall have the right at any time upon thirty (30) calendar days' written notice to the Vendor to terminate this Agreement in whole or in part for any reason whatsoever. In the event of such termination, HCS shall be responsible to Vendor only for fees and compensation earned by the Vendor, in accordance with Section III, prior to the effective date of said termination. In no event shall HCS be responsible for lost profits of Vendor or any other elements of breach of contract.
- B. After receipt of a notice of termination, except as otherwise directed, the Vendor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.
- C. HCS rights under this Agreement shall survive the termination or expiration of this Agreement and are not waived by final payment or acceptance and are in addition to the Vendor's obligations under this Agreement.

XIII. DISPUTE RESOLUTION

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, the parties may enter into mediation in HCS with the parties sharing equally in the cost of such mediation.
- B. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- C. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Hamilton County, TN, or where proper subject matter jurisdiction exists, in the United States District Court for the East District of Tennessee sitting in Chattanooga. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.
- D. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Tennessee without regard to its conflict of laws principles.
- E. Unless otherwise agreed in writing, the Vendor shall be required to continue all obligations under this Agreement during the pendency of a claim or

dispute including, but not limited to, actual periods of mediation or judicial proceedings.

XIV. STOP WORK ORDER

HCS may, at any time, by written order to the Vendor, require the Vendor to stop all or any part of the work called for by this Agreement. Any order shall be identified specifically as a stop work order issued pursuant to this clause. This order shall be effective as of the date the order is delivered to the Vendor. Upon receipt of such an order, the Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. The Vendor shall not resume work unless specifically so directed in writing by HCS. HCS may take one of the following actions:

1. Cancel the stop work order; or
2. Terminate the work covered by the order; or
3. Terminate the Agreement in accordance with provisions contained in Section XI.

In the event HCS does not direct the Vendor to resume work, the stop work order may be converted into a notice of termination for convenience pursuant to Section XII. The notice period for such termination shall be deemed to commence on the date of issuance of the stop work order. In the event HCS does not direct the Vendor to resume work within ninety (90) calendar days, the Vendor may terminate this Agreement.

XV. VENDOR WARRANTY

- A. All products provided under this Agreement shall be new (unless specifically identified otherwise) and of the most suitable grade for the purpose intended.
- B. If any product delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of the products or the specifications listed in this Agreement, the Vendor shall pick up the product from HCS at no expense to HCS. HCS reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. In such case, the Vendor shall refund to HCS any money which has been paid for same.
- C. Vendor shall secure from the applicable third party manufacturers, and assign and pass through to HCS, at no additional cost to HCS, such warranties as may be available with respect to the equipment, parts and systems provided through the Purchase.

XVI. MISCELLANEOUS

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written, with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.
- B. The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement shall not sell, transfer, assign, license, franchise, restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing provision, the Vendor may assign its rights if given written authorization by HCS and claims for the money due or to become due to the Vendor from HCS under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from HCS. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to HCS.
- C. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law.
- D. The failure of HCS to enforce one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.
- E. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.
- F. Neither HCS review, approval or acceptance of, nor payment for, the products and services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- G. If the Vendor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.

- H. When any period of time is referred to by days herein, it shall be computed to exclude the first day and include the last day of such period. When the period of time is fewer than three (3) days, it shall mean business days as defined by HCS. If the period of time is greater than three (3) days, then it shall mean calendar days. For any period of time greater than seven (7) days, where the deadline falls on a Saturday, Sunday, or HCS recognized holiday, the deadline will then fall to the next Monday or non-HCS recognized holiday
- I. Any notices of default or termination shall be sufficient if sent by the parties via United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

Vendor's Representative:

Name: Michele Hardy
 Title: Business Development Manager
 Address: 470 St. Clair Street, Mooresville, IN 46158
 Telephone: 866-372-1024
 E-mail: Michele.hardy@municipalpartner.com

HCS's Representative:

Name: Lindsay Cepero, CPM, CPPO, CPPB
 Title: Director of Procurement
 Address: 3074 Claude Ramsey Parkway
Chattanooga, TN 37421
 Telephone: 423-498-7173
 E-Mail: Cepero_Lindsay@HCDE.Org

- J. Any change in HCS or the Vendor's Representative will be promptly communicated by the party making the change.
- K. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.
- L. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:
1. Agreement
 2. Solicitation
 3. Vendor's Submittal in Response to the Solicitation
 5. HCS's Purchase Order

EXHIBIT A

SCOPE OF SERVICES

1.0 SUMMARY OF SCOPE

1.1 Provide agency-wide collection services on an as-needed basis. Services could include, but not be limited to collections related to overpayment of wages, collections of bonuses for unfulfilled contract terms, benefit premiums, school fees, or other amounts owed to HCDE. Vendor shall be experienced, professional, and follow all laws and regulations while treating those who owe HCDE money with respect.

2.0 DETAILED SCOPE OF SERVICES

2.1 Services to be provided by Vendor shall include but not be limited to those outlined below and shall follow all applicable requirements of Tennessee Code Annotated (TCA) Title 62 Chapter 20 Tennessee Collection Service Act.

2.2 Collecting Outstanding Amounts

2.2.1 Pursue reasonable collection effects in a professional, vigorous manner using letters, phone calls, emails, and other legal methods.

2.2.2 Offer repayment plans

2.3 Manage Accounts

2.3.1 Keep track of all payments and update account info.

2.3.2 Provide reports on:

- What had been collected
- What is still owed
- What efforts have been made.

2.3.3 Return uncollected accounts with a detailed summary of collection attempts.

2.3.4 Shall not litigate or compromise any undisputed debt for less than its full value.

- Any debt vendor deems collectible through litigation is to be authorized by HCS before any further collection effects pursue.

2.4 Stay Compliant and Professional

2.4.1 Follow all applicable federal, state, and local law, rules and regulations (FDCPA, FCRA, TCPA, etc.).

2.4.2 Maintain appropriate records, including financial records that can be audited.

2.4.3 Be respectful and professional with everyone you contact.

2.4.4 Provide a written in-depth clear process for handling disputes or complaints.

- 2.4.5 Maintain current licensure and any appropriate bonding as a collection agency with the State of Tennessee pursuant to TCA 62-20-105.
- 2.4.6 Collection Fee: Fees shall not exceed the amount allowed by the TCA 40-24-105.

2.5 Keep Agency Informed

- 2.5.1 Provide regular updates — monthly, quarterly, or as needed — that show:
 - Total collected
 - Outstanding Collections
 - Any disputes or issues
- 2.5.2 Be able to adjust reports if need different formats or data.
- 2.5.3 Provide notification to HCS during same business day of any file transmission errors or system interruptions.

2.6 Use Secure and Modern Tools

- 2.6.1 Maintain data safe and secure at all times.
- 2.6.2 Provide a secure easy accessible website to real-time account status.
- 2.6.3 Follow any data privacy laws that apply (like HIPAA, FERPA, etc).

2.7 Compensation

- 2.7.1 The Vendor shall perform all services described under this Agreement for compensation derived exclusively from amounts recovered on behalf of the District. The Vendor shall propose and maintain a compensation model that ensures all services required herein are fully covered, without additional charge or cost to the District.
- 2.7.2 No portion of the Vendor's compensation shall be billed to, collected from, or otherwise sourced from the debtor. All compensation due to the Vendor shall be deducted from recovered funds prior to remittance to the District.
- 2.7.3 In the event that the Vendor fails to secure or recover payment from a debtor, no fee, cost, or other compensation shall be due or payable by the District. Under no circumstance shall the Vendor's fee structure or compensation model result in any payment obligation by the District to the Vendor.
- 2.7.4 The Vendor shall manage all fees and compensation within the limits of the amounts recovered and ensure that the District retains the balance of such recovered amounts after authorized deductions.

2.7.5 Vendor shall not recover its compensation from the debtor under any circumstance.

2.7.6 In the event that any funds are paid directly to HCDE for debts that have been listed for collection and Vendor has initiated communication with the debtor, HCDE will report such collections to the Vendor. The Vendor shall be entitled to the associated compensation. Any such payments may be deducted from the next monthly payment due to HCDE from the Vendor.

2.7.7 Send collected funds on a monthly basis by the 15th of the month following the month of collection to:

Hamilton County Department of Education
Attn: Accounts Receivable
3074 Claude Ramsey Parkway
Chattanooga, TN 37421

2.7.8 Provide easy-to-read invoices or statements.

2.8 Performance Expectations

2.8.1 Reasonable collection/compensation rate.

2.8.2 Quick response time — ideally within 2 business days.

2.8.3 Regular communication and updates.

2.8.4 Low number of complaints or issues from the people you contact.

2.8.5 Easy access to account details and records if we need them.

2.9 Technical Details

2.9.1 Be able to securely send and receive data (via encrypted files, secure portals, etc.).

2.9.2 Work with common formats we use, like Excel, CSV, or XML.

2.9.3 Keep systems secure and have backup plans in place.

2.9.4 Be open to syncing or integrating with our current systems, as applicable.

2.10 Assignment; Subcontracting

2.10.1 This Agreement may not be assigned by either Party. The Vendor shall not subcontract its responsibility pursuant to this Agreement to a third party

2.11 Disputed Accounts

2.11.1 Vendor shall accept and process all written disputes in compliance with all Federal and State Laws.

2.11.2 HCS with work with Vendor to validate the debt.

EXHIBIT B FEE SCHEDULE



TAB 5: PRICE SCORING

CredStar Revenue Solutions proposes a contingency-based fee structure for the Hamilton County Schools portfolio. Under this model:

- All compensation is earned solely as a percentage of recovered funds.
- The District retains all remaining recovered funds after CredStar's deduction.
- CredStar will never charge or collect fees directly from the debtor.
- Pricing is fully inclusive of staffing, skip tracing, notices, technology, reporting, QA, and all other required services.

Proposed Fee Schedule:

Introductory Rate Structure:

CredStar proposes an introductory 22% contingency fee for all amounts recovered during the first twelve (12) months of the contract term. After the introductory period, the standard contingency fee will adjust to 25%, which will remain in place for the duration of the contract and any agreed-upon extensions.

This structure allows Hamilton County Schools to benefit from reduced costs during the initial onboarding and implementation period, while ensuring long-term alignment with industry-standard municipal collection rates.

No Additional Costs:

- No implementation fees
- No mailing fees
- No technology fees
- No monthly minimums or retainers

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

From: Dr. Robert Sharpe, Chief Operating Officer
Justin Witt, Executive Director of Maintenance

Date: February 19, 2026

RE: Award Request for Proposal RFP File 26-31, Soddy Daisy Middle School Construction Manager at Risk

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Award Request for Proposal No. 26-31, Soddy Daisy Middle School Construction Manager at Risk, to J&J Contractors Inc. as Construction Manager at Risk (CMAR) for the Soddy Daisy Middle School construction project. Approve the commencement of preconstruction services in the amount of \$52,000.00 for an estimated preconstruction period of eight (8) months with full construction completion estimated for fall of 2029. Expenditures for preconstruction services will be paid from the budgeted 2024A Bond Fund. Construction services and any Guaranteed Maximum Price (GMP) amendments will be presented to the Board for separate consideration and approval at a later date.

On December 3, 2025, the Procurement Department advertised CMAR-Request for Proposal No. 26-31, seeking a qualified Construction Manager at Risk to provide preconstruction and construction phase services for the new construction of Soddy Daisy Middle School. The CMAR delivery method was selected to allow for early contractor involvement during design, enhanced cost control, constructability input, and schedule optimization for this complex capital project.

A total of six (6) CMAR proposals were received. Following initial evaluation, three (3) top-ranked firms were invited to participate in oral presentations before the HCS selection committee. Proposals and presentations were evaluated in accordance with the criteria set forth in the solicitation. Based on the evaluation results and the recommendation of the selection committee, J&J Contractors Inc. was identified as the top-ranked firm and recommended for award.

The Construction Manager at Risk (CMAR) delivery method is structured in phases: an initial preconstruction phase, followed by a construction phase(s) authorized through a

Guaranteed Maximum Price (GMP). Approval of this item authorizes preconstruction services only, including cost estimating, constructability reviews, scheduling, value engineering, and coordination with the design team to advance the project toward construction readiness. Upon completion of the preconstruction phase, the CMAR will submit separate GMP(s) for Board consideration and approval prior to the start of construction services.

Awarding the CMAR and preconstruction services to J&J Contractors Inc. establishes a collaborative delivery framework that promotes transparent cost development, coordinated scheduling, and early constructability input advancing the Soddy Daisy Middle School construction project efficiently and strategically.

Attachments:

- Construction Manager at Risk Agreement

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served



AGREEMENT BETWEEN OWNER & CONSTRUCTION MANAGER AT RISK

THIS AGREEMENT, is made by and between HAMILTON COUNTY DEPARTMENT OF EDUCATION, a Local Education Agency (LEA) of the State of Tennessee, hereinafter referred to as "Owner," and J&J Contractors, Inc. a Tennessee For-profit Corporation, formed and Licensed to Conduct Business in the State of Tennessee, hereinafter referred to as "CMAR"

W I T N E S S E T H:

WHEREAS, on or about December 3, 2025, the Owner issued its Solicitation No. 26-31 for Soddy Daisy Middle School Construction Manager at Risk; and

WHEREAS, the CMAR has timely submitted a proposal in response to the Owner's Request for Proposal, whereby the CMAR has offered to provide construction management services in accordance with the request contained in Owner's Request for Proposal; and

WHEREAS, the Owner selected and designated J&J Contractors, Inc. to be the CMAR for the Construction Manager at Risk for Request for Proposal 26-31 for Soddy Daisy Middle School Construction Manager at Risk, hereinafter, "**PROJECT**," subject to the negotiation, preparation, approval and execution of a definitive agreement between Owner and CMAR; and

WHEREAS, the Owner and CMAR are desirous of entering into such a definitive agreement pursuant to which CMAR will provide construction management services, all as more fully set forth herein;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

ARTICLE 1. EXTENT OF AGREEMENT; DEFINITIONS

- 1.01 Agreement. This **PROJECT** is comprised of two distinct parts identified as follows; (1) Phase 1 - Preconstruction Services (Exhibit C); (2) Phase 2 – Construction Services (to be established in a separate amendment). All phases, including preconstruction services and architect-engineering services, may not exceed the total Hamilton County Department of Education Project Budget established by the Hamilton County Department of Education. The CMAR accepts the relationship of trust and confidence established between it and the Owner by this Agreement. The CMAR covenants with the Owner to furnish its skill and judgment as a Construction Manager at Risk and General Contractor with specific expertise in the planning and construction of the **PROJECT** and to cooperate with the Owner and the Owner's representatives, including specifically the Project Architect-Engineer (hereinafter referred to as "AE"), in furthering the interests of the Owner. The CMAR agrees to furnish efficient business administration and superintendence and use its best efforts to complete the **PROJECT** in the best and most expeditious and economical manner, consistent with the interests of the Owner.

The CMAR agrees to provide the services required by this Agreement to complete such services consistent with the Owner's direction, the approved program, and the terms of this Agreement, in accordance with a standard of care which is ordinarily exercised by other construction managers and general contractors in similar circumstances.

- 1.02 Construction Team. The CMAR, Owner and AE shall be called the "Construction Team" and shall work together as a team from the date established by the Notice to Proceed through construction completion. The CMAR and AE shall work jointly during the preconstruction design phase and through final construction completion and shall be available thereafter should additional services be required. The CMAR shall provide leadership to the Construction Team on all matters relating to construction. The CMAR understands, acknowledges and agrees that the AE shall provide leadership to the Construction Team on all matters relating to design and engineering.
- 1.03 Extent of Agreement. This agreement for Construction Management Services for the **PROJECT** represents the entire agreement between the Owner and the CMAR and supersedes any prior negotiations, representations or agreements. This Agreement shall not be superseded by any provisions of the Project Plans and Specifications and may be amended only by written instrument signed by both Owner and CMAR. This Agreement is intended to be consistent with and implement the approved program for the **PROJECT** as set forth and further defined in that certain agreement between Owner, Hamilton County Government and AE dated June 26, 2025.
- 1.04 Definitions. As used in this Agreement, the words and phrases described in Exhibit A attached hereto and incorporated herein, shall have the meanings as set forth in that Exhibit A.
- 1.05 Use of Words and Phrases. Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Unless the context shall otherwise indicate, the singular shall include the plural as well as the singular number, and the word "person" shall include corporations and associations, including public bodies, as well as natural persons. "Herein," "hereby," "hereunder," "hereof," "herein- before," and "hereinafter" and other equivalent words refer to this Agreement and not solely to the particular portion thereof in which any such word is used.

ARTICLE 2. PURPOSE; PROPOSAL; SCHEDULE

- 2.01 Purpose – The purpose of this Agreement is to provide for the provision of Construction Management Services for the **PROJECT** by the CMAR, and construction of the **PROJECT** by the CMAR in accordance with the Project Plans and Specifications. The further purpose of this Agreement is to define and delineate the responsibilities and obligations of the parties to this Agreement and to express the desire of all such parties to cooperate together to accomplish the purposes and expectations of this Agreement.
- 2.02 Response to Request for Proposal – CMAR's Response to the Request for Proposal for Construction Management Services submitted by CMAR to Owner is hereby found to be consistent with and in conformance with the provisions of Owner's Request for Solicitation No. 26-31, and is in the best interests of the Hamilton County Department of Education. It is the intent of the parties that the CMAR's Response to the Request for Proposal for Construction Management Services be implemented pursuant to this Agreement, and, therefore, such Response is hereby merged into and is effectuated by this Agreement. Reference is hereby made to the response to the Request for Proposal for Construction Management at Risk

Services submitted by CMAR to the Hamilton County Department of Education, as well as any supplementary representations and statements furnished by CMAR to Owner during the CMAR selection process. The parties acknowledge that the representations and statements or information contained therein have been relied upon by the Owner and have resulted in the selection of CMAR as the construction manager for this **PROJECT**. However, Owner acknowledges that the terms and conditions for the performance of the CMAR and for the provision of its services are solely as contained within this Agreement.

2.03 Project Schedule - The development and equipping of the **PROJECT** shall be undertaken and completed in accordance with the Project Schedule. The construction services portion of the Project Schedule may be amended, revised and supplemented, and may thereafter be revised from time to time by and in the reasonable good faith discretion of the CMAR and AE, which revision shall be effective upon receipt by the Owner of a written notice of revision, provided, however, that absent an event of Force Majeure or a revision to the Project Schedule authorized by the execution of a Change Order, no revision to the Project Schedule which extends the preconstruction phase or the Project Substantial Completion Date shall be effective without the prior written approval of the Owner.

ARTICLE 3. COMPENSATION

3.01 CMAR'S Compensation – The Owner agrees to pay to the CMAR as compensation for all of its services and work provided for hereunder, including preconstruction and construction services. The fee for preconstruction services, as provided in Exhibit C, is fifty-two thousand dollars **(\$52,000)** and the sum of a CMAR fee to be negotiated at the time GMP* is established for Construction Services, as provided for in Exhibit B.

*The GMP will be established in a separate amendment to this Agreement.

1. Preconstruction Services (Exhibit C) shall be payable as follows: the owner shall compensate the CMAR for preconstruction services in eight **(8)** equal monthly installments of six thousand five hundred dollars **(\$6500)** each, for a total preconstruction fee of fifty-two thousand dollars **(\$52,000)**. Each installment shall be invoiced monthly and shall be due within thirty (30) days of the Owner's receipt of a proper invoice (Net 30). The compensation set forth in this paragraph is designed to pay CMAR for its services rendered in connection with the preconstruction design phase of the **PROJECT**. If at any time during the preconstruction design phase, it can reasonably be concluded that CMAR's services are not being provided in accordance with the schedule of preconstruction services, CMAR shall be reimbursed based upon a percentage of the services performed during the prior month.
2. CMAR fee. Not more often than once a month, and on a date established at the Project Pre-Construction Conference, the CMAR will submit to the Project Manager for review the pay application form with associated schedule of values. This form shall be filled out and signed by the CMAR covering the Work-In-Place as of the date of the Application and supported by such data as the Project Manager may reasonably require. In the event that the Project Substantial Completion Date occurs prior to expiration of the construction phase period as set forth in the Project Schedule, the entire remaining balance due under the terms of this Subparagraph (2) shall be due and payable on the Punch List Completion Date.

3. Reimbursable Project Costs. Based on application for payment for the actual cost of work completed, submitted monthly, itemized to correspond to the basis of compensation as set forth in Exhibit B and Article 6.03, including supportive documentation.

3.02 The Project; Changes in the Project; Additional Fee. The Project is as established by the Owner and AE in that certain construction document entitled Additions & Renovations for Soddy Daisy Middle School – Hamilton County, Tennessee, Schematic Design Floor Plans. (“Schematic Design”). If the Project GMP is increased by Owner, the CMAR shall be entitled to receive an additional fee **to be negotiated and established by the Parties, in writing, at the time of such increase to the GMP.** Payment of CMAR’s additional fee shall be made in equal monthly installments calculated by dividing the additional fee by the months remaining in the construction phase of the Project schedule. Upon completion of the additional work and final payment to the subcontractors, the actual cost of such additional work shall be established and any adjustment in the fees paid to CMAR shall be made between Owner and CMAR. As an incentive for the CMAR to diligently pursue cost reducing alternatives no reduction in CMAR fee below the amount set in Article 3.01 will occur as a result of project cost savings including those resulting from recommendations of the CMAR.

3.03 Period of Construction; Additional Fee. Owner, AE and CMAR expect and believe that the period of construction or construction phase for the **PROJECT** shall be **(to be established with Phase 2 amendment)** calendar days to **substantial completion** and **(to be established with Phase 2 amendment)**, calendar days to **final completion**.

Pre-Construction Phase Services shall be completed within **eight (8) months** of the date specified in the Pre-Construction Notice to Proceed.

***First Construction GMP payment and the subsequent monthly installments to be determined after the GMP has been established with Phase 2 amendment.**

In the event that the construction schedule is extended by agreement of Owner and CMAR due to changes in the **PROJECT** requested by Owner, CMAR shall be entitled to additional CMAR fee as negotiated in the GMP Amendment less any fee increase as calculated in Section 3.02 for work resulting in the subject increase in construction period. Provided, however, CMAR shall not be entitled to receive any portion of such additional compensation to the extent that the delay in performance results from acts of commission, omission, negligence, or fault of the CMAR, its agents or employees.

3.04 Project Costs. Project Costs shall mean all costs incurred by the Owner and CMAR in planning, constructing and equipping the **PROJECT**, in accordance with the Project Plans and Specifications all of which Project Costs shall be paid by the Owner, all of which Project Costs shall be included within the GMP established by CMAR and are more specifically described in Exhibit B.

3.05 Items and Expenses Included in CMAR's Compensation. Except as specifically set forth in Paragraphs 3.03 and 3.04 above, CMAR’s compensation includes full payment for services set forth in this Agreement, including but not limited to salaries or other compensation of CMAR’s officers, partners and/or employees; general operating expenses incurred by CMAR and relating to this **PROJECT**, including the cost of management, supervision and data processing staff, job office equipment and supplies, and other similar items as shown in Exhibit B, Part I, and necessary for CMAR to perform its services hereunder, specifically

excluding any items described on Exhibit B, Part II, attached hereto and incorporated herein, and including overhead and profit.

ARTICLE 4. CONSTRUCTION MANAGER'S RESPONSIBILITIES AND SERVICES

- 4.01 All documentation is required to be submitted digitally to the Owner Project Manager.
- 4.02 Project Management Information System – Commencing immediately following the date established by the Notice to Proceed, the CMAR shall implement and shall utilize throughout the life of this Agreement all subsystems of the Project Management Information System hereinafter referred to as "PMIS." The reports, documents and data to be provided through PMIS shall represent an accurate assessment of the current status of the **PROJECT** and of the work remaining to be accomplished and it shall provide a sound basis for identifying variances and problems and for making management decisions. It shall be prepared and furnished to the Owner and the AE monthly and shall accompany each pay request. If requested by the Owner, the CMAR shall conduct a comprehensive workshop in Hamilton County, TN, for participants designated by the Owner and such additional seminars as are required to provide instruction. The workshop and the seminars shall facilitate each participant's and the Owner's representatives' use and understanding of PMIS. The PMIS shall be described in terms of the following major subsystems:
1. Narrative Reporting. The CMAR shall prepare written reports as described hereunder. All such reports shall be in 8-2" x 11" or other convenient format. Copies shall be maintained at the Project Site and transmitted to the Owner and the AE. A bound copy of the complete narrative report shall be submitted to the Owner at the conclusion of the **PROJECT**. The narrative reporting subsystem shall include the following reports:
 - a. A monthly executive summary which provides an overview of current and outstanding issues and pending decisions, primary party responsible for the decision, future developments and expected achievements, and any problems or delays, including code violations found by the Permitting Authority.
 - b. A monthly cost narrative describing the current construction cost estimate and status of the **PROJECT**.
 - c. A monthly scheduling narrative summarizing the current status of the overall Project Schedule. This report shall include an analysis of the various Project Schedules, a description of the critical path, and the analysis as necessary to compare planned performance with actual performance.
 - d. A monthly accounting narrative describing the current actual cost and payment status of the **PROJECT** with supporting document. This report shall relate current encumbrances and expenditures to the budget allocations.
 - e. A monthly construction progress report during the construction phase summarizing the work of the various subcontractors. This report shall include information from the weekly job site meetings as applicable such as general conditions, long lead supplies, current deliveries, safety and labor relations programs, permits, construction problems and recommendations and plans for the succeeding month.

- f. A daily construction diary during the construction phase describing events and conditions on the project site.
2. Schedule Control. As soon as reasonably possible following execution of this Agreement, but not later than thirty (30) calendar days following full execution hereof, the CMAR shall prepare a Project Schedule using the critical path method, establishing a detailed schedule for preconstruction services, construction and Owner occupancy of the **PROJECT**, subject to review of Owner and AE, and approval or rejection by Owner within thirty (30) calendar days of delivery to Owner. The Project Schedule shall include a scheduled Construction Commencement Date and Project Substantial Completion Date, which dates shall accommodate known or reasonably anticipated geographic, atmospheric and weather conditions. The Project Schedule will serve as the framework for the subsequent development of all detailed schedules. The Project Schedule shall be produced and updated monthly throughout the **PROJECT**. In a manner consistent with the Project Schedule the CMAR shall prepare and submit to the AE a construction schedule in quadruplicate graphically depicting the activities contemplated to occur as a necessary incident to performance of the work required to complete the **PROJECT**, showing the sequence in which the CMAR proposes for each such activity to occur as a necessary incident to performance of the work required to complete such activity to occur and duration (dates of commencement and completion, respectively) of each such activity. The AE shall determine whether the construction schedule delivered and submitted by the CMAR meets the requirements stated above and whether the construction schedule is consistent with the Project Schedule. Following development and submittal of the construction schedule, the CMAR shall, at the end of each calendar month occurring thereafter during the period of time required to finally complete the **PROJECT**, or at such earlier intervals as circumstances may require, update and/or revise the construction schedule to show the actual progress of the work performed and the occurrence of all events which have affected the progress of performance of the work already performed or will affect the progress of the performance of the work yet to be performed in contrast with the planned progress of performance of such work, as depicted on the original construction schedule and all updates and/or revisions thereto as reflected in the updated and/or revised construction schedule last submitted prior to submittal of each such monthly update and revision. Each such update and/or revision to the construction schedule shall be submitted to the Owner and AE in duplicate. The CMAR shall prepare and incorporate into the schedule data base, at the required intervals, the following schedules.
 - a. The CMAR shall prepare a construction schedule for work encompassed in each bid package. The schedule shall be sufficiently detailed as to be suitable for inclusion in the bid package as a framework for contract completion by the successful bidder. It shall show the interrelationships between the work of the successful bidder and that of other subcontractors, and shall establish initial completion objectives keyed to the Project Schedule.
 - b. Upon the award of each subcontract, the CMAR shall jointly with the subcontractor, develop a schedule which is more detailed than the original construction schedule included in the specifications, taking into account the work schedule of the other subcontractors. The construction schedule shall include as many activities as necessary to make the schedule an effective tool for construction planning and for monitoring the performance of the subcontractor. The construction schedule shall also show pertinent activities

for material purchase orders, manpower supply, shop drawing schedules and material delivery schedules.

- c. The CMAR shall jointly develop with the AE and Owner a detailed plan, inclusive of punch lists, final inspections, maintenance training and turn over procedures, to be used for ensuring accomplishment of a smooth and phased transition from construction to Owner occupancy. The occupancy schedule shall be produced and updated monthly from its inception through final Owner occupancy.
3. Work by Others. The Owner may perform additional Work related to the **PROJECT** by itself, or it may let other direct contracts which shall contain General Conditions similar to these.

The CMAR will afford the other Contractors who are parties to such direct contracts (or the Owner, if it is performing the additional Work itself), reasonable opportunity for the introduction and storage of materials and equipment and the execution of the Work, and shall properly connect and coordinate his work with theirs. Should the Contract entail relocation of facilities not a part of this Contract, the CMAR will coordinate and cooperate with the applicable entity responsible for this portion of the work.

4. Cost Control. The operation of this subsystem shall provide sufficient timely data and detail to permit the Construction Team to control and adjust the **PROJECT** requirements, needs, materials, equipment and systems by building and site elements so that construction will be completed at a cost which, together with all Project Costs, will not exceed the Project Budget. Based upon a quantitative material take off with current local costs for each bid group by subcontract package, within a reasonable time period as determined by the Owner in the Owner's sole discretion, the CMAR shall provide its estimate of the total Project Costs for the PROJECT. These costs will be detailed by line item budget with a cost corresponding to each of the following stages or phases:
 - a. At completion of the Schematic Design.
 - b. At completion of the Design Development Phase.
 - c. At completion of 50% of the Construction Documents Phase.
 - d. At completion of 100% of the Construction Documents Phase.
 - e. At establishment of the Guaranteed Maximum Price (GMP).
5. Project Accounting. The operation of this subsystem shall enable the Construction Team to plan effectively and to monitor and control the funds available for the **PROJECT**, including information relating to cash flow, costs, change orders, payments and other major financial factors by comparison of budget, estimate, total commitment, amounts invoiced and amounts payable. A schedule of values for each line item in the Project budget shall be integrated into the Project accounting contemplated by this paragraph. This subsystem will be produced and updated monthly and accompany each pay request. Project accounting includes the following reports which together will serve as a basic accounting tool and an audit trail:

- a. The budget, estimate, and base commitment (awarded contracts and purchase orders) for any given contract or budget line item. It shall show approved change orders for each contract which when added to the base commitment will become the total commitment. Pending change orders will also be shown to produce the total estimated probable cost to complete the work.
- b. The value in place (both current and cumulative), the amount invoiced (both current and cumulative) and the balance remaining.
- c. The complete activity history of each item in the Project accounting structure. It shall include the budget, estimate, and base commitment figures for each contract. It shall give the change order history including change order numbers, description, proposed, and approved dates and the proposed and approved dollar amounts. It shall also show all pending or rejected change orders.
- d. A cash flow diagram showing the projected accumulation of cash payments against the **PROJECT**. Cash flow projections shall be generated for anticipated monthly payments as well as cumulative payments.

4.03 Design Review and Recommendations and Warranty

1. Review and Recommendations. Immediately upon the start date established by the Notice to Proceed, CMAR shall familiarize itself thoroughly with the Schematic Design Construction Documents, and with the architectural, civil, mechanical, plumbing, electrical, and structural plans and specifications being developed by the AE for the **PROJECT**. CMAR shall follow and/or otherwise review, as appropriate, the development of the design for the **PROJECT** from the Schematic Design presently available up through and including the Construction Document Phase. The CMAR shall make recommendations with respect to the selection of systems and materials and cost reducing alternatives (i.e., value engineering and life cycle cost analysis) including assistance to the AE and Owner in evaluating alternative comparisons versus long-term cost effects. The evaluation shall speak to the benefits of the speed of erection and early completion of the **PROJECT**. The CMAR shall furnish pertinent information as to the availability of materials and labor that will be required. The CMAR shall submit to the Owner, Permitting Authority and AE such comments as may be appropriate concerning construction feasibility and practicality (i.e., constructability analysis). The CMAR shall call to the Owner's and the AE's attention any apparent defects in the design, drawings and specifications or other documents.
2. Review Reports. Within thirty (30) calendar days after receiving the construction documents for each phase of the **PROJECT**, the CMAR shall perform a specific review thereof, focused upon factors of a nature encompassed in paragraph (1) above. Within the same 30-day period, the CMAR shall submit to the Owner and the AE a written report covering suggestions or recommendations previously submitted, additional suggestions or recommendations as the CMAR may deem appropriate, and all actions taken by the AE with respect to same, any comments the CMAR may deem to be appropriate with respect to separating the work into separate contracts, and alternative materials. Prior to establishment of the GMP, CMAR shall warrant to Owner (without assuming any architectural or engineering responsibility) that the Project Plans and Specifications are practical, feasible, and constructible and that the construction of the improvements

identified and described in the Project Plans and Specifications may be accomplished within the time frame identified and described in the Project Schedule.

3. Long Lead Procurement. The CMAR shall review the design for the purpose of identifying long lead procurement items (machinery, equipment, materials, and supplies). When each item is identified, the CMAR shall notify the subcontractors, Owner and the AE of the required procurement and schedule. Such information shall be included in the bid documents and made a part of all affected subcontracts. As soon as the AE has completed drawings and technical specifications and the CMAR has obtained permitting approval, the CMAR shall prepare invitations for bids. Copies shall be supplied to Owner in advance of the invitation to bid for Owner's information and comment. The CMAR shall keep itself informed of the progress of the respective subcontractors or suppliers, manufacturing or fabricating such items and advise Owner and AE of any problems or prospective delay in delivery.
4. Separate Contracts Planning. The CMAR shall review the design and shall determine how it desires to divide the sequence of construction activities, and will determine the breakdown and composition of bid packages for award, based on the current schedule while the design is being completed and shall supply a copy for Owner for its review and approval. The CMAR shall take into consideration such factors as natural and practical lines of severability, sequencing effectiveness, accesses and availability constraints, total time for completion, construction market conditions, availability of labor and materials, community relations and any other factors pertinent to saving time and cost by overlapping design and construction that are authorized by the Owner. The CMAR will supply the Owner a copy of the schedule for the Owner's information and comment. The CMAR will work in conjunction with the Owner's representatives, including the AE, to ensure that the bid list includes local, small and/or minority businesses.
5. Interfacing.
 - a. The CMAR shall take such measures as are necessary to ensure proper construction and delivery of the **PROJECT**, including but not limited to providing that all construction requirements will be covered in the separate procurement of long lead items, the separate construction subcontracts and the general conditions items performed without duplication or overlap to maintain completion of all work on schedule. Particular attention shall be given to provide that each bid package clearly identifies the work included in that particular separate subcontract, its scheduling for start and completion and its relationship to other separate contractors.
 - b. Without assuming any design responsibilities for the AE, the CMAR shall include in the reports comments on overlap with any other separate subcontracts, omissions, lack of correlation between drawings, and any other deficiencies noted, in order that the AE may arrange for necessary corrections.
6. Job Site Facilities. The CMAR shall arrange for all job site facilities required and necessary to enable the CMAR and AE to perform their respective duties and to accommodate any representatives of the Owner which the Owner may choose to have present on the job, the description of which shall be finalized prior to the establishment of the GMP.

7. Weather Protection. The CMAR shall ascertain what temporary enclosures of building areas, if any, should be provided for and may be provided in order to assure orderly progress of the work in periods when extreme weather conditions are likely to be experienced. The CMAR shall also be responsible for providing weather protection for work in progress and for materials stored on site.

8. Market Analysis and Stimulation of Subcontractor Interest.

The purpose of this subsection is to insure that the CMAR makes a genuine effort to stimulate interest in the **PROJECT** and maximize participation of potential qualified subcontractors in the selection process with emphasis placed on recruiting and using local, small and/or minority businesses. The CMAR shall monitor conditions in the construction market to identify factors that will or may affect costs and time for completing the **PROJECT**; and make analysis as necessary to (i) determine and report on availability of labor, materials, equipment, potential subcontractors and possible impact of any shortages or surpluses of labor or material, and (ii) in light of such determination, make recommendations and take action as may be appropriate with respect to long lead procurement, separation of construction into subcontractor packages, sequencing of work, use of alternative materials, equipment or methods, other economies in design or construction and other matters that will promote cost savings and completion within the schedule time.

4.04 Establishment of Guaranteed Maximum Price for Construction. Prior to entering into any subcontracts, the CMAR will establish and submit in writing to the Owner for its approval a Guaranteed Maximum Price, guaranteeing the maximum price to the Owner, for the Project Cost. Such Guaranteed Maximum Price shall only be subject to modification for changes in the **PROJECT** or as otherwise specifically provided for in this Agreement. However, the actual price paid for the work by the Owner shall either be: (1) the actual Project Cost, or (2) the GMP, whichever is the lesser when the work is finally complete. Owner may request and will be provided by CMAR copies of documents relating to the development of Project cost and GMP.

1. All amounts of monies resulting from actual Project Costs, as described above, totaling less than the GMP shall be and accrue to the benefit of the Owner.
2. The GMP will include only those applicable taxes in the Project Cost which are legally enacted at the time the GMP is established. Should any applicable taxes be enacted after the GMP then the GMP shall be increased by the same amount.
3. At the time of submission of a Guaranteed Maximum Price, the CMAR will verify the time schedule for activities and work which were adopted by the Construction Team and used to determine the CMAR's GMP. The GMP will include an agreed-upon sum as the construction contingency which is included for the purpose of defraying the expenses due to unforeseen circumstances relating to construction. The CMAR will be required to furnish documentation evidencing proposed expenditures to this contingency prior to written authorization for the release of funds by the Owner. Actual and contemplated expenditures from the contingency shall be displayed monthly in the PMIS. If bids are received below the applicable line items in the GMP, the surplus will be added to the contingency.
4. If requested by the Owner, when 100% of the subcontracts have been executed, the contingency within the GMP shall be decreased in proportion to the percent of the work as it is completed. In other words, if 10% of the work has been completed and paid and

all subcontracts have been executed, and the Owner requests that the contingency within the GMP be adjusted, then 10% of the contingency within the GMP will be removed from the GMP by Change Order.

5. If any bid package consistent with the Project Plans and Specifications for which the lowest price submitted by a subcontractor is in excess of the amount allocated by the CMAR for such bid package (unless Owner through change order changes the Scope of Work and the Guaranteed Maximum Price (GMP)), one of the following may occur: (1) the price of the bid package may be negotiated with the lowest responsible bidder, or (2) at the CMAR's request and expense, and at the Owner's sole option, Owner may require the AE to make certain changes in the Project Plans and Specifications as are necessary to bring that particular package into line, consistent with Owner's program and the Project's financial feasibility, or (3) with the approval of the Owner, funds may be reallocated from the construction contingency within the GMP to pay the difference between the low bid price and the amount allocated for the bid package, but in no case shall such approval serve to increase the GMP of the **PROJECT**.

4.05 Performance Bond and Labor and Material Payment Bond. Prior to the Construction Commencement Date, the CMAR shall obtain for the benefit of and directed to the Owner, a labor and material payment and performance bond, satisfying the requirements of the Hamilton County Department of Education and Tennessee Code Annotated, covering the faithful performance by the CMAR of its obligations under this Agreement, including but not limited to, the construction of the **PROJECT** on the Project Site, and the payment of all obligations arising thereunder, including all payments to subcontractors, laborers and materialmen (the "Payment and Performance Bond"). The surety selected by the CMAR to provide the Payment and Performance Bond shall be approved by the Owner prior the issuance of such Bond, which approval shall not be unreasonably withheld.

4.06 Construction Phase; Building Permit; Code Inspection.

1. Building Permit. The CMAR shall pay for all permits. The Owner and AE shall be required to provide such information to the Permitting Authority as is necessary to obtain approval from the Permitting Authority to commence construction prior to beginning construction. The CMAR shall pull the Building Permit, and shall be responsible for delivering and posting the Building Permit at the Project Site prior to the commencement of construction. The Owner and AE shall fully cooperate with the CMAR when and where necessary.
2. Code Inspections. All projects require detailed code compliance inspection during construction in disciplines determined by the Permitting Authority. These disciplines normally include, but are not necessarily limited to, structural, mechanical, electrical, plumbing, and general building. The CMAR shall notify the appropriate inspector(s) and the AE's representative, no less than 24 hours in advance that the work is ready for inspection and before the work is covered up. All inspection shall be made for conformance with the applicable ordinances and building codes. Costs for all re-inspections of work found defective and subsequently repaired shall not be included as Project costs and shall be borne by the CMAR or as provided in the contract between CMAR and subcontractor.
3. CMAR's Staff. The CMAR shall maintain sufficient off-site support staff and competent full-time staff at the Project Site authorized to act on behalf of the CMAR to coordinate, inspect and provide general direction of the work and progress of the subcontractors and the CMAR shall provide no less than those personnel during the respective phases of

construction. The CMAR shall not change any of those persons unless mutually agreed to by the Owner and CMAR. In such case, the Owner shall have the right to approval of the qualifications of the replacement personnel. The Owner shall have the right to request to replace the staff at the Project site at any time during the construction. The CMAR shall comply with the CMAR Background Screening Affidavit attached hereto and incorporated herein as Exhibit D.

4. Lines of Authority. The CMAR shall establish and maintain lines of authority for its personnel and shall provide this information to the Owner and all other affected parties, such as the code inspectors of the Permitting Authority, the subcontractors, and the AE to provide general direction of the work and progress of the various phases and subcontractors. The Owner and AE may attend meetings between the CMAR and his subcontractors.
5. Schedule Provision - Construction Phase. The CMAR shall continue to provide current scheduling information and provide direction and coordination regarding beginning and finishing dates, responsibilities for performance and the relationships of the CMAR's work to the work of its subcontractors and suppliers to enable them to perform their respective tasks so that the development of construction progresses in a smooth and efficient manner in conformance with the overall Project Schedule. The Project Schedule shall include all phases of procurement, approval of shop drawings, change orders in progress, schedules for change orders, and performance testing requirements. The CMAR shall advise the Owner, its representatives, and the AE of their required participation in any meeting or inspection giving each at least one week notice unless such notice is made impossible by conditions beyond its control. The CMAR shall hold job-site meetings at least biweekly with the Construction Team and at least once each week with the subcontractors and the AE's field representative, or more frequently as required by work progress, to review progress, discuss problems and their solutions and coordinate future work with all subcontractors. The CMAR shall prepare and maintain a record of such meetings and distribute copies as necessary.
6. Solicitation of Subcontracts.

The Owner intends to bid, through the CMAR, all portions of this **PROJECT**.

- a. The CMAR shall prepare all documents for bidding procurement of long lead items, materials and services, and for subcontractor contracts. The solicitation and award process shall be consistent with the requirements of Article 6 hereof.
- b. As part of such bid preparation, the CMAR shall review the specifications and drawings prepared by the AE. Ambiguities, conflicts or lack of clarity of language, use of illegally restrictive requirements, and any other defects in the specifications or in the drawings noted by the CMAR shall be brought to the attention of the Owner and AE in written form.
- c. The CMAR shall, unless waived by Owner, conduct conferences with all prospective subcontractors, for the purpose of reviewing and approving awards. Invited will be the AE, Owner and Owner's representatives. In the event questions are raised which require an interpretation of the documents or otherwise indicate a need for clarification or correction, the CMAR shall transmit these to the AE and upon receiving clarification or correction in writing shall

prepare an amendment to the document and issue same to all of the prospective subcontractors.

- d. Selection and award of subcontracts shall be consistent with Article 6 hereof.
- e. Work by CMAR and/or LEA: in accordance with Tennessee Code Annotated 49-2-203(a)(3)(D)(ii), the CMAR is prohibited from undertaking actual construction work on the PROJECT, except in instances where bids have been solicited twice and no bids have been submitted. If the CMAR can document that a good faith effort was made in each bid solicitation to obtain bids and no bids were received, then the CMAR may perform the construction work at a price agreed upon by the CMAR, the AE and the Owner of the project with written authorization to support such CMAR completion. Further, a school system, at its own discretion, may perform work on the PROJECT with its own employees, and may include the coordination and oversight of this work as part of the services of the CMAR.

f. Advertisement Timeframe

The CMAR shall publicly advertise the bidding for a period of time not less than the days provided in the schedule below. Such timeframes may only be waived or modified to a lesser time with approval of the Owner's Director of Procurement.

ESTIMATED CONSTRUCTION COSTS	CALENDAR DAYS FOR ADVERTISEMENT
\$100,000.00 - \$200,000.00	10 DAYS
\$200,000.01 - \$500,000.00	15 DAYS
\$500,000.01 +	21 DAYS

g. Advertisement Location/Media

The CMAR shall publicly advertise for the period listed above in a regionally circulated newspaper, on a news and information website, and on their company website or through a third-party eProcurement system where available. The advertisement must run at least once in the newspaper prior to the opening date following the above thresholds. The CMAR's advertisement must include the date and time of the submission deadline. The CMAR shall make every effort to receive maximum exposure and therefore receive adequate competition for their advertisement. Sealed bids for actual construction work shall be opened at a public bid opening and the names of the contractors and their bid amounts shall be announced.

h. Documentation Responsibility

The CMAR shall maintain files that adequately support the competitive solicitation process chosen and followed by the CMAR. At minimum, the CMAR shall provide to the Owner assigned Project Manager a summary bid tabulation depicting all bids received broken down by discipline and clear indication of the selected sub-contractor(s). Should the CMAR not select the lowest bidder in any instance, a written description as to why the lowest bidder was not selected must be provided within the bid tabulation summary.

The bid tabulation summary and the guaranteed maximum price documentation shall be provided to the Owner Project Manager for review. The GMP documentation shall also provide a breakdown of pricing by discipline.

7. Quality Control. The CMAR shall develop and maintain a program acceptable to the Owner and AE to assure quality control of the construction. The CMAR shall be responsible for and supervise the work of all subcontractors, providing instructions to each when their work does not conform to the requirements of the Project Plans and Specifications and the CMAR shall continue to coordinate the work of each subcontractor to ensure that corrections are made in a timely manner so as to not affect the efficient progress of the work. Should a disagreement occur between the CMAR and the AE over the acceptability of the work, the Owner, at its sole discretion and in addition to any other remedies provided herein, shall have the right to determine acceptability.
8. Subcontractor. The CMAR shall solely supervise the subcontractors. The CMAR shall negotiate all change orders and field orders with all affected subcontractors and shall review the costs and advise the Owner and AE of their validity and reasonableness, acting in the Owner's best interest. Before any work is begun on any change order which is to be funded through contingency, approval for use of contingency funds must be secured from Owner and a written authorization from the Owner must be issued. However, when there is an imminent threat to health and safety, and Owner's concurrence is impractical, the CMAR shall act immediately to remove the threats to health and safety and shall subsequently fully inform Owner of all such action taken. The CMAR shall also carefully review all shop drawings and then forward the same to the AE and Owner for review and actions. The AE will transmit them back to the CMAR who will then issue the shop drawings to the affected subcontractor for fabrication or revision. The CMAR shall maintain a suspense control system to promote expeditious handling. The CMAR shall request the AE to make interpretations of the drawings or specifications requested of him by the subcontractors and shall maintain a business system to promote timely response. The CMAR shall inform the AE which shop drawings or requests for clarification have the greatest urgency and need to be responded to first. The purpose shall be to enable the AE to prioritize requests coming from the CMAR. The AE shall timely respond. The CMAR shall advise the Owner and AE when timely response is not occurring on any of the above.
9. Job Site Requirements.
 - a. The CMAR shall provide each of the following activities as a part of its services hereunder:
 - i. Maintain a log of daily activities, including manpower records, weather, delays, major decisions, etc.
 - ii. Maintain a roster of companies on the **PROJECT** with names and telephone numbers of key personnel.
 - iii. Establish and enforce job rules governing parking, clean-up, use of facilities and work discipline.
 - iv. Provide labor relationships management and equal opportunity employment for a harmonious productive **PROJECT**.

- v. Provide and administer a safety program for the **PROJECT** to meet OSHA requirements. Monitor for subcontractor compliance without relieving them of responsibilities to perform work in accordance with best acceptable practice.
 - vi. Provide quality control program.
 - vii. Provide miscellaneous office supplies that support the construction efforts which are consumed by its own forces.
 - viii. Provide for travel to and from its home office to the Project Site and to those other places within Hamilton County as required by the **PROJECT**.
- b. The CMAR shall provide personnel and equipment or shall arrange for separate subcontractors to provide each of the following as a Project Cost:
- i. Distribution of all required bidding documents and shop drawings, including the sets required by the Permitting Authority's inspectors.
10. Job Site Administration. The CMAR shall provide as part of its services, job site administrative functions during construction to assure proper documentation, including but not limited to the following:
- a. Job Meetings. Hold progress and coordination meetings to provide for a timely completed **PROJECT**. Implement procedures and assure timely submittals, expedite processing approvals and return of shop drawings, samples, etc. Coordinate and expedite critical ordering and delivery of materials, work sequences, inspection and testing(s), labor allocation, etc. Review and implement revisions to the Project Schedule. Monitor and promote safety requirements. The CMAR shall use the job site meetings as a tool for (i) preplanning of work and enforcing schedules and for establishing procedures, responsibilities and identification of authority for all to clearly understand; (ii) identify party or parties responsible for follow up on any problems, delay items or questions, and (iii) record course for solution. The CMAR shall visit each pending item at each subsequent meeting until resolution is achieved and shall require all present to make known any problems or delaying event known to those present for appropriate attention and resolution.
 - b. Material and Equipment Expediting. Provide staff to closely monitor material and equipment deliveries, critically important checking and follow-up procedures on supplier commitments of all subcontractors and maintain a material and equipment expediting log.
 - c. Payments to Subcontractors. Develop and implement a procedure for review, processing and payment of applications by subcontractors for progress and final payments.
 - d. Document Interpretation. Refer all questions for interpretation of the documents prepared by the AE to the AE and the Owner.
 - e. Reports and Project Site Documents. Record the progress of the **PROJECT**. Submit written progress reports to the Owner and the AE, including information on

subcontractors' work, and the percentage of completion. Keep a daily log available to the Owner, the AE and the Permitting Authority inspectors.

- f. Subcontractors Progress. Prepare periodic punch lists for subcontractor's work including unsatisfactory or incomplete items and schedules for their completion.
- g. Substantial Completion. The CMAR, AE, and Owner will conduct a pre-substantial completion inspection. The CMAR will prepare the pre-substantial completion punch list from which the CMAR and AE will develop a completion schedule. The CMAR shall ascertain when the work or designated portions thereof are ready for Owner and AE substantial completion inspection. The CMAR shall provide a complete list of incomplete or unsatisfactory items (preliminary punch list) to the Owner and AE prior to this inspection. The Owner and AE shall add to this list additional incomplete or unsatisfactory item(s). The CMAR shall prepare a punch list of items to be completed and a schedule for their completion including completion dates for review and approval by the Owner and AE ("Punch List Completion Date").
- h. Final Completion. Monitor the subcontractors' performance on the completion of the **PROJECT** and provide notice to the Owner and AE that the work is completed and ready for final inspection. Secure and transmit three (3) copies to the Owner, through the AE, all required guarantees, affidavits, releases, bonds and waivers, manuals, record drawings and maintenance books including a final completion form.
- i. Startup. With the Owner's personnel, direct the check-out of utilities, operations, systems and equipment for readiness and assist in their initial start up and testing by the subcontractors.
- j. Record Drawings. The CMAR shall monitor the progress of its own forces or its subcontractors on marked up field prints so as to provide completed record drawings to be turned over to the AE for preparation of As-builts as required herein.
- k. Administrative Records. The CMAR will maintain at the job site and his principal office, originals or copies of, on a current basis, files and records, such as, but not limited to the following:

- Contracts or Purchase Orders
- Shop Drawings submittal/Approval Logs
- Equipment Purchase/Delivery Logs
- Contract Drawings and Specifications with Amendment
- Warranties and Guarantees
- Cost Accounting Records
- Labor Costs
- Material Costs
- Equipment Costs
- Cost Proposal Request
- Payment Request Records
- Meeting Minutes
- Cost Estimates
- Bulletin Quotations
- Lab Test Reports

Insurance Certificates and Bonds
Contract Changes
Purchase Orders
Material Purchase Delivery Logs
Technical Standards
Design Handbooks
Record Drawing Marked Print
Operating and Maintenance Instruction
Daily Progress Reports
Transmittal Records
Inspection Reports
Bid/Award Information
Bid Analysis and Negotiations
Punch Lists
PMIS Schedule and updates
Suspense (Tickler) Files of Outstanding Requirements
Documentation of Good Faith Effort
Correspondence Files

The **PROJECT** records shall be available at all reasonable times to the Owner and AE for reference, review or reproduction.

11. Shop Drawings and Samples. After checking and verifying all field measurements, the CMAR will submit to the AE and Owner for approval, in accordance with the acceptable schedule of Shop Drawing submission, five copies of all Shop Drawings, which shall have been checked by and stamped with the approval of the CMAR and identified as the AE may require. The data shown on the Shop Drawings will be complete with respect to dimensions, design criteria, materials of construction and the like to enable the AE to review the information as required.

The CMAR will also submit to the AE for approval with such promptness as to cause no delay in the Work, all samples required by the Contract Documents. All samples will have been checked by and stamped with the approval of the CMAR, identified clearly as to material, manufacturer, any pertinent numbers and the use for which intended.

- a. At the time of each submission, the CMAR will in writing call the AE's attention to any deviations that the Shop Drawing or sample may have from the requirements of the Contract Documents and, in addition, shall cause a specific notation to be made on each shop drawing submitted for review and approval of each such variation.

The AE will review and approve with reasonable promptness Shop Drawings and Samples, but its review and approval shall be only for conformance with the design concept of the **PROJECT** and for compliance with the information given in the Contract Documents. The approval of a separate item as such will not indicate approval of the assembly in which the item functions. The CMAR will make any corrections required by the AE and will return the required number of corrected copies of Shop Drawings and resubmit new samples until approved. All cost incurred for the resubmitted shop drawing shall be the CMAR responsibility. The CMAR's stamp of approval on any Shop Drawing or sample shall constitute a representation to the AE that the CMAR has either determined and verified all quantities, dimensions, field construction criteria, materials, catalog numbers and

similar data or he assumes full responsibility for doing so, and that he has reviewed or coordinated each Shop Drawing or sample with the requirements of the Work and the Contract Document.

No work requiring a Shop Drawing or sample submissions shall be commenced until the submission has been approved by the AE. Any related work performed prior to review and approval by the Owner of the pertinent submission will be sole expense and responsibility of the CMAR. A copy of each approved Shop Drawing and each approved sample shall be kept in good order by the CMAR at the site and shall be available to the AE.

The AE approval of Shop Drawings or samples shall not relieve the CMAR from his responsibility for any deviations from the requirements of the Contract Documents, unless the CMAR has in writing called the AE's attention to such deviation at the time of submission and the Owner and the AE have given written approval to the specific deviation; or shall any approval by the AE relieve the CMAR from responsibility for errors or omissions in the Shop Drawings.

4.07 Project Schedule; Substantial Completion; Occupancy.

1. Establishment of Project Substantial Completion Date. At the time a Guaranteed Maximum Price (GMP) is established, the Project Substantial Completion Date for completion of the construction may be amended by Owner upon recommendation of Construction Team, if reasonably necessary, which Project Substantial Completion Date shall be subject to Force Majeure. An amendment to Substantial Completion Date under this section will not necessarily involve additional CMAR compensation. The CMAR agrees to complete the construction prior to the Project Substantial Completion Date. The CMAR acknowledges that failure to complete the **PROJECT** prior to the Project Substantial Completion Date will result in substantial damages to the Owner. The CMAR shall be assessed liquidated damages in the amount, (****Liquidated Damages will be established with Phase 2 amendment**), per calendar day for each day completion is extended beyond the Project Substantial Completion Date, plus any fines and penalties directly imposed against Owner by any regulatory and/or governmental authority against Owner. Provided, however, CMAR and Owner shall cooperate with each other, and shall use best efforts and due diligence to avoid the imposition of any such fines and/or penalties.
2. Completion of Construction. The date of Substantial Completion of the **PROJECT** or a designated portion thereof is the date when construction is sufficiently complete in accordance with the Project Plans and Specifications so the Owner can lawfully occupy or utilize the **PROJECT** for the use for which it is intended. The CMAR warranty shall commence on the Project Final Completion Date.
3. Owner Occupancy. The CMAR shall provide services during the design and construction phases which will provide a successful and timely Owner occupancy of the **PROJECT**. The CMAR shall provide consultation and Project management to facilitate Owner occupancy and provide transitional services to get the work, as completed by the subcontractors; "on line" in such conditions as will satisfy Owner operations requirements. The CMAR shall catalog operational and maintenance requirements of the equipment to be operated by maintenance personnel and convey these to the Owner in such a manner as to promote their usability. The CMAR shall provide operations training, in equipment use, for building operators.

4. Record Drawings. The CMAR shall continuously review Record Drawings and mark up progress prints. Upon receipt by CMAR of its final payment due hereunder, the CMAR shall provide to the AE and Owner an original of marked-up, Record Project Plans and Specifications showing the location and dimensions of the **PROJECT** as constructed, which documents shall be certified as being correct by the CMAR and the AE.

4.08 CMAR's Warranty. The CMAR warrants that all labor and materials will conform to the Project Plans and Specifications. The CMAR further warrants that all materials and equipment will be new, of good quality and free from any defects. With respect to the same work, the CMAR further agrees to correct or replace as necessary all work found by the Owner to be defective in material and workmanship or not in conformance with the Project Plans and Specifications for a period of one year from the Project Final Completion Date. CMAR shall use its best efforts and due diligence to ensure that, during the warranty period, those entities or individuals who have provided direct warranties to the Owner as required by the contract documents perform all required warranty work in a timely manner and at the sole cost and expense of such warranty providers. The direct cost of any warranty work shall be paid by CMAR. The CMAR shall collect and deliver to the Owner any specific written guaranties or warranties given by others as required by the contract documents. Also, the CMAR shall conduct, jointly with the Owner and the AE, a warranty inspection eleven (11) months after the Project Final Completion Date.

4.09 Lien Free Construction. All construction services provided by CMAR or any of the subcontractors in construction of the **PROJECT** on the Project Site shall be accomplished in a manner that will result in no liens, claims or encumbrances being imposed against the **PROJECT**.

ARTICLE 5. OWNER'S RESPONSIBILITY

5.01 Project Site; Title. The Owner hereby represents to the CMAR that it currently has, and will maintain up through and including the Project Substantial Completion Date, good title to all of the real property constituting the Project Site. Owner agrees to resolve, at its expense, any disputes relating to the ownership and use of the Project Site which might arise during the course of construction.

5.02 Permits. The CMAR shall be responsible for paying for all licenses and shall be responsible for payment of and obtaining all necessary permits and governmental authorizations as may be necessary for the commencement of construction as contemplated by this Agreement, and through the completion of the **PROJECT**. Such permits and governmental authorizations shall include the Building Permit, temporary construction easements or right-of-ways if necessary, vacation of right-of-ways as may be required and any necessary variances, rezoning or other land use approvals. Upon receipt of all surveys, soils tests and other Project site information, CMAR shall promptly advise Owner of any inadequacies in such information and of the need for any additional surveys, soil or subsoil tests, or temporary construction easements or right-of-ways. Owner shall not be responsible for any delay or damages to the CMAR for any site conditions or deficiencies in the site and access to the site which could have been identified by CMAR and corrected by Owner prior to the establishment of the GMP. Nothing contained herein shall be construed as creating any obligation of the Owner relating to the **PROJECT** which is inconsistent with the exercise of Owner's obligations and responsibilities as a governmental authority, nor shall anything contained herein be construed as obligating the Owner to be a partner or joint venture with

CMAR. Nothing herein shall be construed or deemed to contractually or otherwise obligate Owner to approve any rezoning or variance petition, if such rezoning or variance is necessary or desirable for development and/or completion of the **PROJECT**.

- 5.03 Project Plans and Specifications; Architect. The parties hereto acknowledge and agree that owner has previously entered into an agreement between Owner, Hamilton County Government and AE dated June 26, 2025. Pursuant to the terms of such agreement, the AE, as an agent and representative of Owner, is responsible for the preparation of Project Plans and Specifications which consist of drawings, specifications and other documents setting forth in detail the requirements for the construction of the **PROJECT**. All of such Project Plans and Specifications shall be provided either by Owner or the AE and CMAR shall be under no obligation to provide same and shall be entitled to rely upon the accuracy and completeness of the Project Plans and Specifications provided by the AE, and all preliminary drawings prepared in connection therewith. The CMAR shall be notified of any written modification in the agreement between Owner and AE. By execution hereof, CMAR represents and warrants that it has reviewed the agreement between Owner and AE, and finds that such agreement between Owner and AE is consistent and compatible with the obligations and requirements of CMAR as more fully set forth in this Agreement.
- 5.04 Surveys; Soil Tests and Other Project Site Information. Owner shall be responsible for providing a legal description and certified land survey of the Project Site in a form and content, and with such specificity as may be required by the AE and CMAR to perform their services. To the extent deemed necessary by Owner and AE, and solely at Owner's expense, Owner may engage the services of a Geotechnical Consultant to perform test borings and other underground soils testing as may be deemed necessary by the AE or the CMAR. CMAR shall not be obligated to provide such surveys or soil tests and shall be entitled to rely upon the accuracy and completeness of the information provided to CMAR. Owner shall provide CMAR as soon as reasonably possible following the execution of this Agreement all surveys or other survey information in its possession describing the physical characteristics of the Project Site, together with soils reports, subsurface investigations, utility locations, deed restrictions, easements and legal descriptions then in its possession or control.
- 5.05 Information; Communication; Coordination. The Owner hereby designates the District Facilities Director designee as Project Coordinator, to act in the Owner's behalf with respect to the **PROJECT**. The Project Coordinator shall examine all documents or requests for information submitted by the CMAR and shall advise CMAR of Owner's decisions pertaining thereto within a reasonable period of time to avoid unreasonable delay in the progress of the CMAR's services. CMAR shall indicate if any such documents or requests warrant priority consideration. However, decisions pertaining to approval of the Project Schedule as it relates to the date of Substantial Completion, the Project cost, CMAR's compensation, documentation relating to use of contingency, approving or changing the GMP shall only be effective when approved in writing by the Owner. Owner reserves the right to designate a different Project Coordinator provided CMAR is notified in writing of any such change. Owner and AE may communicate with subcontractors, materialmen, laborers or suppliers engaged to perform services on the **PROJECT**. Neither the Owner nor the AE shall attempt to direct the work of or otherwise interfere with any subcontractor, materialmen, laborer or supplier or otherwise interfere with the work of the CMAR.
- 5.06 Construction Inspections and Coordination. Owner, AE and CMAR agree to cooperate and coordinate with each other and all Permitting Authorities, including specifically: **Hamilton County Codes and Building Services**

- 5.07 Acknowledgment. The CMAR recognizes and acknowledges that Owner is a governmental body with certain procedural requirements to be satisfied. CMAR has and will make reasonable allowance in its performance of services for such additional time as may be required for approvals and decisions by the Owner and any other necessary government agency. Specific directions and approval made by the Owner shall be in writing authorized at its regular or special Board Meetings, or as otherwise consistent with authorities granted to the Project Coordinator.

ARTICLE 6. SUBCONTRACTOR SELECTION AND PAYMENT PROCESS

- 6.01 Definition. A subcontractor is a person or organization who has a direct contract with the CMAR to perform any work at the Project Site. Except as specifically set forth herein with respect to direct materials acquisitions by Owner, nothing contained in this Agreement or in any contract document does or shall create any contractual relation between the Owner or AE and any subcontractor. Specifically, the CMAR is not acting as an agent of the Owner with respect to any subcontractor.
- 6.02 Subcontracts. The CMAR shall provide a copy of all proposed subcontracts, including general supplementary conditions to the Owner. Owner and CMAR understand, acknowledge and agree that Owner is in the process of evaluating its requirements for the procurement of subcontractor services necessary to construct the **PROJECT**. Prior to establishment of the GMP and CMAR's solicitation from subcontractors and/or suppliers, Owner and CMAR shall agree upon a procurement methodology and process which shall comply with the legal requirements and expectations of Owner. CMAR agrees to cooperate with Owner in any procurement methodology and process which is required by law, and also cooperate with Owner in any such methodology or process desired by Owner (and not otherwise legally required) provided that such cooperation does not result in any extension of the Project Substantial Completion Date established by the Project Schedule.
- 6.03 Application for Progress Payments.
1. Not more often than once a month, nor less often than specified in the approved payment schedule, and on a date established at the Project Preconstruction Conference, the CMAR will submit to the AE and Owner for review an Estimate and Requisition for Payment Form filled out and signed by the CMAR covering the actual Work completed as of the date of the Application and supported by such data. Also, if payment is requested on the basis of materials and equipment not incorporated in the Work but delivered and suitably stored at the site or at another location agreed to and authorized in writing, the application for Payment shall also be accompanied by such supporting data, satisfactory to the Owner, as well establish the Owner's title to the material and equipment and protect its interest therein, including applicable insurance. All progress payments will be subject to the retainage percentage. Such retainage shall be paid and will be issued in the final payment after acceptance by the Owner of the Work.

The Estimate and Requisition for Payment form shall list individually, each instrument of change to the Guaranteed Maximum Price or Project Contingency, its approved value, the amount previously requisitioned, the amount sought in the current requisition, the total value of completed work and, if requested by the Owner, the Estimate and Requisition for Payment form shall, for each instrument of change to the Guaranteed

Maximum Price or Project Contingency, be further detailed to provide a breakdown, by trade, of the values and requisition amounts for each trade, for each change instrument.

2. Approval of Payments. The AE will, within ten (10) calendar days after receipt of each Application for Payment, either indicate his approval of payment and deliver the application to the Owner or return the Application to the CMAR indicating in writing the reason for refusing to approve payment. In the latter case, the CMAR may make the necessary corrections and resubmit the Application. The Owner will, within five (5) calendar days after receipt of each approved application for payment, either indicate their approval of payment and within fifteen (15) calendar days pay the CMAR ninety five percent (95%) of the portion of the GMP properly allocated to labor, materials and equipment incorporated in the Work and ninety five percent (95%) of the portion of the GMP properly allocated to materials and equipment suitably stored at the site or at some other location or return the application to the CMAR through the AE indicating in writing the reason for refusing to approve payment. In the latter case, the CMAR may make the necessary corrections and resubmit the application to the AE.

The AE's approval of any payment requested in an Application for Payment shall constitute a representation by him to the Owner, based on the AE's on-site observations of the Work in progress and on his review of the Application for Payment and the supporting data that the CMAR is entitled to payment of the amount approved.

The AE may refuse to approve the whole or any part of any payment if in his opinion, he is unable to make such representations to the Owner. He may then refuse to approve any such payment because of subsequently discovered evidence or the results of subsequent inspections or test, nullify any such payment previously approved, to such extent as may be necessary in his opinion to protect the Owner from loss because:

- a. The Work is defective;
 - b. A portion of such payment is the subject of a dispute or claim that has been filed.
 - c. The amount has been reduced because of Modifications;
 - d. The Owner has been required to correct defective Work or complete the Work in accordance with the guarantee and warranty.
 - e. Of unsatisfactory prosecution of the Work, including failure to clean up.
3. The CMAR shall pay each subcontractor, upon receipt of payment from the Owner, out of the amount paid to the CMAR on account of such subcontractor's work, the amount to which the subcontractor is entitled in accordance with the terms of the CMAR's contract with such subcontractor. The CMAR shall, by appropriate agreement with each subcontract, require each subcontractor to make payments to subcontractors in a similar manner. After receipt of payment from Owner, if the need should arise to withhold payments to subcontractors for any reason, as solely determined by CMAR, the CMAR shall promptly restore such monies to the owner, adjusting pay requests and Project bookkeeping as required.

Commencing with second application of the Estimate and Requisition for Payment form, the Owner may require, as a condition of payment, the submission of releases of lien from any or all subcontractors. Where the Owner so requires, the releases furnished shall be original copies, properly executed and notarized, in a form acceptable to the Owner.

4. The CMAR warrants that upon payment of any retainage, materials and equipment covered by a partial payment request will pass to Owner either by incorporation in

construction or upon receipt of payment by the CMAR, whichever occurs first; (a) work, materials and equipment covered by previous partial payment requests are free and clear of liens, claims, security interests or encumbrances, hereinafter referred to as "liens"; and (b) no work, materials or equipment covered by a partial payment request will have been acquired by the CMAR, or any other person performing work at the site or furnishing materials or equipment for the **PROJECT** is subject to an agreement under which an interest therein or an encumbrance thereon is retained by the seller or otherwise imposed by the CMAR or other such person.

6.04 Application for Final Payment.

1. Final Inspection. Upon written notice from the CMAR that the **PROJECT** is complete, the AE and Owner will make a final inspection with the CMAR and will notify the CMAR in writing of any particulars which this inspection reveals that the Work is defective. The CMAR shall immediately make such corrections as are necessary to remedy the defects within a reasonable time.
2. Final Inspection for Payment. After the CMAR has completed any such corrections to the satisfaction of the AE and Owner and delivered all maintenance and operating instructions, schedules, guarantees, bonds, certificates of inspection and other documents as required by the Contract Documents, he may make application for final payment following the procedure for progress payments. The final Application for Payment shall be accompanied by legally effective final releases or waivers of liens from the CMAR and all subcontractor(s) which performed services for the CMAR pursuant to the Contract Documents and the consent of surety, if applicable to final payment.
3. Approval of Final Payment. If, on the basis of its observations and review of the Work during construction, its final inspection and its review of the final Estimate and Requisition for Payment, all as required by the Contract Documents, the AE is satisfied that the Work has been completed and the CMAR has fulfilled all of his obligations under the Contract Documents, it will, within ten (10) calendar days after receipt of the final Application for Payment, indicate in writing its approval of payment and deliver the application to the Owner. Otherwise, it will return the Application to the CMAR, indicating in writing its reason for refusing to approve final payment, in which case the CMAR will make the necessary corrections and resubmit the Application. The Owner will, within fifteen (15) calendar days after receipt of approved application for final payment, either indicate their approval of the estimate and requisition application for payment and within fifteen (15) calendar days pay the CMAR the amount approved by the Owner and issue a Certificate of Final Completion or return the application through the AE indicating in writing the reason for refusing to approve payment. In the latter case, the CMAR may make the necessary corrections and resubmit the application to the AE.

If, after substantial Completion of the Work, final completion is materially delayed through no fault of the CMAR, and the AE so confirms, the Owner shall and without terminating the Agreement, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than the retainage stipulated in the Agreement, and if bonds have been furnished, the written consent of the Surety to the payment of the balance due for that portion of the Work fully completed and accepted, shall be submitted by the CMAR to the AE, prior to certification of such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

If liquidated damages are to be deducted from the final payment, the Owner shall so notify the CMAR in writing at least ten (10) calendar days prior to the Owner's submittal to Finance.

The CMAR will be required to submit with his final payment documents a DBE Participation Certification indicating all DBE subcontractor(s) and amount(s) utilized for the **PROJECT**.

At the final completion of the construction **PROJECT** the Owner's Project Manager will prepare a Contractor Performance Evaluation, and forward to the CMAR for review, comment and signature.

Upon receipt of the Contractor Performance Evaluation the CMAR will have seven (7) calendar days, from the date received, to review, comment, sign and return back to the Project manager. If the evaluation has not been received back from the CMAR within the seven (7) calendar days, the Owner will assume the CMAR fully agrees with and has no comments to the evaluation.

4. Final Accounting Costs. Final accounting of costs of the work shall be provided by the CMAR in the form of a detailed cost report showing vendor, invoice number and date of invoice for all costs, all sorted by trade division cost code as is maintained by the CMAR in his accounting system. Upon receipt of the detailed cost report final accounting, the Owner may have access to all accounting records at the CMAR's place of business for review and reporting purposes by the Owner's accountant, whether external or internal.

ARTICLE 7 CHANGES IN THE PROJECT

7.01 Amending and Supplementing Contract Documents. The Contract Documents may be amended to provide for additions, deletions and revisions in the Work or to modify the terms and conditions thereof in one or more of the following ways:

1. a formal Written Amendment,
2. a Change Order, or
3. a Field Directive Change.

The Contract price and the Contract Time may only be changed by the Change Order or a Written Amendment.

In addition, the requirements of the Contract Documents may be supplemented and minor variations and deviations in the Work may be authorized, in one or more of the following ways:

1. a Field Change Order,
2. the AE approval of a Shop Drawing or sample, or
3. the AE written interpretation or clarification.

7.02 Changes in Work. Without invalidating the Agreement, the Owner may unilaterally and at any time or from time to time order additions, deletions or revisions in the Work; these will be authorized by Change Orders or Field Directive Change. Upon receipt of a Change Order or Field Directive Change, the CMAR will proceed with the Work involved.

All such Work shall be executed under the applicable conditions of the Contract Documents.

If any Change Order or Field Directive Change causes an increase or decrease in the Guaranteed Maximum Price (GMP) or any extension or shortening the Contract Time, an equitable adjustment will be made.

Additional Work performed by the CMAR without written authorization of a change in the form of an approved Change Order will not entitle him to an increase in the Guaranteed Maximum Price (GMP) or any extension of the Contract Time, except in the case of an emergency.

It is the CMAR's responsibility to notify the Surety of any changes affecting the general scope of the Work or change of the Guaranteed Maximum Price (GMP) and the amount of the applicable Bonds shall be adjusted accordingly. The Surety's Acceptance must be submitted to the AE, by the CMAR, within ten (10) calendar days of the initiation of the change.

7.03 Change of Guaranteed Maximum Price. The Guaranteed Maximum Price (GMP) constitutes the total compensation payable to the CMAR for performing the Work. All duties, responsibilities and obligations assigned to or undertaken by the CMAR shall be at his expense without change in the Guaranteed Maximum Price.

The Guaranteed Maximum Price (GMP) may only be changed by a Change Order. Any claim for an increase or decrease in the Guaranteed Maximum Price (GMP) shall be in writing and delivered to the AE within fifteen (15) calendar days of the occurrence of the event giving rise to the claim and stating the general nature of the claim. Notice of the amount of the claim with supporting data shall be delivered within fifty (50) calendar days after such occurrence (unless Owner allows an additional period of time to ascertain more accurate data in support of the claim) and shall be accompanied by the CMAR's written statement that the amount claimed covers all known amounts (direct, indirect, and consequential) to which the CMAR has reason to believe it is entitled as a result of the occurrence of said event. No claim for an adjustment in the Guaranteed Maximum Price (GMP) will be valid if not submitted in accordance with this paragraph. All claims for adjustment in the Guaranteed Maximum Price (GMP) shall be reviewed by the AE. Any change in the Guaranteed Maximum Price (GMP) shall be incorporated in a Change Order and approved by the Owner. No claim by the CMAR for an equitable adjustment hereunder shall be allowed if asserted after final payment under this Contract.

The value of any Work covered by a Change Order or of any claim for an increase or decrease in the Guaranteed Maximum Price shall be determined in one of the following ways:

1. Where the Work involved is covered by unit prices contained in the Contract Documents or subsequently agreed upon, by application of unit prices to the quantities of the items involved.
2. By mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation.

3. By cost of the Work and mutually acceptable fixed amount for overhead and profit agreed upon by the parties.

In such cases the CMAR will submit in the form prescribed by the Owner an itemized cost breakdown together with supporting data. The amount of credit to be allowed by the CMAR to the Owner for any such change which results in a net decrease in cost will be the amount of the actual net decrease as determined by the Owner. When both additions and credits are involved in any one change, the combined overhead and profit shall be figured on the basis of the net increase or decrease, if any.

Regardless of how the value of Work covered by a Change Order or any other claim for an increase or decrease in the Guaranteed Maximum Price is determined, in no case shall the total amount of overhead and profit, including all tiers of subcontractors, exceed 15% of the cost of the Work, unless otherwise approved by the Owner. Such 15% limit shall not include the cost of the Construction Manager's General Conditions or CMAR Fees where due.

- 7.04 Change of Contract Time. The Contract Time may only be changed by a Change Order. Any claim for an extension in the Contract Time shall be in writing and delivered to the AE within fifteen (15) calendar days of the occurrence of the event giving rise to the claim and stating general nature of the claim. Notice of the extent of the claim with supporting data (analysis and documentation) shall be delivered within sixty (60) calendar days after such occurrence (unless the AE allows an additional period of time to ascertain in more accurate data in support of the claim) and shall be accompanied by the CMAR's written statement that the adjustment claim is the entire adjustment to which the CMAR has reason to believe it is entitled as a result of the occurrence of said event. If adverse weather conditions are the basis for a claim for additional time, such claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction. No claim by the CMAR under this provision shall be allowed unless the CMAR has given the notice and the analysis and documentation required in this paragraph. All claims for adjustment in the Contract Time resulting from any such claim shall be incorporated in a Change Order.

The Owner shall not be responsible for any delay in the completion of the **PROJECT** where the delay is beyond the control or without fault or negligence on behalf of the Owner. The Owner shall not be held accountable for extra compensation or an extension of time due to default by the CMAR, subcontractors, or suppliers in the furnishing of labor or materials for the **PROJECT**, or having to replace defective materials.

The CMAR shall be entitled to a claim for an extension of time when a delay or hindrance is caused by an act of God, or any act or omission on the part of the Owner, provided the CMAR gives notice to the AE within fifteen (15) calendar days of the occurrence of the event giving rise to the claim and having stated the general nature of the claim. The CMAR's sole remedy shall be an extension of Contract Time.

No extension of Contract Time or increases in Guaranteed Maximum Price (GMP) shall be granted for any delay caused either by (1) inadequate crewing, default or bankruptcy of lower tier contract, slow submittals, etc., or (2) by severe though not unusual weather conditions (other than hurricanes and tornadoes) or (3) any delay impacting a portion of the Work within the available total float or slack time and not necessarily preventing completion of the Work within the Contract Time unless otherwise agreed to by the Owner in its sole discretion or (4)

for any delay which is caused by the CMAR having to replace defective material or (5) delays attributable to the lack of performance by subcontractors regardless of the reasons.

ARTICLE 8.
RELATIONSHIP BETWEEN CMAR AND ARCHITECT-ENGINEER (AE)

- 8.01 Administration. The AE will provide administration of this Agreement as it relates to inspection of the **PROJECT** during construction and shall at all times have access to the work wherever it is in preparation and progress. Owner shall, in accordance with this Agreement and Owner's Agreement with AE, use its best efforts to maintain cooperation between the AE and CMAR.
- 8.02 Inspection of the Work. The AE will visit the Project Site at intervals appropriate to the stage of construction to become familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with this Agreement and the Project Plans and Specifications. On the basis of the AE's on-site observations as the design professional, the AE will keep the Owner informed of the progress of the work, and will endeavor to protect the Owner against defects and deficiencies in the work of the CMAR. The AE will not have control or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work which shall be the obligation of CMAR.
- 8.03 Interpretation of Project Plans and Specifications. The AE will be the interpreter of the requirements of the Project Plans and Specifications. Upon receipt of comments or objections by CMAR or Owner, the AE will make decisions on all claims, disputes or other matters pertaining to the interpretation of the plans and specifications. The AE's decisions in matters relating to artistic effect will be final if consistent with the Project Plans and Specifications.
- 8.04 Rejection of Nonconforming Work. The AE and Owner have the authority to reject work which does not conform to the Project Plans and Specifications.
- 8.05 Uncovering of Work.
1. If any portion of the work should be covered contrary to the written request of the AE, it must, if required in writing by the AE, be uncovered for his observation and shall be recovered at the CMAR's expense.
 2. If any other portion of the work has been covered which the AE has not specifically requested to observe prior to being covered, the AE may request to see such work and it shall be uncovered by the CMAR. If such work be found to be in accordance with the Project Plans and Specifications, the cost of uncovering and replacement shall, by appropriate Change Order, be added to the Project Cost.
- 8.06 Correction of Work. The CMAR shall promptly correct all work rejected by the AE for being defective or as failing to conform to the Project Plans and Specifications whether observed before or after the Project Completion Date and whether or not fabricated, installed or completed. The CMAR shall bear all costs of correcting such rejected work, including compensation for AE additional services made necessary thereby.
- 8.07 Timely Performance of AE. Owner, CMAR and AE understand, acknowledge and agree that timely performance and response by AE to certain information requested by CMAR is

an important aspect of joint cooperation between and among the Construction Team. The CMAR shall identify which requests for information or response from the AE have the greatest urgency, and the CMAR shall identify those items which require prioritizing in response by the AE. The CMAR shall also identify the preferred time period for response and shall request a response time which is reasonably and demonstrably related to the needs of the **PROJECT** and CMAR. In the event that the period of time identified by CMAR for response is demonstrably unfair, AE shall communicate such information to CMAR, in writing, and AE shall identify the time necessary for response and a date upon which the AE's response will be made. In the event that the AE believes that any such information provided by CMAR is incomplete or otherwise inadequate to provide its response, AE shall immediately inform CMAR of such fact, in writing, with a copy to the Owner's Project Coordinator. In the event that the CMAR believes that AE is not providing timely services or responses as required by this paragraph, CMAR shall immediately inform AE of such fact, in writing, with a copy to the Owner's Project Coordinator.

ARTICLE 9 CONTRACTOR'S LIABILITY INSURANCE

9.01 Contractor's Liability Insurance. The CMAR will purchase and maintain such insurance as will protect him from claims under Worker's Compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees including claims insured by usual personal injury, sickness and disease, or death of any person other than his employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property including loss of use resulting therefrom any or all of which may arise out of or result from the CMAR's operations under the Contract Documents, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. This insurance shall be written for no less than the limits of liability specified in the Contract Documents or required by law, whichever is greater, and shall include contractual liability insurance. As a prerequisite to the Owner signing the Contract, the CMAR will file with the Owner certificates of such insurance, acceptable to the Owner; these certificates shall contain a provision for cancellation.

9.02 Insurance Requirements. Before final execution of the Agreement and until acceptance of the Work by the Owner, the CMAR shall procure and maintain insurance of the types and of the limits specified below.

An Insurance Certificate shall be required from the CMAR. Such form must be properly executed and submitted by an authorized representative of the insurance company and CMAR. Such certificate of insurance state that the coverage is primary, and shall be in the types and amounts stated below.

9.03 Certificate of Insurance. the Hamilton County Department of Education, its officers and employees is to be specifically included as an Additional Insured on the Commercial General Liability coverage.

It shall be the responsibility of the CMAR to ensure that all subcontractors carry General Liability Insurance, Automobile Liability, and Workers' Compensation in compliance with statutory limits.

The Certificate of Insurance must contain the following limits:

1. Worker's Compensation: Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a minimum limit of \$500,000.00 each accident. The certificate shall include a waiver of subrogation from the carrier.
2. Commercial General Liability: Shall have minimum limits of \$1,000,000.00 per occurrence. Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises and/or Operations, Independent Contractors and Products and/or Completed Operations, Broad Form Property Damage, and a Contractual Liability Endorsement. Said coverage must be on an occurrence basis. the Hamilton County Department of Education, its officers and employees shall be included as an Additional Insured.
3. Business Automobile Policy: Shall have minimum limits of \$1,000,000.00 per occurrence. Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Owned Vehicles, Hired and Non-owned Vehicles, and Employees Non-Ownership and be based on occurrence basis.
4. All Risk Builders Risk or Installation Floater: Upon execution of the Phase 2 Amendment, and prior to issuance of the Notice to Proceed for Construction Phase services, the CMAR shall also procure and maintain All Risk coverage, with the limits of insurance to equal 100% of the completed contract amount of such addition(s), building(s), or structure(s). Any deductible is the responsibility of the CMAR. The Owner shall be named as an additional insured only with respect to losses in connection with this contract.

The CMAR agrees that the requested insurance coverage(s) are not intended to and shall not, in any manner, limit or reduce the liabilities and obligations assumed by the CMAR, it's agents, employees, subcontractors, etc.

ARTICLE 10. FORCE MAJEURE, FIRE OR OTHER CASUALTY

10.01 Force Majeure

1. Delays in any performance by any party contemplated or required hereunder due to: fire, flood, earthquake or hurricane, acts of God, war, declaration of hostilities, revolt, civil strife, altercation or commotion, strike, labor dispute, or epidemic, or any law, order, proclamation, regulation or ordinance of any government or any subdivision thereof, or for any other similar cause to those enumerated, beyond the reasonable control and which with due diligence could not have been reasonably anticipated and without the fault or negligence of the party seeking excuse from performance, shall be deemed to be events of Force Majeure and any such delays shall be excused. In the event such party is delayed in the performance of any work or obligation pursuant to this Agreement for any of the events of Force Majeure and any such delays shall be excused. In the event such party is delayed in the performance of any work or obligation pursuant to this Agreement for any of the events of Force Majeure, the date for performance required or contemplated by this Agreement shall be extended by the number of calendar days such party is actually delayed in such substantial completion.
2. The party seeking excuse for nonperformance on the basis of Force Majeure shall promptly give written notice to the Owner, if with respect to the CMAR, or to the CMAR,

if with respect to the Owner, specifying its actual or anticipated duration, and weekly thereafter, if such delay shall be continuing, written notice stating whether the condition continues and giving its actual or then anticipated duration. Each party seeking excuse from nonperformance on the basis of Force Majeure shall use its best efforts to rectify any condition causing a delay and will cooperate with the other party, except that neither party shall be obligated to incur any unreasonable additional costs and expenses, to overcome any loss of time that has resulted.

10.02 Casualty; Actions by Owner and CMAR. During the Construction Period, if the **PROJECT**, or any part thereof, shall have been damaged or destroyed, in whole or in part, the CMAR shall promptly make proof of loss and Owner and CMAR shall proceed promptly to collect, or cause to be collected, all valid claims which may have arisen against insurers or others based upon such damage or destruction. The CMAR shall diligently assess the damages or destruction and shall prepare an estimate of the cost, expenses and other changes, including normal and ordinary compensation to the CMAR, necessary for reconstruction of the **PROJECT** substantially in accordance with the Project Plans and Specifications. Within fifteen (15) calendar days following satisfaction of the express conditions described in subsections (1), (2) and (3) below, the CMAR covenants and agrees diligently to commence reconstruction and to complete the reconstruction or repair of any loss or damage by fire or other casualty to the **PROJECT** to substantially the same size, floor area, cubic content and general appearance as prior to such loss or damage:

1. receipt by the Owner or the Trustee of the proceeds derived from collection of all valid claims against insurers or others based upon such damage or destruction; and receipt of other sums from any source such that the funds necessary to pay the Project Cost and any additions to the Project Cost necessitated for repair or reconstruction are available;
2. written agreement executed by the CMAR and the Owner, by amendment to this Agreement or otherwise, authorizing and approving the repair or reconstruction and any additions to the Project Cost necessitated thereby, including any required amendment to the GMP; and
3. final approval by the Owner of the Project Plans and Specifications for such repair or reconstruction and issuance of any required Building Permit.

10.03 Approval of Plans and Specifications. The Owner agrees to approve the plans and specifications for such reconstruction or repair if the reconstruction or repair contemplated by such plans and specifications is economically feasible, and will restore the **PROJECT**, or the damaged portion thereof, to substantially the same condition as prior to such loss or damage and such plans and specifications conform to the applicable laws, ordinances, codes and regulations. The owner agrees that all proceeds of any applicable insurance or other proceeds received by the owner or the CMAR as a result of such loss or damage shall be used solely for payment of the costs, expenses, and other charges of the reconstruction or repair of the **PROJECT**.

10.04 Notice of Loss or Damage. The CMAR shall promptly give the Owner written notice of any significant damage or destruction to the **PROJECT**, defined as loss or damage which it is contemplated by CMAR will increase the GMP or extend the date of substantial completion, stating the date on which such damage or destruction occurred, the then expectations of CMAR as to the effect of such damage or destruction on the use of the **PROJECT**, and the then proposed schedule, if any, for repair or reconstruction of the **PROJECT**. Loss or

damage which the CMAR determines will not affect the GMP or date of substantial completion will be reported to Owner and AE immediately and associated corrective actions will be undertaken without delay.

ARTICLE 11 INDEMNIFICATIONS

11.01 Indemnification by CMAR. To the fullest extent permitted by law, the CMAR shall indemnify, defend, and hold harmless the Owner, its board, officers, employees, agents, and consultants (collectively, the "Indemnitees") from and against any and all claims, demands, suits, actions, damages, liabilities, judgments, losses, costs, and expenses (including reasonable attorneys' fees and litigation costs) of any nature whatsoever arising out of, relating to, or resulting from:

1. the acts, errors, omissions, negligence, or willful misconduct of the CMAR, its subcontractors, suppliers, employees, agents, or consultants in connection with the performance of the Work;
2. any breach by the CMAR of its contractual obligations under this Agreement;
3. damage to or destruction of tangible property (including Owner's property) caused by or resulting from the CMAR or those acting under its direction;
4. injury to or death of any person caused by or resulting from the CMAR or those acting under its direction; and
5. the failure of the CMAR or those acting under its direction to comply with any applicable federal, state, or local laws, ordinances, rules, regulations, or orders.

The CMAR shall, at its sole expense, promptly repair, restore, or replace any tangible property of the Owner that is damaged by the CMAR or its subcontractors.

The obligations of indemnification under this Article shall apply regardless of whether such claim, damage, loss, or expense is caused in part by an Indemnitee; provided, however, that the CMAR shall not be required to indemnify or hold harmless an Indemnitee against liability for damages to the extent such damages are caused by the sole negligence or willful misconduct of that Indemnitee.

The parties acknowledge and agree that nothing in this Agreement shall be construed to waive or limit the Owner's governmental immunity or defenses available under the Tennessee Governmental Tort Liability Act, Tenn. Code Ann. § 29-20-101 et seq., or other applicable law. The CMAR's indemnification obligations are separate from, and in addition to, any insurance or self-insurance maintained by the Owner, including coverage provided through the Tennessee Risk Management Trust (TNRMT). Nothing herein shall be construed to expand the obligations of the Tennessee Risk Management Trust or to create any coverage for the CMAR's indemnification responsibilities, which remain the sole responsibility of the CMAR.

11.02 Exculpation. Notwithstanding the indemnification obligations set forth herein, the CMAR shall not be liable for, nor deemed to have assumed responsibility for, the professional services provided directly to the Owner by the Architect/Engineer (AE) or its agents,

employees, or consultants. Without limitation, the CMAR shall not be responsible for errors, omissions, or deficiencies in maps, drawings, specifications, surveys, reports, or other design documents prepared by the AE, nor for losses, injuries, or damages arising out of the AE's negligent performance of professional services.

The parties further acknowledge that the Owner's participation in the Tennessee Risk Management Trust provides certain self-insurance coverage subject to statutory limitations, but nothing in this Agreement shall be construed as obligating the Tennessee Risk Management Trust to provide coverage for the CMAR's indemnification obligations, which remain the sole responsibility of the CMAR.

ARTICLE 12. DEFAULT; TERMINATION

12.01 Termination by Owner Without Cause. The Owner reserves the exclusive right to terminate this Agreement without cause as provided herein. In the event that Owner exercises its rights of termination, Owner shall provide written notice to CMAR of termination and the termination shall become effective upon delivery to CMAR of such written notice. As a condition of Owner's termination rights provided for in this paragraph, CMAR shall be released and discharged from all obligations arising by, through or under the terms of this Agreement, and the Payment and Performance Bond shall be terminated. In the event of any such termination by Owner, Owner shall assume and become liable for obligations, commitments and unsettled contractual claims that CMAR has previously undertaken or incurred in connection with the **PROJECT** and as authorized under this agreement. In addition, Owner shall pay CMAR the additional compensation described below:

1. Termination by Owner for Certain Identified Events. After the establishment of the GMP, if the final cost estimates make the **PROJECT** no longer reasonably feasible from the standpoint of the Owner, Owner shall provide written notice to CMAR of termination prior the Construction Commencement Date. Owner shall pay CMAR all compensation earned or accrued by CMAR up to and including the date of termination.
2. Termination Based Upon Abandonment, Casualty or Force Majeure. If, after the Construction Commencement Date (i) Owner abandons the **PROJECT** (which for purposes of this paragraph shall mean the cessation of all construction and other activities relating to the **PROJECT**, excluding those which are necessary to wind down or otherwise terminate all outstanding obligations with respect to the **PROJECT**, and no recommencement of same within 12 months following the date of termination), or (ii) the **PROJECT** is stopped for a period of 60 consecutive calendar days due to an instance of force majeure or the result of a casualty resulting in a loss that cannot be corrected or restored within 120 calendar days (excluding the time required to assess the damage and complete the steps contemplated), the Owner shall have the right to terminate this Agreement and pay the CMAR its compensation earned or accrued to date.
3. Owner's Termination for Owner Convenience. Notwithstanding anything contained herein to the contrary, Owner may without cause, terminate this agreement at any time upon delivery of written notice to the CMAR. In the event Owner delivers such notice to the CMAR, CMAR agrees to withdraw its employees and its equipment, if any, from the work site on the effective date of the termination as specified in said notice (which effective date shall not be less than two (2) business days after the date of delivery of the notice), regardless of any claim the CMAR may or may not have

against the Owner. In the event of such termination, CMAR shall be entitled to any unpaid Cost of the **PROJECT** incurred to the effective date of such termination, and to no compensation other than the fees owed or accrued through the date of termination.

12.02 Termination by the CMAR. In the event that the **PROJECT** is stopped for a period of sixty (60) calendar days by the CMAR for the Owner's failure to make payments thereon, or in the event that Owner shall have otherwise defaulted in its obligations under the terms of this Agreement, the CMAR, upon giving fourteen (14) calendar days written notice of such event of nonpayment or default to the Owner, and upon the expiration of such fourteen (14) calendar day period, if such nonpayment or other event of default has not been cured, the CMAR may terminate this Agreement and demand payment of all of the CMAR's compensation hereof and Owner shall assume and become liable for obligations, commitments and unsettled contractual claims that CMAR has previously undertaken or incurred pursuant to this Agreement.

12.03 Owner's Right to Perform CMAR's Obligations and Termination by Owner for Cause.

1. If the CMAR fails to timely perform any of his obligations under this Agreement, including any obligation the CMAR assumes to perform work with his own forces, the Owner may, after seven (7) calendar days' written notice, during which period the CMAR fails to perform such obligation, make good such deficiencies and perform such actions. The GMP, or the actual cost of the **PROJECT**, whichever is less, shall be reduced by the cost to the Owner of making good such deficiencies and the CMAR's compensation shall be reduced by an amount required to manage the deficiencies, provided, however, nothing contained herein shall limit or preclude Owner from pursuing additional damages from CMAR as a result of its breach.
2. If the CMAR is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed on account of its insolvency, or if it persistently or repeatedly refuses or fails, except in case for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or fails, without being excused, to maintain an established schedule (failure to maintain schedule shall be defined as any activity on the critical path that falls thirty (30) calendar days or more behind schedule) which has been adopted by the Construction Team, or if it fails to make prompt payment to subcontractors for materials or labor, or disregards laws, rules, ordinances, regulations, or orders of any public authority having jurisdiction, or otherwise is guilty of substantial violations of a provision of the Agreement, then the Owner may, without prejudice to any other right or remedy, and after giving the CMAR and its surety, if any, fourteen (14) calendar days' written notice, and during which period the CMAR fails to cure the violation, terminate the employment of the CMAR and take possession of the Project Site and of all materials, equipment, tools, construction equipment, and machinery thereon owned by the CMAR, and may finish the **PROJECT** by whatever method the Owner may deem expedient. In such case, the CMAR shall not be entitled to receive any further payment. Owner shall be entitled to recover all costs and damages arising as a result of failure of CMAR to perform as provided in this Agreement, as well as reasonable termination expenses and costs and damages incurred by the Owner may be deducted from any payments left owing the CMAR.

- 12.04 Obligations, Rights and Remedies Cumulative. The specific rights and remedies to which either the Owner or the CMAR are entitled are not exclusive and are intended to be in addition to any other remedies or means of redress to which the Owner or the CMAR may lawfully be entitled and are not specifically prohibited by this Agreement.
- 12.05 Non-action on Failure to Observe Provisions of This Agreement. The failure of the Owner or the CMAR to promptly insist upon strict performance of any terms, covenant, condition or provision of this Agreement or any exhibit or any other Agreement contemplated hereby, shall not be deemed a waiver of any right or remedy that the Owner or the CMAR may have, and shall not be deemed a waiver of any subsequent default or nonperformance of such term, covenant, condition or provision.
- 12.06 Litigation. All claims, disputes, or other matters in question between the Owner and the CMAR, arising under the terms of this Agreement and performance hereunder shall be decided by a court of competent jurisdiction, and shall not be the subject of arbitration. The parties agree that with respect to any Agreements executed by and between themselves relating to the **PROJECT** and any other persons or entities performing work on the **PROJECT**, that such agreements will contain a provision such that any disputes shall be resolved in a court of competent jurisdiction, it being the intention of all parties that any dispute be resolved in one consistent forum.
- 12.07 Attorney's Fees. In any litigation between the parties hereto arising out of this Agreement, the prevailing party shall be entitled to recover all fees and costs incurred in such litigation, including reasonable attorney's fees, through appeals.

ARTICLE 13. MISCELLANEOUS

- 13.01 Harmony. CMAR is advised and hereby agrees that it will exert every reasonable and diligent effort to assure that all labor employed by it and its subcontractors for work on the **PROJECT** shall work in harmony with and be compatible with all other labor being used by building and construction contractors now or hereafter on the site of the **PROJECT**. CMAR further agrees that this provision will be included in all subcontracts of the subcontractors as well as the CMAR's own contract; provided, however, that this provision shall not be interpreted or enforced so as to deny or abridge on account of membership or non-membership in any labor union or labor organization, the right of any person to work of the Tennessee Constitution. Owner's liability for obligations, commitments and unsettled contract claims in the event of termination of this Agreement, shall be limited in accordance with an agreed to subcontract termination clause approved by Owner.
- 13.02 Ownership of Products and Documents. All documents, reports, analysis maps, blueprints, drawings and other papers and products prepared or received by CMAR in connection with this Agreement ("CMAR's work"), upon payment by Owner of fees accrued and owing at the time of CMAR's work shall be the property of Owner and Owner shall have the right to use CMAR's work subsequently without restriction or limitation.
- 13.03 Disadvantage Business Enterprises. The CMAR is advised that the Hamilton County Department of Education encourages the utilization of local Disadvantaged Business Enterprise (DBE) participation in District procurement's. CMAR will take all reasonable and necessary affirmative steps to assure that local DBE firms will be utilized for this **PROJECT**.

13.04 Successors and Assignment. No transfer or assignment of the rights and/or obligations of Owner under this Agreement shall be effective without the written consent of the CMAR. No transfer or assignment of the rights and/or obligations of the CMAR under this Agreement shall be effective without the written consent of the Owner. The terms herein contained shall bind and inure to the benefit of the Owner, its successors and assigns, and the CMAR, its successors and assignments, except as may be otherwise specifically provided herein.

13.05 Notices. All notices, demands, requests for approvals or other communications which may be or are required to be given by either party to the other in writing shall be deemed given and delivered on the date received by the person listed below or the Authorized Representative, or, if notice is by mail, on the date mailed to the address below or, if by hand delivery, on the date delivered to the address below:

To the CMAR J&J Contractors, Inc.
Aaron Pack
700 W. Main Street
Chattanooga, TN 37402

With a copy to:
And;

To the Consultant: Mta Architecture & Planning
Matthew Twitchell, President
200 W. MLK Blvd Suite 200a
Chattanooga, TN 37402

With a copy to:
And;

To the Owner Hamilton County Department of Education
3074 Claude Ramsey Parkway
Chattanooga, TN 37421
Department of Maintenance
Project Manager Justin Witt, Executive Director of Maintenance

The addresses to which notice is to be sent may be changed from time to time by a written notice delivered to each party to this Agreement. Until notice of change of address is received, a party may rely upon the last address given.

13.06 Severability. If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the requirements of applicable laws and if the remainder of this Agreement can substantially be reasonably performed without material hardship, so as to accomplish the intent and the goals of the parties hereto.

13.07 Applicable Law and Construction. The laws of the State of Tennessee shall govern the validity, performance and enforcement of this Agreement. This Agreement has been negotiated by the Owner and the CMAR, and this Agreement, including the Exhibits, shall not be deemed to have been prepared by either the Owner or the CMAR, and each of them shall be deemed to have participated equally in the preparation hereof.

13.08 Submission to Jurisdiction.

1. Each party to this Agreement hereby submits to the Jurisdiction of the courts of the State of Tennessee with venue in Hamilton County, Tennessee, for the purposes of any suit, action or other proceeding arising out of or related to this Agreement and hereby agrees not to assert by way of a motion as a defense or otherwise that such action is brought in an inconvenient forum or that the venue of such action is improper or that the subject matter thereof may not be enforced in or by such courts.
2. The present registered agent of J&J Contractors, Inc. is Robert Brent Collier, the individual designated for service of process by the corporation which is CMAR under the terms of this Agreement, with an address of 700 W. Main Street, Chattanooga, TN 37402. If at any time during the term of this Agreement, the CMAR is not a resident of the State of Tennessee or has no partner, officer, employee or agent thereof available for service of process as a resident of the State of Tennessee, or if any permitted assignee thereof shall be a foreign corporation, partnership or other entity or shall have no officer, employee or agent available for service of process in the State of Tennessee, CMAR hereby designates the Secretary of State, State of Tennessee, its agent for the service of process in any court action between it and the Owner, arising out of or related to this Agreement and such service shall be made as provided by the laws of the State of Tennessee for service upon a nonresident; provided, however, that at the time of service on the Secretary of State, a copy of such service shall be mailed by prepaid, registered mail, return receipt requested, to the CMAR at the address for notices.

13.09 Estoppel Certificates. The CMAR and the Owner shall at any time and from time to time, upon not less than twenty-one (21) calendar days prior notice by the other party, execute, acknowledge and deliver to the other a statement certifying that this Agreement is unmodified and in full force and effect (or if there have been modifications that the same as modified is in full force and effect and setting forth such modifications), the dates to which any changes have been paid in advance, if any, and, to the knowledge of such party, neither it nor the other party is then in default hereof, it being intended that any such statement delivered may be relied upon by any prospective purchaser, mortgagee, assignee of any mortgage or assignee of the respective interests in the **PROJECT**, if any, of either party made in accordance with the provisions of this Agreement.

13.10 Complete Agreement. The written form of this Agreement and the Exhibits supersede and control over any and all prior agreements, understandings, representations and statements, whether written or oral, specifically including, but not limited to the Proposal, made with regard to the matters addressed by this Agreement.

13.11 Captions. The section headings and captions of this Agreement and the table of contents preceding this Agreement are for convenience and reference only and in no way definite, limit or describe the scope or intent of this Agreement, or any part thereof, or in any way affect this Agreement, or construe any article or section hereof.

13.12 Holidays. It is hereby agreed and declared that whenever the time period for a notice or performance under the terms of this Agreement is seven (7) days or greater, and would be made or given or done on a Saturday or Sunday or on a legal holiday observed by the Hamilton County Department of Education, it shall be postponed to the next following business day, not a Saturday, Sunday or legal holiday.

- 13.13 Exhibits. Each Exhibit referred to in and attached to this Agreement is an essential part of this Agreement. The Exhibits, and any amendments or revisions thereto, even if not physically attached hereto, shall be treated as if they are part of this Agreement.
- 13.14 Authorized Representatives. Within three (3) business days following the Effective Date of this Agreement, the Owner and the CMAR shall each designate an initial authorized representative (the Project Coordinator as to the Owner) to act on its behalf to the extent and for the duration of the **PROJECT** and shall provide to the other the name, address and specimen signature of such authorized representative. Unless otherwise designated by Owner to the contrary. Thereafter, subsequent or replacement designations may be made as deemed necessary and appropriate by the designating party. Upon such subsequent or replacement designation being made, the designating party shall promptly notify the other party hereto.
- 13.15 Nondiscrimination. At all times during the construction of the **PROJECT**, including the receipt, evaluation, negotiations and approval of all bids for work to be performed on the **PROJECT**, and the hiring and discharge of all employees or other personnel, the CMAR shall not discriminate against any person or entity on the basis of race, creed, sex or national origin.
- 13.16 No General Obligation. In no event shall any obligation of the Owner under this Agreement be or constitute a pledge of the ad valorem taxing power of the Owner within the meaning of the Constitution of the State of Tennessee or any other applicable laws. Neither the CMAR nor any other party under or beneficiary of this Agreement shall ever have the right to compel the exercise of the ad valorem taxing power of the Owner, in any form on any real or personal property to pay the Owner's obligations or undertakings hereunder.
- 13.17 Members of the Owner Not Liable.
1. All covenants, stipulations, obligations and agreements of the Owner contained in this Agreement shall be deemed to be covenants, stipulations, obligations and agreements of the Owner to the full extent authorized by the Constitution and laws of the State of Tennessee.
 2. No covenant, stipulation, obligation or agreement contained herein shall be deemed to be a covenant, stipulation, obligation or agreement of any present or future member of the Governing Body or agent or employee of the Owner in its, his or their individual capacity, and neither the members of the Governing Body of the Owner, nor any official executing this Agreement shall be liable personally or shall be subject to any accountability by reason of the execution by the Owner of this Agreement or any act pertaining hereto.
- 13.18 Relationship of the Parties. No party to this Agreement shall have any responsibility whatsoever with respect to services provided or contractual obligations assumed by the other party to third parties, and nothing in this Agreement shall be deemed to contemplate either party as a partner, agent or local representative of the other party, or relationship between the parties or to create the relationship of employer/employees.
- 13.19 Maintenance of Records. The CMAR shall keep adequate records and supporting documents applicable to this contractual matter. Said records and documentation will be retained by the CMAR for a minimum of seven (7) years from the date of termination of this Agreement. The Owner and its authorized agents shall have the right to audit, inspect and

copy records and documentation as often as the Owner deems necessary during the period of this Agreement and during the period of seven (7) years thereafter; provided, however, such activity shall be conducted only during normal business hours. The Owner, during the period of time expressed by the preceding sentence, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the CMAR as concerns the aforesaid records and documentation.

CMAR specifically acknowledges its obligations to comply with State of Tennessee Regulations, with regard to public records, and shall:

1. keep and maintain public records that ordinarily and necessarily would be required by the Owner in order to perform the services required under this Agreement;
2. upon request from the Owner, provide the Owner with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the agreed upon costs or as otherwise provided by law;
3. ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
4. meet all requirements for retaining public records and transfer, at no cost to the Owner, all public records in possession of CMAR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Owner in a format that is compatible with the information technology system of the Owner.

IF THE CMAR HAS QUESTIONS REGARDING THE APPLICATION OF TENNESSEE CODE ANNOTATED 10-7-503, TO THE CMAR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 423-498-7043, 3074 CLAUDE RAMSEY PARKWAY, CHATTANOOGA, TN 37421.

EXHIBIT A

DEFINITIONS

1. "Agreement" means this Agreement between Owner and Construction Manager, including any Exhibits attached hereto, and any amendments or revisions to this Agreement or any of the exhibits.
2. "Authorized Representative" means the person designated by the Owner and CMAR, respectively, to act on its behalf, pursuant to the terms of this Agreement. The Authorized Representative is referred to herein in this Agreement as Project Coordinator.
3. "Change Order" means a written order to the CMAR signed by the Owner, issued after execution of the Contract, authorizing a change in the Work or an adjustment in the Guaranteed Maximum Price or the Contract Time. The Guaranteed Maximum Price and the Contract Time may be changed only by a Change Order. A Change Order signed by the CMAR indicates his agreement therewith, including the adjustment in the Guaranteed Maximum Price or the Contract Time.
4. "Completion (Final)" means acceptance of the Project by the Owner as evidenced by its signature upon a final payment Certification form and approval thereof by the Owner or their designee. The final payment Certification shall be signed only after the Owner has assured itself by tests, inspections, or otherwise that all of the provisions of the Contract have been carried out as required.
5. "Completion (Substantial)" means an acceptance of the Work by the Owner when construction is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the work or designated portion thereof for the use for which it is intended. A certificate of occupancy or compliance, when applicable, issued by the Building Official is required concurrent with or prior to issuance of the Certificate of Substantial Completion.
6. "Construction Commencement Date" means the date specified in the Construction Phase Notice to Proceed.
7. "Effective Date of the Agreement" means the date on which the agreement is signed and delivered by the latter of the two parties.
8. "Exhibits" means those agreements, forms of agreements, instruments and other documents attached hereto and designated as exhibits to this Agreement or incorporated by reference into this Agreement.
9. "Field Change Order" is a written change order requested by the AE, accepted by the CMAR, and approved by the Project Coordinator for minor changes in the Work, not involving the adjustments in the Guaranteed Maximum Price or an extension of Time, and not inconsistent with the overall intent of the Contract Documents.
10. "Field Directive Change" is a written directive to the CMAR, issued on or after the effective date of the Agreement ordering an addition, deletion, or revision in the Work, or responding to differing or unforeseen physical conditions under which the Work is to be performed or to emergencies. A Field Directive Change may not change the Guaranteed Maximum Price or the Contract Time, but is evidence that the parties expect that the change directed or documented by a Field Directive Change will be incorporated in a subsequently issued

Change Order following negotiations by the parties as to its effect, if any, on the Guaranteed Maximum Price or the Contract Time.

11. "Force Majeure" means those conditions constituting excuse from performance as described in and subject to the conditions described in Paragraph 10.01 hereof.
12. "Guaranteed Maximum Price (GMP)" is established by the CMAR guaranteeing the maximum price to the Owner, for the construction cost of the project.
13. "Owner" means the Hamilton County Department of Education, a Local Education Agency (LEA) of the State of Tennessee, and any successor in interest thereto.
14. "Permitting Authority" means the Hamilton County Department of Education and any other applicable governmental authority acting in its governmental and regulatory capacity, which is required to issue or grant any permit, certificate, or other approval which is required to issue or grant any permit, certificate, or other approval which is required as a condition precedent to the commencement of any construction of the Project, or any part thereof, including the Building Permit.
15. "Project" means the design, construction and equipping of the Project established in the "Agreement between Owner and Construction Manager" and related or appurtenant facilities thereto, in accordance with the Project Plans and Specifications.
16. "Project Architect" or "AE" means Architect or Engineer established in the "Agreement between Owner and Construction Manager" and their successors and assigns, who have been selected by and retained by the Owner to provide the services of licensed architect-engineer for the Project as contemplated by this Agreement.
17. "Project Budget" means the compilation of identified costs for all services to be provided by CMAR, Project Architect and Subcontractors in connection with the planning, design, construction and equipping of the Project in accordance with the Project Plans and Specifications.
18. "Project Plans and Specifications" means the construction drawings and final specifications prepared by the Project Architect and any changes, supplements, amendments or additions thereto approved by the Owner and CMAR, which shall also include any construction drawings and final specifications required for the repair or construction of the Project.
19. "Project Schedule" means the estimated and approximate schedule and sequence of events for the commencement, progression and completion of the Project, and as such schedule may be amended as provided for in the Agreement.
20. "Punch List Completion Date" means the date upon which all previously incomplete or unsatisfactory items, as identified by CMAR, Project Architect and/or Owner are completed in a competent and workmanlike manner, consistent with standards for renovation of this type and with good building practices in the State of Tennessee.
21. "Subcontractor" means any person or organization as defined in Paragraph 6.01 hereof.

End of Exhibit A

EXHIBIT B

PROJECT COSTS

"Project Costs" mean all of the costs incurred by the Owner and CMAR [excluding Part II, below] in planning, constructing and equipping the Project, all of which Project Costs are to be incorporated within the GMP established by the CMAR, and without excluding any cost not listed but which is specifically identified in the Agreement, shall include the following:

PART I

Part IA - Costs Included Within CMAR Fees

Proportion related to this project of:

Salaries or other compensation of the CMAR's officers, partners and/or employees at its principal office and branch offices unless otherwise indicated in Part IB.

CMAR's general operating and overhead expenses of the CMAR's principal and branch offices, and all CMAR profit.

The costs of all data processing staff and data processing equipment.

Licenses.

Principal and branch office supplies including paper, pencils, paper clips, file folders, staples, etc.; janitorial supplies.

Costs for copies of documents created within the PMIS Reporting System and copies of all documents furnished to Owner.

Part IB – Reimbursable Project Costs Not Included within CMAR Fee (General Conditions)

Wages and salaries of the personnel outlined in Article 9 of the solicitation – Fees & Cost Allocations related to the Construction Manager's Project team.

Expenses such as telephone and facsimile service at the site, long-distance telephone charges, expressage, and postage.

Contractors' public liability and property damage insurance; and Worker's Compensation insurance.

Construction or other work performed by CMAR or otherwise, which, when CMAR is permitted to bid pursuant to this agreement, shall be for the bid price or where such work is performed pursuant to emergency or similar circumstances, shall be for the wages paid for labor in the direct employ of the CMAR (as opposed to wages paid to management or supervisory personnel), and such fringe benefits, if any, as may be payable with respect thereto.

Blueprint/Printing Copies - Costs of all reproductions used for bidding or information which may be distributed to vendors and the public.

Electrical Power consumption (monthly) – temporary construction use only.

Water consumption (monthly) - temporary construction use only.

Cleanup at the job site.

Barricades and safety equipment at the job site.

Temporary fencing and gates at the job site.

Signs at the job site, only sign permitted on site is project sign as defined in construction specification.

Weather protection at the job site.

Construction office trailer at the job site.

Record Drawings.

Progress Photographs/Video.

Owner's Insurance, including Builders Risk and Completed Products and Operations insurance

Cost of all materials, supplies and equipment incorporated by CMAR in the Project, including costs of transportation and storage thereof.

Cost including transportation and maintenance of all materials, supplies, equipment, temporary facilities and hand tools not owned by the workmen, which are employed or consumed in the performance of the work and cost less salvage value on such items used but not consumed which remain the property of the CMAR.

No costs shall be paid by the Owner to the CMAR for any expenses made necessary to correct defective workmanship or to correct any work not in conformance with the Plans and Specifications or to correct any deficiency or damage caused by negligent acts by the CMAR.

Surveys; layout equipment and materials.

Temporary Toilets/holding tanks.

Dumpsters at the job site.

Watchmen at the job site.

Impact Fees.

Permits.

All costs directly incurred in the performance of the Project for the benefit of the Project and not included in the CMAR's fees as set forth in the Agreement.

PART II

Owner's Expenses

The Agreement includes items designated or contemplated as items to be provided by Owner, but excluded for the purposes of determination of the project costs or GMP. These items include but may not be limited to the following:

Site conditions (such as hazardous materials, concealed subsurface conditions and assorted tests and corrective measures).

Additional surveys, except construction layout.

Easements and temporary construction easements.

Land use approvals, if required.

Blue Print/Printing copies of the construction documents, plans and specifications.

Additional insurance, if any.

Any additional consultant fees as may be required, additional AE fees, additional CMAR fees.

All furniture, equipment and materials purchased and installed by Owner or other than CMAR.

Previously approved AE fees.

Already paid site acquisition costs.

Already completed Geotechnical and site studies.

Services provided by the Owners employees in planning, constructing and equipping the project.

End of Exhibit B

EXHIBIT C

PRE-CONSTRUCTION PROPOSAL

CMAR-RFP FILE: 26-31

Form 1 (Page 2 of 2)



COST PROPOSAL FORM

COMPANY NAME: J&J Contractors, Inc.

SOLICITATION: CMAR-RFP 26-31, SODDY DAISY MIDDLE SCHOOL CONSTRUCTION MANAGER AT RISK

Having carefully examined the Solicitation/Contract Documents, Contractor/Vendor proposes to furnish the Scope of Services as described herein and within all applicable proposal submission documents for the fee(s) as presented below.

Pricing shall be inclusive of all labor, equipment, supplies, overhead, profit, material, and any other incidental costs required to perform and complete all work as specified in the Solicitation/Contract Documents. All Unit Prices shall be proposal at the nearest whole penny.

HCS requests proposals/proposals be submitted on proposal/proposal forms provided by the HCS for this solicitation. Fee(s) submitted on other forms, other than those provided by the HCS, may be deemed Non-Responsive upon review by and at the sole discretion of the HCS Purchasing Office.

SODDY DAISY MIDDLE SCHOOL CONSTRUCTION MANAGER AT RISK

Item	Description	Unit of Measure	Amount / Fee
PRECONSTRUCTION PHASE			
1	Preconstruction Fee: Assume a construction budget of \$29,800,000.00.	Lump Sum	\$ 52,000
CONSTRUCTION PHASE			
<i>*The following fees are for evaluation purposes and shall be finalized as part of the final GMP process.</i>			
2	Proposed Construction Management Fee: Fee shall include overhead and profit applicable to a construction budget of \$29,800,000.00	Percentage	5.75%
3	Proposed General Conditions Costs: Provide general conditions costs based on the General Requirements as stated herein (Fee & Cost Allocations).	Lump Sum	\$ 925,000
4	Proposed General Liability Insurance Rate	Percentage	.13%
5	Proposed Builders Risk Rate	Percentage	.34%
6	Proposed Performance and Payment Bond Rate	Percentage	.58%

EXHIBIT D

CMAR'S BACKGROUND SCREENING AFFIDAVIT

CMAR-RFP FILE: 26-31

Form 8

**Certification of Compliance with
Tennessee Public Chapter # 587**

The General Assembly of the State of Tennessee requires any person, corporation or other entity who enters into or renews a contract with a local board of education comply with Tennessee Public Chapter #587 (TPC587).

TPC587 requires persons, employees of the person or corporation that have direct contact with school children or access to school grounds when children are present to have supplied to the corporation a fingerprint sample and have conducted a criminal history records check by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds. (The Public Chapter 1080, (D) was amended to: "A person whose contract is for the performance of a service at a school-sponsored activity, assembly or even at which school officials or employees are present when the service is performed and where the activity, assembly, or event is conducted under the supervision of school officials or employees."

TPC587 provides guidance for employees who have been convicted of an offense that is classified as a sexual offense or a violent sexual offense.

I have read the attached TENNESSEE PUBLIC CHAPTER # 587 and certify compliance with the regulations.

J&J Contractors, Inc.

Name/Address of Organization

Brent Collier/President

Name/Title of Submitting Official



Signature

January 7, 2026

Date

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

From: Mary Ellen Heuton, Chief Financial Officer

Date: February 19, 2026

Subject: Monthly Financial Report

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

Attached is the monthly financial report comparing budget to actual through December, 2025. 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.

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

**HAMILTON COUNTY SCHOOLS
REVENUE/EXPENSES VS BUDGET
PERIOD ENDED
December 2025**

REVENUES	General Purpose			Federal Programs			Self-Funded Programs			School Nutrition			Grand Totals				
	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual	Adopted Budget	Revised Budget	YTD Actual		
LOCAL TAXES	276,530,590	276,530,590	113,999,641	-	-	-	-	-	-	-	-	-	276,530,590	276,530,590	113,999,641		
LICENSES AND PERMITS	13,000	13,000	6,474	-	-	-	-	-	-	-	-	-	13,000	13,000	6,474		
CHARGES FOR CURRENT SERVICES	424,000	424,000	216,985	-	-	-	5,203,293	5,312,084	2,347,480	3,718,711	3,718,711	1,919,249	9,346,004	9,454,795	4,483,713		
OTHER LOCAL REVENUES	4,396,679	5,266,576	1,070,770	-	-	-	5,152,154	6,404,137	1,062,751	694,774	694,774	296,108	10,243,607	12,365,487	2,429,628		
STATE OF TENNESSEE	294,513,153	303,282,963	156,593,031	-	-	-	-	-	-	-	-	-	294,513,153	303,282,963	156,593,031		
OTHER STATE REVENUES	13,632,985	14,077,567	3,550,575	-	-	-	-	-	-	210,000	210,000	-	13,842,985	14,287,567	3,550,575		
FEDERAL GOVERNMENT	2,154,770	1,269,525	514,825	36,439,010	50,406,090	8,067,009	-	-	-	-	-	25,726,184	25,726,184	11,743,267	64,319,964	77,401,799	20,325,102
OTHER SOURCES	927,480	927,480	129,866	-	-	-	-	-	-	-	-	372	927,480	927,480	130,238		
RESERVES/FUND BALANCE *	-	7,612,247	-	-	-	-	21,623,109	50,899,152	8,666,436	-	-	-	21,623,109	58,511,399	8,666,436		
PY ENCUMBRANCE BUDGET	869,897	11,757,707	-	-	-	-	-	-	-	-	-	260,577	869,897	12,018,283	-		
TOTAL REVENUES	593,462,554	621,161,655	276,082,168	36,439,010	50,406,090	8,067,009	31,978,556	62,615,373	12,076,666	30,349,669	30,610,246	13,958,996	692,229,789	764,793,363	310,184,839		
EXPENDITURES																	
REGULAR INSTRUCTION PROGRAM	71100	245,509,367	261,008,092	108,500,919	5,406,819	9,164,630	2,804,193	4,136,987	4,530,012	1,401,027	-	-	255,053,173	274,702,734	112,706,140		
SPECIAL EDUCATION INSTR PROG	71200	43,682,602	46,880,062	17,609,442	8,943,157	11,089,748	3,795,814	1,134,693	1,143,084	22,315	-	-	53,760,452	59,112,894	21,427,570		
VOCATIONAL ED INSTR PROG	71300	20,702,161	20,612,955	7,467,521	680,658	776,764	318,454	75,358	341,999	39,742	-	-	21,458,177	21,731,718	7,825,718		
STUDENT BODY EDUCATIONAL PROG	71400	4,563,624	4,603,624	146,854	-	-	-	1,000	1,124	-	-	-	4,564,624	4,604,748	146,854		
ATTENDANCE	72110	7,788,126	8,869,969	3,095,191	74,400	162,838	114,473	-	-	-	-	-	7,862,526	9,032,807	3,209,664		
HEALTH SERVICES	72120	7,027,172	7,230,772	2,862,771	50,000	201,026	12,753	339,036	354,036	63,528	-	-	7,416,208	7,785,834	2,939,052		
OTHER STUDENT SUPPORT	72130	28,610,569	30,836,882	12,090,473	5,741,369	8,256,547	2,069,057	220,000	259,245	23,158	-	-	34,571,938	39,352,674	14,182,688		
REG INST SUPPORT	72210	29,734,786	30,694,093	12,666,731	9,283,328	10,111,615	3,457,808	1,213,948	1,450,847	477,086	-	-	40,232,062	42,256,555	16,601,625		
SPECIAL ED INST SUPPORT	72220	12,609,004	13,109,531	4,670,992	2,242,397	2,710,034	681,533	-	-	-	-	-	14,851,401	15,819,565	5,352,525		
VOCATIONAL ED INST SUPPORT	72230	1,201,742	996,216	394,776	10,000	11,200	4,669	1,544	(450)	-	-	-	1,211,742	1,008,960	398,994		
EDUCATION TECHNOLOGY	72250	9,227,277	10,309,002	4,814,053	-	-	-	-	-	-	-	-	9,227,277	10,309,002	4,814,053		
BOARD OF EDUCATION	72310	6,928,477	6,829,950	3,480,600	-	-	-	100,000	150,000	23,524	-	-	7,028,477	6,979,950	3,504,124		
OFFICE OF SUPERINTENDENT	72320	2,873,493	3,087,802	1,273,571	-	-	-	113,877	115,777	47,159	-	-	2,987,370	3,203,579	1,320,729		
OFFICE OF PRINCIPAL	72410	38,488,175	38,736,656	17,703,030	-	8,160	-	18,000	19,000	5,548	-	-	38,506,175	38,763,816	17,708,578		
FISCAL SERVICES	72510	4,510,135	4,944,778	1,950,842	-	-	-	-	-	-	-	-	4,510,135	4,944,778	1,950,842		
HUMAN RESOURCES	72520	4,568,932	4,817,064	1,661,303	155,460	377,842	252,191	50,291	54,791	10,151	-	-	4,774,683	5,249,697	1,923,644		
OPERATION OF PLANT	72610	35,490,091	35,687,739	14,417,759	-	2,363,622	1,094,104	2,000	128,241	7,291	-	-	35,492,091	38,179,602	15,519,154		
MAINTENANCE OF PLANT	72620	12,312,491	13,087,368	6,511,468	-	-	-	-	138,545	121,491	-	-	12,312,491	13,225,913	6,632,959		
TRANSPORTATION	72710	29,051,159	28,879,747	14,266,492	241,105	669,810	186,803	33,000	59,722	9,850	-	-	29,325,264	29,609,279	14,463,144		
CENTRAL AND OTHER	72810	2,676,353	3,062,854	419,794	-	-	-	13,000	13,000	400	-	-	2,689,353	3,075,854	420,194		
FOOD SERVICE	73100	5,850	5,850	3,125	-	-	-	-	-	-	-	-	30,349,669	30,616,096	13,108,643		
COMMUNITY SERVICES	73300	748,518	771,794	286,802	365,201	375,654	91,596	3,957,973	3,966,723	1,645,446	-	-	5,071,692	5,114,171	2,023,844		
EARLY CHILDHOOD EDUCATION	73400	2,908,533	3,099,814	1,275,250	2,364,558	2,521,080	987,681	564,643	584,472	210,339	-	-	5,837,734	6,205,366	2,473,270		
REGULAR CAPITAL OUTLAY	76100	1,461,548	1,539,129	380,315	-	-	-	20,001,000	49,298,309	8,569,633	-	-	21,462,548	50,837,438	8,949,947		
EDUCATION DEBT SERVICE		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
EDUCATION CAPITAL PROJECTS		-	138,873	-	880,558	1,605,520	83,952	3,750	4,902	-	-	-	884,308	1,749,295	83,952		
CHARTER SCHOOLS (TRANSFERS)		40,782,369	41,321,041	20,063,999	-	-	-	-	-	-	-	-	40,782,369	41,321,041	20,063,999		
TRANSFERS-STATE GRANTS		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
TRANSFERS TO FUND BALANCE		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
TOTAL EXPENDITURES	593,462,554	621,161,655	258,014,073	36,439,010	50,406,090	15,955,081	31,978,556	62,615,373	12,677,236	30,349,669	30,610,246	13,105,518	692,229,789	764,793,363	299,751,908		

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

From: Mary Ellen Heuton, Chief Financial Officer, Finance

Date: February 19, 2026

Subject: Budget Amendments – Federal Grants, State Grants and Self-Funded Programs

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

The Federal Programs budget is amended by items 1 – 3. Items 1 and 3 consist of current year awards. Item 2 consists of current year awards and carryover funds.

The State Programs budget is amended by item 4, which consists of carryover funds.

The Self-Funded Programs budget is amended by items 5 – 14. Items 5 – 6, 10, and 13 - 14 consist of current year contributions and carryover contributions. Items 7 – 9, 11 and 12 consist of current year contributions.

1. ATSI 25 Grant, totaling \$175,000
2. USDOE FY23 School Based Mental Health Grant, with a net increase of \$492,672
3. USDOE FY26 School Based Mental Health Grant, with transfers between lines
4. Innovative School Models, with transfers between lines
5. Therapy Services, with transfers between lines
6. Accelerate Learning, with transfers between lines
7. University of Toronto, with a net increase of \$3,000
8. Hamilton County Government Funds, with a net increase of \$162,589 and transfers between lines
9. Future Ready Institutes – The Howard School, with transfers between lines
10. GP Surplus, totaling \$88,640
11. Public Education Foundation, with transfers between lines
12. School Paid Positions, with a net decrease of \$500 and transfers between lines
13. Innovation and Choice, with a net increase of \$405
14. HCS Foundation, with transfers between lines

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

FEDERAL PROGRAMS

SOURCE OF FUNDS

February 19, 2026

	FEDERAL THROUGH STATE 47100	DIRECT FEDERAL FUNDS 47990	TOTAL REVENUE	AMENDMENT ITEM #
BUDGET AMENDMENTS				
ATSI 25 Grant	175,000		175,000	1
USDOE FY23 School Based Mental Health Services Project		492,672	492,672	2
USDOE FY26 School Based Mental Health Services Project		-	-	3
	<u>175,000</u>	<u>492,672</u>	<u>667,672</u>	

FEDERAL PROGRAMS
USE OF FUNDS

February 19, 2026

BUDGET AMENDMENTS	REGULAR INSTRUCTION 71100	OTHER STUDENT SUPPORT 72130	REGULAR INSTRUCTION SUPPORT 72210	SPECIAL EDUCATION SUPPORT 72220	TRANSPORTATION 72710	INDIRECT COST 99100	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
ATSI 25 Grant	97,430	22,643	14,325		35,480	5,122	175,000	1
USDOE FY23 School Based Mental Health Services Project		402,267				90,405	492,672	2
USDOE FY26 School Based Mental Health Services Project		(1,639,115)		1,639,115			-	3
	97,430	(1,214,205)	14,325	1,639,115	35,480	95,527	667,672	

STATE PROGRAMS
SOURCE OF FUNDS

February 19, 2026

BUDGET AMENDMENTS	STATE REVENUE	TOTAL REVENUE	AMENDMENT ITEM #
Innovative School Models	46000	-	4

STATE PROGRAMS
USE OF FUNDS

February 19, 2026

BUDGET AMENDMENTS	REGULAR INSTRUCTION 71100	VOCATIONAL EDUCATION INSTRUCTION 71300	VOCATIONAL EDUCATION SUPPORT 72230	TRANSPORTATION 72710	REGULAR CAPITAL OUTLAY 76100	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
Innovative School Models	(82,419)	447,416	(80,000)	2,993	(287,990)	-	4

SELF-FUNDED PROGRAMS**SOURCE OF FUNDS**

February 19, 2026

	RESTRICTED FOR EDUCATION FUND BALANCE	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	OTHER GOVERNMENT GROUPS	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
BUDGET AMENDMENTS	34555	43000	44000	48000		
Therapy Services	-	-	-	-	-	5
Accelerate Learning	-	-	-	-	-	6
University of Toronto	-	-	3,000	-	3,000	7
Hamilton County Government Funds	-	-	-	162,589	162,589	8
Future Ready Institutes - The Howard School	-	-	-	-	-	9
GP Surplus Fund	1,868	-	86,772	-	88,640	10
Public Education Foundation	-	-	-	-	-	11
School Paid Positions	-	-	(500)	-	(500)	12
Innovation and Choice	-	-	405	-	405	13
HCS Foundation	-	-	-	-	-	14
	1,868	-	89,677	162,589	254,134	

SELF-FUNDED PROGRAMS

USE OF FUNDS

February 19, 2026

BUDGET AMENDMENTS	REGULAR INSTRUCTION 71100	SPECIAL EDUCATION INSTRUCTION 71200	VOCATIONAL EDUCATION INSTRUCTION 71300	OTHER STUDENT SUPPORT 72130	REGULAR INSTRUCTION SUPPORT 72210	OPERATION OF PLANT 72610	MAINTENANCE OF PLANT 72620	TRANSPORTATION 72710	EARLY CHILDHOOD EDUCATION 73400	REGULAR CAPITAL OUTLAY 76100	TOTAL AMENDMENT AMOUNT	AMENDMENT ITEM #
Therapy Services		-									-	5
Accelerate Learning	3,025				(5,125)			2,100			-	6
University of Toronto	3,000										3,000	7
Hamilton County Government Funds										162,589	162,589	8
Future Ready Institutes - The Howard School			16,054				(17,054)	1,000			-	9
GP Surplus Fund						88,640					88,640	10
Public Education Foundation			-								-	11
School Paid Positions	(3,000)	(500)		3,000					-		(500)	12
Innovation and Choice					405						405	13
HCS Foundation					-						-	14
	3,025	(500)	16,054	3,000	(4,720)	88,640	(17,054)	3,100	-	162,589	254,134	

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 ATSI 25
 BUDGET FISCAL YEAR 2025-2026**

FY26 Allocation	175,000
Total Source of Funds	175,000

SOURCE OF FUNDS SUMMARY

<u>ACCOUNT CODE</u>	<u>DESCRIPTION</u>	FY2026 BUDGET 2/19/2026
141-2-123-0000-0-00000-471410-0000-0000-123	Revenue	175,000
	Total Source of Funds	175,000

USE OF FUNDS SUMMARY

71100	Regular Instruction	97,430
72130	Other Student Support	22,643
72210	Instructional Support	14,325
72710	Transportation	35,480
99100	Transfers	5,122
	Total Use of Funds	175,000

USE OF FUNDS DETAIL

<u>ACCOUNT CODE</u>	<u>DESCRIPTION</u>	FY2026 BUDGET 2/19/2026
<u>Red Bank Middle School</u>		
141-2-123-0180-2-71100-5116H0-PBEN-0000-123	Teacher - Intervention (.3 FTE)	16,500
141-2-123-0180-2-71100-520110-PBEN-0000-123	Social Security	1,023
141-2-123-0180-2-71100-520410-PBEN-0000-123	Retirement	1,038
141-2-123-0180-2-71100-520610-PBEN-0000-123	Life Insurance	16
141-2-123-0180-2-71100-520710-PBEN-0000-123	Health Insurance	4,680
141-2-123-0180-2-71100-520810-PBEN-0000-123	Dental Insurance	94
141-2-123-0180-2-71100-521010-PBEN-0000-123	Unemployment Compensation	8
141-2-123-0180-2-71100-521210-PBEN-0000-123	Medicare	239
141-2-123-0180-2-71100-529910-PBEN-0000-123	Long Term Disability	39
141-2-123-0180-2-71100-529930-PBEN-0000-123	Short Term Disability	39
141-2-123-0180-2-71100-539980-0000-0000-123	Contract Substitutes	2,500
	Total 71100 - Regular Instruction	26,176
141-2-123-0180-2-72130-5189B0-PBEN-0000-123	Truancy Specialist (.3 FTE)	15,497
141-2-123-0180-2-72130-520110-PBEN-0000-123	Social Security	961
141-2-123-0180-2-72130-520410-PBEN-0000-123	Retirement	1,084
141-2-123-0180-2-72130-520610-PBEN-0000-123	Life Insurance	16
141-2-123-0180-2-72130-520710-PBEN-0000-123	Health Insurance	4,680
141-2-123-0180-2-72130-520810-PBEN-0000-123	Dental Insurance	94
141-2-123-0180-2-72130-521010-PBEN-0000-123	Unemployment Compensation	8
141-2-123-0180-2-72130-521210-PBEN-0000-123	Medicare	225
141-2-123-0180-2-72130-529910-PBEN-0000-123	Long Term Disability	39
141-2-123-0180-2-72130-529930-PBEN-0000-123	Short Term Disability	39
	Total 72130 - Other Student Support	22,643

ACCOUNT CODE	DESCRIPTION	FY2026 BUDGET 2/19/2026
141-2-123-0180-2-72210-552410-0000-0000-123	In Service/Staff Development	14,325
	Total 72210 - Instructional Support	14,325
141-2-123-0180-2-99100-550410-0000-0000-123	Indirect Cost (3.06%)	1,856
	Total 99100 - Transfers	1,856
	Total Red Bank Middle School	65,000
<u>East Ridge Middle School</u>		
141-2-123-0075-2-71100-513450-PWOB-0000-123	Interventionist PTNB	29,500
141-2-123-0075-2-71100-513450-PWOB-0000-123	Tutor PTNB	11,382
141-2-123-0075-2-71100-513450-PWOB-0000-123	Tutor PTNB	11,382
141-2-123-0075-2-71100-520110-PWOB-0000-123	Social Security	3,243
141-2-123-0075-2-71100-520770-PWOB-0000-123	Health Insurance	1,950
141-2-123-0075-2-71100-521210-PWOB-0000-123	Medicare	762
	Total 71100 - Regular Instruction	58,219
141-2-123-0075-2-99100-550410-0000-0000-123	Indirect Cost (3.06%)	1,781
	Total 99100 - Transfers	1,781
	Total East Ridge Middle School	60,000
<u>Chattanooga Prep Charter School</u>		
141-2-123-8011-8-71100-559990-0000-0000-123	Other Charges and Expenses	13,035
	Total 71100 - Regular Instruction	13,035
141-2-123-8011-8-72710-559990-0000-0000-123	Other Charges and Expenses	35,480
	Total 72710 - Transportation	35,480
141-2-123-8011-8-99100-550410-0000-0000-123	Indirect Cost (3.06%)	1,485
	Total 99100 - Transfers	1,485
	Total Chattanooga Prep Charter School	50,000
	TOTAL BUDGET	175,000

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 FEDERAL PROGRAMS
 USDOE FY23 SCHOOL BASED MENTAL HEALTH GRANT
 BUDGET FISCAL YEAR 2025-2026**

FY25 carryover \$405,730.48
 FY26 allocation \$492,672

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			
		11/20/2025	INCREASE	DECREASE	AMENDED BUDGET 2/19/2026
141-2-143-0000-0-00000-479900-0000-0000-143	Revenue	405,731	492,672	-	898,403
	Total Source of Funds	405,731	492,672	-	898,403

USE OF FUNDS SUMMARY

72130	Other Student Support	342,823	402,267	-	745,090
99100	Indirect Cost	62,908	90,405	-	153,313
	Total Use of Funds	405,731	492,672	-	898,403

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			
		11/20/2025	INCREASE	DECREASE	AMENDED BUDGET 2/19/2026
141-2-143-6000-0-72130-514090-0000-0000-143	Other Stipends	7,800	7,800	-	15,600
141-2-143-6000-0-72130-518810-0000-0000-143	Bonus	8,000	-	-	8,000
141-2-143-6000-0-72130-513010-PBEN-0000-143	Social Worker (3 FTE)	53,028	144,692	-	197,720
141-2-143-7056-7-72130-513010-PBEN-0000-143	Social Worker (1 FTE)	67,011	19,451	-	86,462
141-2-143-6000-0-72130-5189J0-PBEN-0000-143	Social Worker Lead (2 FTE)	82,617	98,076	-	180,693
141-2-143-6000-0-72130-520110-0000-0000-143	Social Security	484	484	-	968
141-2-143-6000-0-72130-520110-PBEN-0000-143	Social Security	12,837	16,275	-	29,112
141-2-143-6000-0-72130-520410-0000-0000-143	Retirement	624	624	-	1,248
141-2-143-6000-0-72130-520410-PBEN-0000-143	Retirement	16,937	21,000	-	37,937
141-2-143-6000-0-72130-520610-PBEN-0000-143	Life Insurance	240	240	-	480
141-2-143-6000-0-72130-520710-PBEN-0000-143	Health Insurance	79,920	79,920	-	159,840
141-2-143-6000-0-72130-520810-PBEN-0000-143	Dental Insurance	1,764	1,764	-	3,528
141-2-143-6000-0-72130-521010-PBEN-0000-143	Unemployment Compensation	84	84	-	168
141-2-143-6000-0-72130-521210-0000-0000-143	Medicare	113	113	-	226
141-2-143-6000-0-72130-521210-PBEN-0000-143	Medicare	3,426	3,806	-	7,232
141-2-143-6000-0-72130-529910-PBEN-0000-143	Long Term Disability	642	642	-	1,284
141-2-143-6000-0-72130-529930-PBEN-0000-143	Short Term Disability	696	696	-	1,392
141-2-143-6000-0-72130-543510-0000-0000-143	Office Supplies	1,200	1,200	-	2,400
141-2-143-6000-0-72130-552410-0000-0000-143	In-Service/Staff Development	3,000	3,000	-	6,000
141-2-143-6000-0-72130-579010-0000-0000-143	Equipment Other	2,400	2,400	-	4,800
	Total 72130 - Other Student Support	342,823	402,267	-	745,090
141-2-143-6000-0-99100-550410-0000-0000-143	Indirect Cost (18.35%)	62,908	90,405	-	153,313
	Total 99100 - Indirect Cost	62,908	90,405	-	153,313
	TOTAL BUDGET	405,731	492,672	-	898,403

Note: This grant requires a local match of 25% which will be met using General Purpose funding.
 This grants awards additional allocations every January in the amount of \$492,672 and ends 12/31/27

HAMILTON COUNTY DEPARTMENT OF EDUCATION
FEDERAL PROGRAMS
USDOE FY26 SCHOOL BASED MENTAL HEALTH GRANT
BUDGET FISCAL YEAR 2025-2026
 FY26 allocation is \$1,725,384
 Year one of a four year award

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2026 BUDGET		AMENDED BUDGET	
		1/15/2026	INCREASE	DECREASE	2/19/2026
141-2-149-0000-0-00000-479900-0000-0000-149	Revenue	1,725,384			1,725,384
	Total Source of Funds	1,725,384	-	-	1,725,384

USE OF FUNDS SUMMARY

72130	Other Student Support	1,639,115	-	(1,639,115)	-
72220	Special Education Instruction Support	-	1,639,115	-	1,639,115
99100	Indirect Cost	86,269	-	-	86,269
	Total Use of Funds	1,725,384	1,639,115	(1,639,115)	1,725,384

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	FY2026 BUDGET		AMENDED BUDGET	
		1/15/2026	INCREASE	DECREASE	2/19/2026
141-2-149-0000-0-72130-512410-PBEN-0000-149	Psychological Personnel (10 FTE)	1,075,600		(1,075,600)	-
141-2-149-0000-0-72130-512410-PBEN-0000-149	Extended Contracts - Psychological Personnel	39,750		(39,750)	-
141-2-149-0000-0-72130-5189A0-PWOB-0000-149	Resource Facilitator (0.5 FTE)	35,000		(35,000)	-
141-2-149-0000-0-72130-518810-0000-0000-149	Bonus Payment	140,000		(140,000)	-
141-2-149-0000-0-72130-520110-0000-0000-149	Social Security	4,960		(4,960)	-
141-2-149-0000-0-72130-520110-PBEN-0000-149	Social Security	72,872		(72,872)	-
141-2-149-0000-0-72130-520110-PWOB-0000-149	Social Security	2,170		(2,170)	-
141-2-149-0000-0-72130-520410-0000-0000-149	State Retirement	6,400		(6,400)	-
141-2-149-0000-0-72130-520410-PBEN-0000-149	State Retirement	94,028		(94,028)	-
141-2-149-0000-0-72130-520610-PBEN-0000-149	Life Insurance	400		(400)	-
141-2-149-0000-0-72130-520710-PBEN-0000-149	Health Insurance	132,550		(132,550)	-
141-2-149-0000-0-72130-520770-PWOB-0000-149	Health Insurance	650		(650)	-
141-2-149-0000-0-72130-520810-PBEN-0000-149	Dental Insurance	2,810		(2,810)	-
141-2-149-0000-0-72130-521010-PBEN-0000-149	Unemployment Compensation	140		(140)	-
141-2-149-0000-0-72130-521210-0000-0000-149	Medicare	1,160		(1,160)	-
141-2-149-0000-0-72130-521210-PBEN-0000-149	Medicare	17,042		(17,042)	-
141-2-149-0000-0-72130-521210-PWOB-0000-149	Medicare	508		(508)	-
141-2-149-0000-0-72130-529910-PBEN-0000-149	Long Term Disability	1,070		(1,070)	-
141-2-149-0000-0-72130-529930-PBEN-0000-149	Short Term Disability	1,160		(1,160)	-
141-2-149-0000-0-72130-552410-0000-0000-149	In Service/Staff Development	10,845		(10,845)	-
	Total 72130 - Other Student Support	1,639,115	-	(1,639,115)	-
141-2-149-0000-0-72220-512410-PBEN-0000-149	Psychological Personnel (10 FTE)	-	1,075,600		1,075,600
141-2-149-0000-0-72220-512410-PBEN-0000-149	Extended Contracts - Psychological Personnel	-	39,750		39,750
141-2-149-0000-0-72220-518810-0000-0000-149	Bonus Payment	-	140,000		140,000
141-2-149-0000-0-72220-5189A0-PBEN-0000-149	Resource Facilitator (0.5 FTE)	-	35,000		35,000
141-2-149-0000-0-72220-520110-0000-0000-149	Social Security	-	4,960		4,960
141-2-149-0000-0-72220-520110-PBEN-0000-149	Social Security	-	75,042		75,042
141-2-149-0000-0-72220-520410-0000-0000-149	State Retirement	-	6,400		6,400
141-2-149-0000-0-72220-520410-PBEN-0000-149	State Retirement	-	94,028		94,028
141-2-149-0000-0-72220-520610-PBEN-0000-149	Life Insurance	-	400		400
141-2-149-0000-0-72220-520710-PBEN-0000-149	Health Insurance	-	133,200		133,200
141-2-149-0000-0-72220-520810-PBEN-0000-149	Dental Insurance	-	2,810		2,810
141-2-149-0000-0-72220-521010-PBEN-0000-149	Unemployment Compensation	-	140		140
141-2-149-0000-0-72220-521210-0000-0000-149	Medicare	-	1,160		1,160
141-2-149-0000-0-72220-521210-PBEN-0000-149	Medicare	-	17,550		17,550
141-2-149-0000-0-72220-529910-PBEN-0000-149	Long Term Disability	-	1,070		1,070
141-2-149-0000-0-72220-529930-PBEN-0000-149	Short Term Disability	-	1,160		1,160
141-2-149-0000-0-72220-552410-0000-0000-149	In Service/Staff Development	-	10,845		10,845
	Total 72220 - Special Education Instruction Support	-	1,639,115	-	1,639,115
141-2-149-0000-0-99100-550410-0000-0000-149	Indirect Cost (5%)	86,269			86,269
	Total 99100 - Indirect Cost	86,269	-	-	86,269
	TOTAL BUDGET	1,725,384	1,639,115	(1,639,115)	1,725,384

HAMILTON COUNTY DEPARTMENT OF EDUCATION
STATE PROGRAMS
INNOVATIVE SCHOOL MODELS
BUDGET FISCAL YEAR 2025-2026
 FY25 carryover is \$10,118,325.54

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		
		12/18/2025	INCREASE	DECREASE
141-1-222-0000-0-00000-467900-0000-0000-222	Revenue	10,118,325		
	Total Source of Funds	10,118,325	-	-

USE OF FUNDS SUMMARY

		AMENDED BUDGET		
		12/18/2025	INCREASE	DECREASE
71100	Regular Instruction	1,421,146	56,966	(139,385)
71300	Vocational Education Instruction	6,318,314	693,306	(245,890)
72130	Other Student Support	311,390	-	-
72210	Regular Instruction Support	9,000	-	-
72230	Vocational Instruction Staff Support	277,662	9,800	(89,800)
72250	Education Technology	109,891	-	-
72510	Fiscal Services	72,289	-	-
72710	Transportation	160,916	16,920	(13,927)
76100	Regular Capital Outlay	1,437,717	57,635	(345,625)
	Total Use of Funds	10,118,325	834,627	(834,627)

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		
		12/18/2025	INCREASE	DECREASE
District				
141-1-222-0000-0-72510-511930-PBEN-0000-222	Bookkeeper (1 FTE)	48,066		
141-1-222-0000-0-72510-518810-0000-0000-222	Bonus	2,000		
141-1-222-0000-0-72510-520110-PBEN-0000-222	Social Security	3,105		
141-1-222-0000-0-72510-520410-PBEN-0000-222	State Retirement	3,825		
141-1-222-0000-0-72510-520610-PBEN-0000-222	Life Insurance	40		
141-1-222-0000-0-72510-520710-PBEN-0000-222	Health Insurance	13,320		
141-1-222-0000-0-72510-520810-PBEN-0000-222	Dental Insurance	294		
141-1-222-0000-0-72510-521010-PBEN-0000-222	Unemployment Compensation	14		
141-1-222-0000-0-72510-521210-PBEN-0000-222	Medicare	726		
141-1-222-0000-0-72510-521710-PBEN-0000-222	State Retirement Hybrid	676		
141-1-222-0000-0-72510-529910-PBEN-0000-222	Long Term Disability	107		
141-1-222-0000-0-72510-529930-PBEN-0000-222	Short Term Disability	116		
	Total 72510 - Fiscal Services	72,289	-	-
	Total - District	72,289	-	-
Brainerd High School				
141-1-222-0021-3-71300-535610-0000-0000-222	Tuition	2,600		
141-1-222-0021-3-71300-542910-0000-0000-222	Instructional Supplies	7,000		
141-1-222-0021-3-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	35,100	10,000	
141-1-222-0021-3-71300-547110-0000-0000-222	Software	9,574		
141-1-222-0021-3-71300-549990-0000-0000-222	Other Supplies & Materials	21,800		(10,000)
141-1-222-0021-3-71300-559990-0000-0000-222	Other Charges	2,300		
	Total 71300 - Vocational Education Instruction	78,374	10,000	(10,000)
141-1-222-0021-3-72130-518810-0000-0000-222	Bonus	1,000		
141-1-222-0021-3-72130-5189F0-PBEN-0000-222	College & Career Advisor (.5 FTE)	29,074		
141-1-222-0021-3-72130-520110-PBEN-0000-222	Social Security	1,865		
141-1-222-0021-3-72130-520410-PBEN-0000-222	State Retirement	3,819		
141-1-222-0021-3-72130-520610-PBEN-0000-222	Life Insurance	20		
141-1-222-0021-3-72130-520710-PBEN-0000-222	Health Insurance	6,660		
141-1-222-0021-3-72130-520810-PBEN-0000-222	Dental Insurance	147		
141-1-222-0021-3-72130-521010-PBEN-0000-222	Unemployment Compensation	7		
141-1-222-0021-3-72130-521210-PBEN-0000-222	Medicare	436		
141-1-222-0021-3-72130-529910-PBEN-0000-222	Long Term Disability	54		
141-1-222-0021-3-72130-529930-PBEN-0000-222	Short Term Disability	58		
	Total 72130 - Other Student Support	43,140	-	-
141-1-222-0021-3-72230-552410-0000-0000-222	In-Service/Staff Development	2,402		
	Total 72230 - Vocational Instruction Staff Support	2,402	-	-
141-1-222-0021-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	18,330		
	Total 72710 - Transportation	18,330	-	-
141-1-222-0021-3-76100-570710-0000-0000-222	Building Improvements	41,534		
	Total 76100 - Regular Capital Outlay	41,534	-	-
	Total - Brainerd High School	183,780	10,000	(10,000)
Brown Middle School				
141-1-222-0035-2-71100-572210-0000-0000-222	Regular Instruction Equipment	5,450		
	Total 71100 - Regular Instruction	5,450	-	-

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		12/18/2025	INCREASE		DECREASE
141-1-222-0035-2-71300-547110-0000-0000-222	Software	300			300
	Total 71300 - Vocational Education Instruction	300	-	-	300
141-1-222-0035-2-72230-549990-0000-0000-222	Other Supplies & Materials	8,113			8,113
141-1-222-0035-2-72230-552410-0000-0000-222	In-Service/Staff Development	2,500			2,500
	Total 72230 - Vocational Instruction Staff Support	10,613	-	-	10,613
141-1-222-0035-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	2,400			2,400
	Total 72710 - Transportation	2,400	-	-	2,400
	Total - Brown Middle School	18,763	-	-	18,763
Central High School					
141-1-222-0040-3-71300-514090-0000-0000-222	Stipends - Other	9,738	10,290		20,028
141-1-222-0040-3-71300-520110-0000-0000-222	Social Security	604	606		1,210
141-1-222-0040-3-71300-520410-0000-0000-222	State Retirement	647	955		1,602
141-1-222-0040-3-71300-521210-0000-0000-222	Medicare	141	149		290
141-1-222-0040-3-71300-521710-0000-0000-222	State Retirement Hybrid	208			208
141-1-222-0040-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	5,000	20,000		25,000
141-1-222-0040-3-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	1,000	3,000		4,000
141-1-222-0040-3-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	94,236	247,500		341,736
141-1-222-0040-3-71300-547110-0000-0000-222	Software	5,290			5,290
141-1-222-0040-3-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	50,500			50,500
141-1-222-0040-3-71300-573010-0000-0000-222	Equipment Vocational	60,662	22,500		83,162
	Total 71300 - Vocational Education Instruction	228,026	305,000	-	533,026
141-1-222-0040-3-72230-519610-0000-0000-222	Stipends	4,239		(4,239)	-
141-1-222-0040-3-72230-520110-0000-0000-222	Social Security	263		(263)	-
141-1-222-0040-3-72230-520410-0000-0000-222	State Retirement	352		(352)	-
141-1-222-0040-3-72230-521210-0000-0000-222	Medicare	61		(61)	-
141-1-222-0040-3-72230-521710-0000-0000-222	State Retirement Hybrid	85		(85)	-
	Total 72230 - Vocational Instruction Staff Support	5,000	-	(5,000)	-
141-1-222-0040-3-76100-570710-0000-0000-222	Building Improvements	378,380		(300,000)	78,380
	Total 76100 - Regular Capital Outlay	378,380	-	(300,000)	78,380
	Total - Central High School	611,406	305,000	(305,000)	611,406
Normal Park Museum Magnet School					
141-1-222-0041-4-71300-5116E0-PBEN-0000-222	CTE Teacher (1 FTE)	65,951			65,951
141-1-222-0041-4-71300-520110-PBEN-0000-222	Social Security	4,089			4,089
141-1-222-0041-4-71300-520410-PBEN-0000-222	State Retirement	5,276			5,276
141-1-222-0041-4-71300-520610-PBEN-0000-222	Life Insurance	40			40
141-1-222-0041-4-71300-520710-PBEN-0000-222	Health Insurance	13,320			13,320
141-1-222-0041-4-71300-520810-PBEN-0000-222	Dental Insurance	294			294
141-1-222-0041-4-71300-521010-PBEN-0000-222	Unemployment Compensation	14			14
141-1-222-0041-4-71300-521210-PBEN-0000-222	Medicare	956			956
141-1-222-0041-4-71300-521710-PBEN-0000-222	State Retirement Hybrid	656			656
141-1-222-0041-4-71300-529910-PBEN-0000-222	Long Term Disability	107			107
141-1-222-0041-4-71300-529930-PBEN-0000-222	Short Term Disability	116			116
141-1-222-0041-4-71300-542910-0000-0000-222	Instructional Supplies & Materials	1,000			1,000
141-1-222-0041-4-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	1,000	1,290		2,290
141-1-222-0041-4-71300-559990-0000-0000-222	Other Charges	1,000	3,927		4,927
141-1-222-0041-4-71300-573010-0000-0000-222	Equipment Vocational	57,739		(1,290)	56,449
	Total 71300 - Vocational Education Instruction	151,558	5,217	(1,290)	155,485
141-1-222-0041-4-72710-531410-0000-0000-222	Contracts w/ Public Carriers	8,925		(3,927)	4,998
	Total 72710 - Transportation	8,925	-	(3,927)	4,998
141-1-222-0041-4-76100-570710-0000-0000-222	Building Improvements	32,229			32,229
	Total 76100 - Regular Capital Outlay	32,229	-	-	32,229
	Total - Normal Park Museum Magnet School	192,712	5,217	(5,217)	192,712
Center for Creative Arts					
141-1-222-0045-4-71100-549990-0000-0000-222	Other Supplies & Materials	44,471			44,471
	Total 71100 - Regular Instruction	44,471	-	-	44,471
141-1-222-0045-4-71300-5116E0-PWOB-0000-222	CTE Teacher - PTNB (.5 FTE)	26,838			26,838
141-1-222-0045-4-71300-520110-PWOB-0000-222	Social Security	1,664			1,664
141-1-222-0045-4-71300-520770-PWOB-0000-222	Health Insurance	550			550
141-1-222-0045-4-71300-521210-PWOB-0000-222	Medicare	389			389
141-1-222-0045-4-71300-539990-0000-0000-222	Other Contracted Services	68,253			68,253
141-1-222-0045-4-71300-542910-0000-0000-222	Instructional Supplies & Materials	35,000			35,000
141-1-222-0045-4-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	4,465			4,465
141-1-222-0045-4-71300-547110-0000-0000-222	Software	693			693
141-1-222-0045-4-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	8,735			8,735
141-1-222-0045-4-71300-559990-0000-0000-222	Other Charges	500			500
141-1-222-0045-4-71300-573010-0000-0000-222	Vocational Instruction Equipment	10,000			10,000
	Total 71300 - Vocational Education Instruction	157,087	-	-	157,087

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET
		12/18/2025	INCREASE DECREASE	
141-1-222-0045-4-72230-519610-0000-0000-222	Stipends	68,580		68,580
141-1-222-0045-4-72230-520110-0000-0000-222	Social Security	4,254		4,254
141-1-222-0045-4-72230-520410-0000-0000-222	State Retirement	5,486		5,486
141-1-222-0045-4-72230-521210-0000-0000-222	Medicare	994		994
141-1-222-0045-4-72230-521710-0000-0000-222	State Retirement Hybrid	686		686
	Total 72230 - Vocational Instruction Staff Support	80,000	-	80,000
141-1-222-0045-4-72250-579010-0000-BUDG-222	Other Equipment	28,891		28,891
	Total 72250 - Education Technology	28,891	-	28,891
141-1-222-0045-4-76100-570710-0000-0000-222	Building Improvements	28,311		28,311
	Total 76100 - Regular Capital Outlay	28,311	-	28,311
	Total - Center for Creative Arts	338,760	-	338,760
Chattanooga School for Arts & Sciences				
141-1-222-0046-4-71100-511610-PBEN-0000-222	World Language Teacher (.5 FTE)	36,567		36,567
141-1-222-0046-4-71100-520110-PBEN-0000-222	Social Security	2,267		2,267
141-1-222-0046-4-71100-520410-PBEN-0000-222	State Retirement	2,925		2,925
141-1-222-0046-4-71100-520610-PBEN-0000-222	Life Insurance	20		20
141-1-222-0046-4-71100-520710-PBEN-0000-222	Health Insurance	6,660		6,660
141-1-222-0046-4-71100-520810-PBEN-0000-222	Dental Insurance	147		147
141-1-222-0046-4-71100-521010-PBEN-0000-222	Unemployment Compensation	7		7
141-1-222-0046-4-71100-521210-PBEN-0000-222	Medicare	530		530
141-1-222-0046-4-71100-529910-PBEN-0000-222	Long Term Disability	54		54
141-1-222-0046-4-71100-529930-PBEN-0000-222	Short Term Disability	58		58
	Total 71100 - Regular Instruction	49,235	-	49,235
141-1-222-0046-4-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	600		600
141-1-222-0046-4-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	32,000		32,000
141-1-222-0046-4-71300-573010-0000-0000-222	Equipment Vocational	108,085		108,085
	Total 71300 - Vocational Education Instruction	140,685	-	140,685
141-1-222-0046-4-76100-570710-0000-0000-222	Building Improvements	85,000		85,000
	Total 76100 - Regular Capital Outlay	85,000	-	85,000
	Total - Chattanooga School for Arts & Sciences	274,920	-	274,920
Dalewood Middle School				
141-1-222-0055-2-71300-514090-0000-0000-222	Stipends - Other	-	13,528	13,528
141-1-222-0055-2-71300-520110-0000-0000-222	Social Security	-	839	839
141-1-222-0055-2-71300-520410-0000-0000-222	State Retirement	-	1,082	1,082
141-1-222-0055-2-71300-521210-0000-0000-222	Medicare	-	196	196
141-1-222-0055-2-71300-521710-0000-0000-222	State Retirement Hybrid	-	135	135
141-1-222-0055-2-71100-572210-0000-0000-222	Regular Instruction Equipment	25,000		25,000
	Total 71100 - Regular Instruction	25,000	15,780	40,780
141-1-222-0055-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	9,000		9,000
141-1-222-0055-2-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	58,000	7,845	65,845
141-1-222-0055-2-71300-547110-0000-0000-222	Software	12,000		12,000
141-1-222-0055-2-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	177,420		177,420
141-1-222-0055-2-71300-549990-0000-0000-222	Other Supplies & Materials	483		483
	Total 71300 - Vocational Education Instruction	256,903	7,845	264,748
141-1-222-0055-2-72230-533610-0000-0000-222	Maintenance & Repairs - Equipment	5,000		(5,000)
	Total 72230 - Vocational Instruction Staff Support	5,000	-	(5,000)
141-1-222-0055-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	2,500	7,000	9,500
	Total 72710 - Transportation	2,500	7,000	9,500
141-1-222-0055-2-76100-539990-0000-0000-222	Other Contracted Services	4,000		(4,000)
141-1-222-0055-2-76100-570710-0000-0000-222	Building Improvements	21,625		(21,625)
	Total 76100 - Regular Capital Outlay	25,625	-	(25,625)
	Total - Dalewood Middle School	315,028	30,625	(30,625)
East Hamilton High School				
141-1-222-0059-3-71100-542910-0000-0000-222	Instructional Supplies & Materials	20,800		20,800
141-1-222-0059-3-71100-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	10,000		10,000
	Total 71100 - Regular Instruction	30,800	-	30,800
141-1-222-0059-3-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	190,154		190,154
141-1-222-0059-3-71300-549990-0000-0000-222	Other Supplies & Materials	1,000		1,000
141-1-222-0059-3-71300-573010-0000-0000-222	Equipment Vocational	213,200		213,200
	Total 71300 - Vocational Education Instruction	404,354	-	404,354
141-1-222-0059-3-72230-552410-0000-0000-222	In-Service/Staff Development	20,000		20,000
	Total 72230 - Vocational Instruction Staff Support	20,000	-	20,000

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET
		12/18/2025	INCREASE	
141-1-222-0059-3-76100-570710-0000-0000-222	Building Improvements	73,000		73,000
	Total 76100 - Regular Capital Outlay	73,000	-	73,000
	Total - East Hamilton High School	528,154	-	528,154
East Hamilton Middle School				
141-1-222-0060-2-71300-5116E0-PBEN-0000-222	CTE Teacher (.5 FTE)	37,939		37,939
141-1-222-0060-2-71300-520110-PBEN-0000-222	Social Security	2,352		2,352
141-1-222-0060-2-71300-520410-PBEN-0000-222	State Retirement	3,035		3,035
141-1-222-0060-2-71300-520610-PBEN-0000-222	Life Insurance	20		20
141-1-222-0060-2-71300-520710-PBEN-0000-222	Health Insurance	6,660		6,660
141-1-222-0060-2-71300-520810-PBEN-0000-222	Dental Insurance	147		147
141-1-222-0060-2-71300-521010-PBEN-0000-222	Unemployment Compensation	7		7
141-1-222-0060-2-71300-521210-PBEN-0000-222	Medicare	550		550
141-1-222-0060-2-71300-529910-PBEN-0000-222	Long Term Disability	54		54
141-1-222-0060-2-71300-529930-PBEN-0000-222	Short Term Disability	58		58
141-1-222-0060-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	6,152		6,152
141-1-222-0060-2-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	48,000		48,000
141-1-222-0060-2-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	56,000		56,000
141-1-222-0060-2-71300-549990-0000-0000-222	Other Supplies & Materials	4,500		4,500
141-1-222-0060-2-71300-573010-0000-0000-222	Equipment Vocational	96,185		96,185
	Total 71300 - Vocational Education Instruction	261,659	-	261,659
141-1-222-0060-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	800		800
	Total 72710 - Transportation	800	-	800
141-1-222-0060-2-76100-570710-0000-0000-222	Building Improvements	9,200		9,200
	Total 76100 - Regular Capital Outlay	9,200	-	9,200
	Total - East Hamilton Middle School	271,659	-	271,659
East Lake Academy				
141-1-222-0064-2-76100-570710-0000-0000-222	Building Improvements	206,438		206,438
	Total 76100 - Regular Capital Outlay	206,438	-	206,438
	Total - East Lake Academy	206,438	-	206,438
East Ridge High School				
141-1-222-0070-3-71300-5116E0-PBEN-0000-222	CTE Teacher (.75 FTE)	47,563		47,563
141-1-222-0070-3-71300-518810-0000-0000-222	Bonus	2,000		2,000
141-1-222-0070-3-71300-5189J0-PBEN-0000-222	FRI School-Based Lead (1 FTE)	65,528		65,528
141-1-222-0070-3-71300-520110-PBEN-0000-222	Social Security	7,136		7,136
141-1-222-0070-3-71300-520410-PBEN-0000-222	State Retirement	9,162		9,162
141-1-222-0070-3-71300-520610-PBEN-0000-222	Life Insurance	70		70
141-1-222-0070-3-71300-520710-PBEN-0000-222	Health Insurance	23,310		23,310
141-1-222-0070-3-71300-520810-PBEN-0000-222	Dental Insurance	515		515
141-1-222-0070-3-71300-521010-PBEN-0000-222	Unemployment Compensation	25		25
141-1-222-0070-3-71300-521210-PBEN-0000-222	Medicare	1,669		1,669
141-1-222-0070-3-71300-521710-PBEN-0000-222	State Retirement Hybrid	655		655
141-1-222-0070-3-71300-529910-PBEN-0000-222	Long Term Disability	187		187
141-1-222-0070-3-71300-529930-PBEN-0000-222	Short Term Disability	203		203
141-1-222-0070-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	1,619		1,619
141-1-222-0070-3-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	4,619		4,619
141-1-222-0070-3-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	5,423		5,423
	Total 71300 - Vocational Education Instruction	169,684	-	169,684
141-1-222-0070-3-72130-518810-0000-0000-222	Bonus	2,000		2,000
141-1-222-0070-3-72130-5189F0-PBEN-0000-222	College & Career Advisor (1 FTE)	59,545		59,545
141-1-222-0070-3-72130-520110-PBEN-0000-222	Social Security	3,816		3,816
141-1-222-0070-3-72130-520410-PBEN-0000-222	State Retirement	7,715		7,715
141-1-222-0070-3-72130-520610-PBEN-0000-222	Life Insurance	40		40
141-1-222-0070-3-72130-520710-PBEN-0000-222	Health Insurance	13,320		13,320
141-1-222-0070-3-72130-520810-PBEN-0000-222	Dental Insurance	294		294
141-1-222-0070-3-72130-521010-PBEN-0000-222	Unemployment Compensation	14		14
141-1-222-0070-3-72130-521210-PBEN-0000-222	Medicare	893		893
141-1-222-0070-3-72130-521710-PBEN-0000-222	State Retirement	1,219		1,219
141-1-222-0070-3-72130-529910-PBEN-0000-222	Long Term Disability	107		107
141-1-222-0070-3-72130-529930-PBEN-0000-222	Short Term Disability	116		116
	Total 72130 - Other Student Support	89,079	-	89,079
141-1-222-0070-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	5,000		5,000
	Total 72710 - Transportation	5,000	-	5,000
	Total - East Ridge High School	263,763	-	263,763

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET
		12/18/2025	INCREASE	
East Ridge Middle School				
141-1-222-0075-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	6,000		6,000
141-1-222-0075-2-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	24,518		24,518
141-1-222-0075-2-71300-547110-0000-0000-222	Software	1,500		1,500
141-1-222-0075-2-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	1,200		1,200
141-1-222-0075-2-71300-549990-0000-0000-222	Other Supplies & Materials	4,500		4,500
141-1-222-0075-2-71300-559990-0000-0000-222	Other Charges	29,400		29,400
141-1-222-0075-2-71300-573010-0000-0000-222	Equipment Vocational	66,645		66,645
	Total 71300 - Vocational Education Instruction	133,763	-	133,763
141-1-222-0075-2-72230-552410-0000-0000-222	In-Service/Staff Development	5,000		5,000
	Total 72230 - Vocational Instruction Staff Support	5,000	-	5,000
141-1-222-0075-2-76100-570710-0000-0000-222	Building Improvements	25,000		25,000
	Total 76100 - Regular Capital Outlay	25,000	-	25,000
	Total - East Ridge Middle School	163,763	-	163,763
Hamilton County Collegiate High				
141-1-222-0086-3-71100-535610-0000-0000-222	Tuition	143,000		143,000
141-1-222-0086-3-71100-542910-0000-0000-222	Instructional Supplies & Materials	11,904		11,904
141-1-222-0086-3-71100-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	20,000		20,000
141-1-222-0086-3-71100-547110-0000-0000-222	Software	1,000		1,000
141-1-222-0086-3-71100-572210-0000-0000-222	Regular Instruction Equipment	124,145		14,760
	Total 71100 - Regular Instruction	300,049	-	190,664
141-1-222-0086-3-71300-542930-0000-7535-222	Instructional Supplies & Materials - Equipment - FRFRC	-	70,000	70,000
141-1-222-0086-3-71300-559990-0000-0000-222	Other Charges	5,000		(5,000)
141-1-222-0086-3-71300-573010-0000-7535-222	Equipment Vocational - FRFRC	-	114,385	114,385
	Total 71300 - Vocational Education Instruction	5,000	184,385	(5,000)
141-1-222-0086-3-72230-539990-0000-0000-222	Other Contracted Services	50,000		(50,000)
141-1-222-0086-3-72230-552410-0000-0000-222	In-Service/Staff Development	20,000		(20,000)
	Total 72230 - Vocational Instruction Staff Support	70,000	-	(70,000)
141-1-222-0086-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	2,000		2,000
	Total 72710 - Transportation	2,000	-	2,000
	Total - Hamilton County Collegiate High	377,049	184,385	(184,385)
Howard Connect Academy				
141-1-222-0098-2-71100-511610-PBEN-0000-222	Teacher (4 FTE)	249,023		249,023
141-1-222-0098-2-71100-520110-PBEN-0000-222	Social Security	15,439		15,439
141-1-222-0098-2-71100-520410-PBEN-0000-222	State Retirement	19,922		19,922
141-1-222-0098-2-71100-520610-PBEN-0000-222	Life Insurance	160		160
141-1-222-0098-2-71100-520710-PBEN-0000-222	Health Insurance	53,280		53,280
141-1-222-0098-2-71100-520810-PBEN-0000-222	Dental Insurance	1,176		1,176
141-1-222-0098-2-71100-521010-PBEN-0000-222	Unemployment Compensation	56		56
141-1-222-0098-2-71100-521210-PBEN-0000-222	Medicare	3,611		3,611
141-1-222-0098-2-71100-521710-PBEN-0000-222	State Retirement Hybrid	2,490		2,490
141-1-222-0098-2-71100-529910-PBEN-0000-222	Long Term Disability	428		428
141-1-222-0098-2-71100-529930-PBEN-0000-222	Short Term Disability	464		464
	Total 71100 - Regular Instruction	346,049	-	346,049
141-1-222-0098-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	3,200		3,200
141-1-222-0098-2-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	800		800
141-1-222-0098-2-71300-559990-0000-0000-222	Other Charges	5,355		5,355
141-1-222-0098-2-71300-573010-0000-0000-222	Equipment Vocational	48,334		48,334
	Total 71300 - Vocational Education Instruction	57,689	-	57,689
141-1-222-0098-2-72130-549990-0000-0000-222	Other Supplies & Materials	800		800
	Total 72130 - Other Student Support	800	-	800
141-1-222-0098-2-72230-519610-0000-0000-222	Stipends	4,115	8,400	12,515
141-1-222-0098-2-72230-520110-0000-0000-222	Social Security	255	522	777
141-1-222-0098-2-72230-520410-0000-0000-222	State Retirement	329	672	1,001
141-1-222-0098-2-72230-521210-0000-0000-222	Medicare	60	122	182
141-1-222-0098-2-72230-521710-0000-0000-222	State Retirement Hybrid	41	84	125
141-1-222-0098-2-72230-552410-0000-0000-222	In-Service/Staff Development	9,800		(9,800)
	Total 72230 - Vocational Instruction Staff Support	14,600	9,800	(9,800)
141-1-222-0098-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	18,000		18,000
	Total 72710 - Transportation	18,000	-	18,000
	Total - Howard Connect Academy	437,138	9,800	(9,800)

ACCOUNT CODE	DESCRIPTION	AMENDED	INCREASE	DECREASE	AMENDED
		BUDGET			BUDGET
		12/18/2025			2/19/2026
Hunter Middle School					
141-1-222-0100-2-71100-511610-PBEN-0000-222	Teacher (.5 FTE)	25,000			25,000
141-1-222-0100-2-71100-514090-0000-0000-222	Stipends	10,150			10,150
141-1-222-0100-2-71100-520110-0000-0000-222	Social Security	629			629
141-1-222-0100-2-71100-520110-PBEN-0000-222	Social Security	1,550			1,550
141-1-222-0100-2-71100-520410-0000-0000-222	State Retirement	812			812
141-1-222-0100-2-71100-520410-PBEN-0000-222	State Retirement	2,000			2,000
141-1-222-0100-2-71100-520610-PBEN-0000-222	Life Insurance	20			20
141-1-222-0100-2-71100-520710-PBEN-0000-222	Health Insurance	6,660			6,660
141-1-222-0100-2-71100-520810-PBEN-0000-222	Dental Insurance	147			147
141-1-222-0100-2-71100-521010-PBEN-0000-222	Unemployment Compensation	7			7
141-1-222-0100-2-71100-521210-0000-0000-222	Medicare	147			147
141-1-222-0100-2-71100-521210-PBEN-0000-222	Medicare	363			363
141-1-222-0100-2-71100-521710-0000-0000-222	State Retirement Hybrid	102			102
141-1-222-0100-2-71100-521710-PBEN-0000-222	State Retirement Hybrid	250			250
141-1-222-0100-2-71100-529910-PBEN-0000-222	Long Term Disability	54			54
141-1-222-0100-2-71100-529930-PBEN-0000-222	Short Term Disability	58			58
141-1-222-0100-2-71100-547110-0000-0000-222	Software	11,088			11,088
141-1-222-0100-2-71100-549980-0000-0000-222	Other Supplies & Materials - Equipment	11,835			11,835
	Total 71100 - Regular Instruction	70,872	-	-	70,872
141-1-222-0100-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	2,600			2,600
	Total 71300 - Vocational Education Instruction	2,600	-	-	2,600
141-1-222-0100-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	16,600			16,600
	Total 72710 - Transportation	16,600	-	-	16,600
	Total - Hunter Middle School	90,072	-	-	90,072
Loftis Middle School					
141-1-222-0120-2-71100-572210-0000-0000-222	Regular Instruction Equipment	20,000		(20,000)	-
	Total 71100 - Regular Instruction	20,000	-	(20,000)	-
141-1-222-0120-2-71300-5116E0-PBEN-0000-222	CTE Teacher (.5 FTE)	36,777			36,777
141-1-222-0120-2-71300-520110-PBEN-0000-222	Social Security	2,280			2,280
141-1-222-0120-2-71300-520410-PBEN-0000-222	State Retirement	2,942			2,942
141-1-222-0120-2-71300-520610-PBEN-0000-222	Life Insurance	20			20
141-1-222-0120-2-71300-520710-PBEN-0000-222	Health Insurance	6,660			6,660
141-1-222-0120-2-71300-520810-PBEN-0000-222	Dental Insurance	147			147
141-1-222-0120-2-71300-521010-PBEN-0000-222	Unemployment Compensation	7			7
141-1-222-0120-2-71300-521210-PBEN-0000-222	Medicare	533			533
141-1-222-0120-2-71300-529910-PBEN-0000-222	Long Term Disability	54			54
141-1-222-0120-2-71300-529930-PBEN-0000-222	Short Term Disability	58			58
141-1-222-0120-2-71300-542910-0000-0000-222	Instructional Supplies & Materials	5,000		(5,000)	-
141-1-222-0120-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	5,000		(898)	4,102
141-1-222-0120-2-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	47,570		(16,737)	30,833
	Total 71300 - Vocational Education Instruction	107,048	-	(22,635)	84,413
141-1-222-0120-2-72130-512310-PBEN-0000-222	Counselor (.5 FTE)	39,009			39,009
141-1-222-0120-2-72130-520110-PBEN-0000-222	Social Security	2,419			2,419
141-1-222-0120-2-72130-520410-PBEN-0000-222	State Retirement	3,121			3,121
141-1-222-0120-2-72130-520610-PBEN-0000-222	Life Insurance	20			20
141-1-222-0120-2-72130-520710-PBEN-0000-222	Health Insurance	6,660			6,660
141-1-222-0120-2-72130-520810-PBEN-0000-222	Dental Insurance	147			147
141-1-222-0120-2-72130-521010-PBEN-0000-222	Unemployment Compensation	7			7
141-1-222-0120-2-72130-521210-PBEN-0000-222	Medicare	563			563
141-1-222-0120-2-72130-529910-PBEN-0000-222	Long Term Disability	54			54
141-1-222-0120-2-72130-529930-PBEN-0000-222	Short Term Disability	58			58
	Total 72130 - Other Student Support	52,058	-	-	52,058
141-1-222-0120-2-76100-570710-0000-0000-222	Building Improvements	-	42,635		42,635
	Total 76100 - Regular Capital Outlay	-	42,635	-	42,635
	Total - Loftis Middle School	179,106	42,635	(42,635)	179,106

ACCOUNT CODE	DESCRIPTION	AMENDED	INCREASE	DECREASE	AMENDED
		BUDGET			BUDGET
		12/18/2025			2/19/2026
Hixson High School					
141-1-222-0128-3-71300-5116E0-PBEN-0000-222	CTE Teacher (.50 FTE)	28,330			28,330
141-1-222-0128-3-71300-520110-PBEN-0000-222	Social Security	1,756			1,756
141-1-222-0128-3-71300-520410-PBEN-0000-222	State Retirement	2,266			2,266
141-1-222-0128-3-71300-520610-PBEN-0000-222	Life Insurance	20			20
141-1-222-0128-3-71300-520710-PBEN-0000-222	Health Insurance	6,660			6,660
141-1-222-0128-3-71300-520810-PBEN-0000-222	Dental Insurance	147			147
141-1-222-0128-3-71300-521010-PBEN-0000-222	Unemployment Compensation	7			7
141-1-222-0128-3-71300-521210-PBEN-0000-222	Medicare	411			411
141-1-222-0128-3-71300-521710-PBEN-0000-222	State Retirement Hybrid	283			283
141-1-222-0128-3-71300-529910-PBEN-0000-222	Long Term Disability	54			54
141-1-222-0128-3-71300-529930-PBEN-0000-222	Short Term Disability	58			58
141-1-222-0128-3-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	19,500			19,500
141-1-222-0128-3-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	120,671			120,671
141-1-222-0128-3-71300-547110-0000-0000-222	Software	40,000			40,000
141-1-222-0128-3-71300-549880-0000-0000-222	Other Supplies & Materials - Equipment	17,500			17,500
141-1-222-0128-3-71300-549990-0000-0000-222	Other Supplies & Materials	7,500			7,500
141-1-222-0128-3-71300-559990-0000-0000-222	Other Charges	4,000			4,000
141-1-222-0128-3-71300-573010-0000-0000-222	Equipment Vocational	41,990			41,990
	Total 71300 - Vocational Education Instruction	291,153	-	-	291,153
141-1-222-0128-3-72210-552410-0000-0000-222	In-Service/Staff Development	1,500			1,500
	Total 72210 - Regular Instructional Support	1,500	-	-	1,500
141-1-222-0128-3-72230-519610-0000-0000-222	In Service/Stipends	1,440			1,440
141-1-222-0128-3-72230-520110-0000-0000-222	Social Security	89			89
141-1-222-0128-3-72230-520410-0000-0000-222	State Retirement	115			115
141-1-222-0128-3-72230-521210-0000-0000-222	Medicare	21			21
141-1-222-0128-3-72230-521710-0000-0000-222	State Retirement Hybrid	15			15
	Total 72230 - Vocational Instruction Staff Support	1,680	-	-	1,680
141-1-222-0128-3-72250-579010-0000-BUDG-222	Other Equipment	21,000			21,000
	Total 72250 - Education Technology	21,000	-	-	21,000
141-1-222-0128-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	10,000			10,000
	Total 72710 - Transportation	10,000	-	-	10,000
	Total - Hixson High School	325,333	-	-	325,333
Hixson Middle School					
141-1-222-0129-2-71100-514090-0000-0000-222	Stipends	2,572			2,572
141-1-222-0129-2-71100-520110-0000-0000-222	Social Security	159			159
141-1-222-0129-2-71100-520410-0000-0000-222	State Retirement	206			206
141-1-222-0129-2-71100-521210-0000-0000-222	Medicare	38			38
141-1-222-0129-2-71100-521710-0000-0000-222	State Retirement Hybrid	25			25
141-1-222-0129-2-71100-542910-0000-0000-222	Instructional Supplies & Materials	3,500			3,500
141-1-222-0129-2-71100-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	47,500			47,500
	Total 71100 - Regular Instruction	54,000	-	-	54,000
141-1-222-0129-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	5,280			5,280
141-1-222-0129-2-71300-547110-0000-0000-222	Software	359			359
141-1-222-0129-2-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	49,206			49,206
141-1-222-0129-2-71300-573010-0000-0000-222	Equipment Vocational	77,146			77,146
	Total 71300 - Vocational Education Instruction	131,991	-	-	131,991
	Total - Hixson Middle School	185,991	-	-	185,991
The Howard School					
141-1-222-0137-3-71300-5116E0-PBEN-0000-222	CTE Teacher (2 FTE)	110,782			110,782
141-1-222-0137-3-71300-518810-0000-0000-222	Bonus	2,000			2,000
141-1-222-0137-3-71300-520110-PBEN-0000-222	Social Security	6,992			6,992
141-1-222-0137-3-71300-520410-PBEN-0000-222	State Retirement	9,023			9,023
141-1-222-0137-3-71300-520610-PBEN-0000-222	Life Insurance	80			80
141-1-222-0137-3-71300-520710-PBEN-0000-222	Health Insurance	26,640			26,640
141-1-222-0137-3-71300-520810-PBEN-0000-222	Dental Insurance	588			588
141-1-222-0137-3-71300-521010-PBEN-0000-222	Unemployment Compensation	28			28
141-1-222-0137-3-71300-521210-PBEN-0000-222	Medicare	1,635			1,635
141-1-222-0137-3-71300-521710-PBEN-0000-222	State Retirement Hybrid	1,128			1,128
141-1-222-0137-3-71300-529910-PBEN-0000-222	Long Term Disability	214			214
141-1-222-0137-3-71300-529930-PBEN-0000-222	Short Term Disability	232			232
141-1-222-0137-3-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	6,700			6,700
141-1-222-0137-3-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	121,634			121,634
141-1-222-0137-3-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	35,000			35,000
141-1-222-0137-3-71300-549990-0000-0000-222	Other Supplies & Materials	5,250			5,250
141-1-222-0137-3-71300-573010-0000-0000-222	Equipment Vocational	15,000			15,000
	Total 71300 - Vocational Education Instruction	342,926	-	-	342,926
141-1-222-0137-3-72230-552410-0000-0000-222	In-Service/Staff Development	2,600			2,600
	Total 72230 - Vocational Instruction Staff Support	2,600	-	-	2,600

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET
		12/18/2025	INCREASE	
141-1-222-0137-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	12,000		12,000
	Total 72710 - Transportation	12,000	-	12,000
	Total -The Howard School	357,526	-	357,526
Ooltewah Middle School				
141-1-222-0157-2-71300-542910-0000-0000-222	Instructional Supplies & Materials	3,000		3,000
141-1-222-0157-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	8,000		8,000
141-1-222-0157-2-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	2,500		2,500
141-1-222-0157-2-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	114,606		114,606
141-1-222-0157-2-71300-549990-0000-0000-222	Other Supplies & Materials	600		600
141-1-222-0157-2-71300-559990-0000-0000-222	Other Charges	1,000		1,000
141-1-222-0157-2-71300-573010-0000-0000-222	Equipment Vocational	110,000		110,000
	Total 71300 - Vocational Education Instruction	239,706	-	239,706
141-1-222-0157-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	9,600		9,600
	Total 72710 - Transportation	9,600	-	9,600
141-1-222-0157-2-76100-570710-0000-0000-222	Building Improvements	9,000		9,000
	Total 76100 - Regular Capital Outlay	9,000	-	9,000
	Total - Ooltewah Middle School	258,306	-	258,306
Ooltewah High School				
141-1-222-0160-3-71300-5116E0-PBEN-0000-222	CTE Teacher (.5 FTE)	25,000		25,000
141-1-222-0160-3-71300-520110-PBEN-0000-222	Social Security	1,525		1,525
141-1-222-0160-3-71300-520410-PBEN-0000-222	State Retirement	2,028		2,028
141-1-222-0160-3-71300-520610-PBEN-0000-222	Life Insurance	20		20
141-1-222-0160-3-71300-520710-PBEN-0000-222	Health Insurance	6,660		6,660
141-1-222-0160-3-71300-520810-PBEN-0000-222	Dental Insurance	147		147
141-1-222-0160-3-71300-521010-PBEN-0000-222	Unemployment Compensation	7		7
141-1-222-0160-3-71300-521210-PBEN-0000-222	Medicare	357		357
141-1-222-0160-3-71300-521710-PBEN-0000-222	State Retirement Hybrid	252		252
141-1-222-0160-3-71300-529910-PBEN-0000-222	Long Term Disability	54		54
141-1-222-0160-3-71300-529930-PBEN-0000-222	Short Term Disability	58		58
141-1-222-0160-3-71300-535610-0000-0000-222	Tuition	5,000		5,000
141-1-222-0160-3-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	4,000		4,000
141-1-222-0160-3-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	245,270		245,270
141-1-222-0160-3-71300-547110-0000-0000-222	Software	3,901		3,901
141-1-222-0160-3-71300-549990-0000-0000-222	Other Supplies & Materials	500		500
141-1-222-0160-3-71300-559990-0000-0000-222	Other Charges	5,000		5,000
141-1-222-0160-3-71300-573010-0000-0000-222	Equipment Vocational	13,000		13,000
	Total 71300 - Vocational Education Instruction	312,779	-	312,779
141-1-222-0160-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	5,400		5,400
	Total 72710 - Transportation	5,400	-	5,400
	Total - Ooltewah High School	318,179	-	318,179
Chattanooga School for the Liberal Arts				
141-1-222-0162-4-71100-535610-0000-0000-222	Tuition	1,000		1,000
141-1-222-0162-4-71100-549990-0000-0000-222	Other Supplies & Materials	1,000		1,000
	Total 71100 - Regular Instruction	2,000	-	2,000
141-1-222-0162-4-71300-514090-0000-0000-222	Stipends	6,359		6,359
141-1-222-0162-4-71300-520110-0000-0000-222	Social Security	394		394
141-1-222-0162-4-71300-520410-0000-0000-222	State Retirement	528		528
141-1-222-0162-4-71300-521210-0000-0000-222	Medicare	92		92
141-1-222-0162-4-71300-521710-0000-0000-222	State Retirement Hybrid	127		127
141-1-222-0162-4-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	5,000		5,000
141-1-222-0162-4-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	28,000		28,000
141-1-222-0162-4-71300-547110-0000-0000-222	Software	1,000		1,000
141-1-222-0162-4-71300-549990-0000-0000-222	Other Supplies & Materials	1,000		1,000
141-1-222-0162-4-71300-559990-0000-0000-222	Other Charges	1,000		1,000
141-1-222-0162-4-71300-573010-0000-0000-222	Equipment Vocational	16,644		16,644
	Total 71300 - Vocational Education Instruction	60,144	-	60,144
141-1-222-0162-4-72230-552410-0000-0000-222	In-Service/Staff Development	8,000		8,000
	Total 72230 - Vocational Instruction Staff Support	8,000	-	8,000
141-1-222-0162-4-72710-531410-0000-0000-222	Contracts w/ Public Carriers	2,500		2,500
	Total 72710 - Transportation	2,500	-	2,500
141-1-222-0162-4-76100-570710-0000-0000-222	Building Improvements	30,000		30,000
	Total 76100 - Regular Capital Outlay	30,000	-	30,000
	Total - Chattanooga School for the Liberal Arts	102,644	-	102,644

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET
		12/18/2025	INCREASE	
Lookout Valley Middle/High School				
141-1-222-0165-4-71300-5116E0-PBEN-0000-222	CTE Teacher (.50 FTE)	28,963		28,963
141-1-222-0165-4-71300-520110-PBEN-0000-222	Social Security	1,796		1,796
141-1-222-0165-4-71300-520410-PBEN-0000-222	State Retirement	2,317		2,317
141-1-222-0165-4-71300-520610-PBEN-0000-222	Life Insurance	20		20
141-1-222-0165-4-71300-520710-PBEN-0000-222	Health Insurance	6,660		6,660
141-1-222-0165-4-71300-520810-PBEN-0000-222	Dental Insurance	147		147
141-1-222-0165-4-71300-521010-PBEN-0000-222	Unemployment Compensation	7		7
141-1-222-0165-4-71300-521210-PBEN-0000-222	Medicare	420		420
141-1-222-0165-4-71300-529910-PBEN-0000-222	Long Term Disability	54		54
141-1-222-0165-4-71300-529930-PBEN-0000-222	Short Term Disability	58		58
141-1-222-0165-4-71300-542910-0000-0000-222	Instructional Supplies & Materials	51,371		(30,000) 21,371
141-1-222-0165-4-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	-	273	273
141-1-222-0165-4-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	10,000	50,000	60,000
141-1-222-0165-4-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	-	2,634	2,634
141-1-222-0165-4-71300-549990-0000-0000-222	Other Supplies & Materials	5,000		5,000
141-1-222-0165-4-71300-573010-0000-0000-222	Equipment Vocational	47,466		(22,907) 24,559
	Total 71300 - Vocational Education Instruction	154,279	52,907	(52,907) 154,279
141-1-222-0165-4-72130-518810-0000-0000-222	Bonus	1,000		1,000
141-1-222-0165-4-72130-5189F0-PBEN-0000-222	College & Career Advisor (.5 FTE)	32,779		32,779
141-1-222-0165-4-72130-520110-PBEN-0000-222	Social Security	2,094		2,094
141-1-222-0165-4-72130-520410-PBEN-0000-222	State Retirement	4,289		4,289
141-1-222-0165-4-72130-520610-PBEN-0000-222	Life Insurance	20		20
141-1-222-0165-4-72130-520710-PBEN-0000-222	Health Insurance	6,660		6,660
141-1-222-0165-4-72130-520810-PBEN-0000-222	Dental Insurance	147		147
141-1-222-0165-4-72130-521010-PBEN-0000-222	Unemployment Compensation	7		7
141-1-222-0165-4-72130-521210-PBEN-0000-222	Medicare	490		490
141-1-222-0165-4-72130-521710-PBEN-0000-222	State Retirement	676		676
141-1-222-0165-4-72130-529910-PBEN-0000-222	Long Term Disability	54		54
141-1-222-0165-4-72130-529930-PBEN-0000-222	Short Term Disability	58		58
	Total 72130 - Other Student Support	48,274	-	- 48,274
141-1-222-0165-4-72230-519610-0000-0000-222	Stipends	8,817		8,817
141-1-222-0165-4-72230-520110-0000-0000-222	Social Security	547		547
141-1-222-0165-4-72230-520410-0000-0000-222	State Retirement	732		732
141-1-222-0165-4-72230-521210-0000-0000-222	Medicare	128		128
141-1-222-0165-4-72230-521710-0000-0000-222	State Retirement Hybrid	176		176
141-1-222-0165-4-72230-552410-0000-0000-222	In-Service/Staff Development	16,000		16,000
	Total 72230 - Vocational Instruction Staff Support	26,400	-	- 26,400
	Total - Lookout Valley Middle/High School	228,953	52,907	(52,907) 228,953
Red Bank High School				
141-1-222-0175-3-71100-514090-0000-0000-222	Stipends	6,858	1,286	8,144
141-1-222-0175-3-71100-520110-0000-0000-222	Social Security	425	80	505
141-1-222-0175-3-71100-520410-0000-0000-222	State Retirement	549	103	652
141-1-222-0175-3-71100-521210-0000-0000-222	Medicare	99	19	118
141-1-222-0175-3-71100-521710-0000-0000-222	State Retirement Hybrid	69	12	81
	Total 71100 - Regular Instruction	8,000	1,500	- 9,500
141-1-222-0175-3-71300-539990-0000-0000-222	Other Contracted Services	15,000		15,000
141-1-222-0175-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	6,884		6,884
141-1-222-0175-3-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	27,800		(11,500) 16,300
141-1-222-0175-3-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	16,955	24,952	41,907
141-1-222-0175-3-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	11,000		11,000
141-1-222-0175-3-71300-549990-0000-0000-222	Other Supplies & Materials	14,045		14,045
141-1-222-0175-3-71300-573010-0000-0000-222	Equipment Vocational	153,499		(14,952) 138,547
	Total 71300 - Vocational Education Instruction	245,183	24,952	(26,452) 243,683
141-1-222-0175-3-72230-552410-0000-0000-222	In-Service/Staff Development	7,200		7,200
	Total 72230 - Vocational Instruction Staff Support	7,200	-	- 7,200
141-1-222-0175-3-76100-570710-0000-0000-222	Building Improvements	7,000		7,000
	Total 76100 - Regular Capital Outlay	7,000	-	- 7,000
	Total - Red Bank High School	267,383	26,452	(26,452) 267,383
Red Bank Middle School				
141-1-222-0180-2-71100-514090-0000-0000-222	Stipends	34,291		34,291
141-1-222-0180-2-71100-520110-0000-0000-222	Social Security	2,126		2,126
141-1-222-0180-2-71100-520410-0000-0000-222	State Retirement	2,743		2,743
141-1-222-0180-2-71100-521210-0000-0000-222	Medicare	497		497
141-1-222-0180-2-71100-521710-0000-0000-222	State Retirement Hybrid	343		343
141-1-222-0180-2-71100-542910-0000-0000-222	Instructional Supplies & Materials	8,810		(503) 8,307
141-1-222-0180-2-71100-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	12,000		(9,497) 2,503
141-1-222-0180-2-71100-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	35,305	1,865	37,170
	Total 71100 - Regular Instruction	96,115	1,865	(10,000) 87,980

ACCOUNT CODE	DESCRIPTION	AMENDED	INCREASE	DECREASE	AMENDED
		BUDGET			BUDGET
		12/18/2025			2/19/2026
141-1-222-0180-2-71300-5116E0-PBEN-0000-222	CTE Teacher (1.75 FTE)	95,425			95,425
141-1-222-0180-2-71300-520110-PBEN-0000-222	Social Security	5,916			5,916
141-1-222-0180-2-71300-520410-PBEN-0000-222	State Retirement	7,634			7,634
141-1-222-0180-2-71300-520610-PBEN-0000-222	Life Insurance	70			70
141-1-222-0180-2-71300-520710-PBEN-0000-222	Health Insurance	23,310			23,310
141-1-222-0180-2-71300-520810-PBEN-0000-222	Dental Insurance	515			515
141-1-222-0180-2-71300-521010-PBEN-0000-222	Unemployment Compensation	25			25
141-1-222-0180-2-71300-521210-PBEN-0000-222	Medicare	1,384			1,384
141-1-222-0180-2-71300-521710-PBEN-0000-222	State Retirement Hybrid	954			954
141-1-222-0180-2-71300-529910-PBEN-0000-222	Long Term Disability	187			187
141-1-222-0180-2-71300-529930-PBEN-0000-222	Short Term Disability	203			203
141-1-222-0180-2-71300-547110-0000-0000-222	Software	1,785		(1,785)	-
	Total 71300 - Vocational Education Instruction	137,408	-	(1,785)	135,623
141-1-222-0180-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	-	9,920		9,920
	Total 72710 - Contracts w/ Public Carriers	-	9,920	-	9,920
	Total - Red Bank Middle School	233,523	11,785	(11,785)	233,523
Sale Creek Middle/High School					
141-1-222-0190-4-71300-5116E0-PBEN-0000-222	CTE Teacher (.75 FTE)	54,533			54,533
141-1-222-0190-4-71300-520110-PBEN-0000-222	Social Security	3,381			3,381
141-1-222-0190-4-71300-520410-PBEN-0000-222	State Retirement	4,363			4,363
141-1-222-0190-4-71300-520610-PBEN-0000-222	Life Insurance	30			30
141-1-222-0190-4-71300-520710-PBEN-0000-222	Health Insurance	9,990			9,990
141-1-222-0190-4-71300-520810-PBEN-0000-222	Dental Insurance	221			221
141-1-222-0190-4-71300-521010-PBEN-0000-222	Unemployment Compensation	11			11
141-1-222-0190-4-71300-521210-PBEN-0000-222	Medicare	791			791
141-1-222-0190-4-71300-529910-PBEN-0000-222	Long Term Disability	80			80
141-1-222-0190-4-71300-529930-PBEN-0000-222	Short Term Disability	87			87
141-1-222-0190-4-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	48,245			48,245
141-1-222-0190-4-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	600	70,000		70,600
141-1-222-0190-4-71300-547110-0000-0000-222	Software	4,245			4,245
141-1-222-0190-4-71300-559990-0000-2222-222	Other Charges	3,000			3,000
141-1-222-0190-4-71300-573010-0000-0000-222	Equipment Vocational	87,398		(50,000)	37,398
	Total 71300 - Vocational Education Instruction	216,975	70,000	(50,000)	236,975
141-1-222-0190-4-72230-519610-0000-0000-222	Stipends	1,000			1,000
141-1-222-0190-4-72230-520110-0000-0000-222	Social Security	62			62
141-1-222-0190-4-72230-520410-0000-0000-222	State Retirement	80			80
141-1-222-0190-4-72230-521210-0000-0000-222	Medicare	15			15
141-1-222-0190-4-72230-521710-0000-0000-222	State Retirement Hybrid	10			10
141-1-222-0190-4-72230-533610-0000-0000-222	Maintenance & Repair Services	500			500
	Total 72230 - Vocational Instruction Staff Support	1,667	-	-	1,667
141-1-222-0190-4-72710-531410-0000-0000-222	Contracts w/ Public Carriers	7,600			7,600
	Total 72710 - Transportation	7,600	-	-	7,600
141-1-222-0190-4-76100-570710-0000-0000-222	Building Improvements	120,000		(20,000)	100,000
	Total 76100 - Regular Capital Outlay	120,000	-	(20,000)	100,000
	Total - Sale Creek Middle/High School	346,242	70,000	(70,000)	346,242
Sequoyah High School					
141-1-222-0196-3-71100-511610-PBEN-0000-222	Teacher (.10 FTE)	4,810			4,810
141-1-222-0196-3-71100-520110-PBEN-0000-222	Social Security	298			298
141-1-222-0196-3-71100-520410-PBEN-0000-222	State Retirement	385			385
141-1-222-0196-3-71100-520610-PBEN-0000-222	Life Insurance	4			4
141-1-222-0196-3-71100-520710-PBEN-0000-222	Health Insurance	1,332			1,332
141-1-222-0196-3-71100-520810-PBEN-0000-222	Dental Insurance	29			29
141-1-222-0196-3-71100-521010-PBEN-0000-222	Unemployment Compensation	1			1
141-1-222-0196-3-71100-521210-PBEN-0000-222	Medicare	70			70
141-1-222-0196-3-71100-521710-PBEN-0000-222	State Retirement Hybrid	48			48
141-1-222-0196-3-71100-529910-PBEN-0000-222	Long Term Disability	11			11
141-1-222-0196-3-71100-529930-PBEN-0000-222	Short Term Disability	12			12
	Total 71100 - Regular Instruction	7,000	-	-	7,000
141-1-222-0196-3-71300-514090-0000-0000-222	Stipends	4,070			4,070
141-1-222-0196-3-71300-520110-0000-0000-222	Social Security	252			252
141-1-222-0196-3-71300-520410-0000-0000-222	State Retirement	338			338
141-1-222-0196-3-71300-521210-0000-0000-222	Medicare	59			59
141-1-222-0196-3-71300-521710-0000-0000-222	State Retirement Hybrid	81			81
141-1-222-0196-3-71300-542910-0000-0000-222	Instructional Supplies & Materials	16,000			16,000
141-1-222-0196-3-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	10,000			10,000
141-1-222-0196-3-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	129,371			129,371
141-1-222-0196-3-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	40,000			40,000
141-1-222-0196-3-71300-573010-0000-0000-222	Equipment Vocational	156,843			156,843
	Total 71300 - Vocational Education Instruction	357,014	-	-	357,014

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET
		12/18/2025	INCREASE	
141-1-222-0196-3-76100-570710-0000-0000-222	Building Improvements	335,000		335,000
	Total 76100 - Regular Capital Outlay	335,000	-	335,000
	Total - Sequoyah High School	699,014	-	699,014
Orchard Knob Middle School				
141-1-222-0200-2-71100-511610-PBEN-0000-222	Teacher (.5 FTE)	27,696		27,696
141-1-222-0200-2-71100-520110-PBEN-0000-222	Social Security	1,717		1,717
141-1-222-0200-2-71100-520410-PBEN-0000-222	State Retirement	2,216		2,216
141-1-222-0200-2-71100-520610-PBEN-0000-222	Life Insurance	20		20
141-1-222-0200-2-71100-520710-PBEN-0000-222	Health Insurance	6,660		6,660
141-1-222-0200-2-71100-520810-PBEN-0000-222	Dental Insurance	147		147
141-1-222-0200-2-71100-521010-PBEN-0000-222	Unemployment Compensation	7		7
141-1-222-0200-2-71100-521210-PBEN-0000-222	Medicare	402		402
141-1-222-0200-2-71100-521710-PBEN-0000-222	State Retirement Hybrid	277		277
141-1-222-0200-2-71100-529910-PBEN-0000-222	Long Term Disability	54		54
141-1-222-0200-2-71100-529930-PBEN-0000-222	Short Term Disability	58		58
	Total 71100 - Regular Instruction	39,254	-	39,254
141-1-222-0200-2-71300-5116E0-PBEN-0000-222	CTE Teacher (1 FTE)	50,000		50,000
141-1-222-0200-2-71300-520110-PBEN-0000-222	Social Security	3,100		3,100
141-1-222-0200-2-71300-520410-PBEN-0000-222	State Retirement	4,000		4,000
141-1-222-0200-2-71300-520610-PBEN-0000-222	Life Insurance	40		40
141-1-222-0200-2-71300-520710-PBEN-0000-222	Health Insurance	13,320		13,320
141-1-222-0200-2-71300-520810-PBEN-0000-222	Dental Insurance	294		294
141-1-222-0200-2-71300-521010-PBEN-0000-222	Unemployment Compensation	14		14
141-1-222-0200-2-71300-521210-PBEN-0000-222	Medicare	725		725
141-1-222-0200-2-71300-521710-PBEN-0000-222	State Retirement	500		500
141-1-222-0200-2-71300-529910-PBEN-0000-222	Long Term Disability	107		107
141-1-222-0200-2-71300-529930-PBEN-0000-222	Short Term Disability	116		116
141-1-222-0200-2-71300-542910-0000-0000-222	Instructional Supplies & Materials	9,920	3,000	12,920
141-1-222-0200-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	20,000		20,000
141-1-222-0200-2-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	110,688		110,688
141-1-222-0200-2-71300-573010-0000-0000-222	Equipment Vocational	30,000		12,000
	Total 71300 - Vocational Education Instruction	242,824	3,000	(18,000)
141-1-222-0200-2-76100-570710-0000-0000-222	Building Improvements	-	15,000	15,000
	Total 76100 - Regular Capital Outlay	-	15,000	15,000
	Total - Orchard Knob Middle School	282,078	18,000	(18,000)
Signal Mountain Middle/High School				
141-1-222-0210-4-71300-5116E0-PBEN-0000-222	CTE Teacher (1 FTE)	74,820		74,820
141-1-222-0210-4-71300-514090-0000-0000-222	Stipends	9,902		9,902
141-1-222-0210-4-71300-520110-0000-0000-222	Social Security	614		614
141-1-222-0210-4-71300-520110-PBEN-0000-222	Social Security	4,639		4,639
141-1-222-0210-4-71300-520410-0000-0000-222	State Retirement	817		817
141-1-222-0210-4-71300-520410-PBEN-0000-222	State Retirement	5,986		5,986
141-1-222-0210-4-71300-520610-PBEN-0000-222	Life Insurance	40		40
141-1-222-0210-4-71300-520710-PBEN-0000-222	Health Insurance	13,320		13,320
141-1-222-0210-4-71300-520810-PBEN-0000-222	Dental Insurance	294		294
141-1-222-0210-4-71300-521010-PBEN-0000-222	Unemployment Compensation	14		14
141-1-222-0210-4-71300-521210-0000-0000-222	Medicare	144		144
141-1-222-0210-4-71300-521210-PBEN-0000-222	Medicare	1,085		1,085
141-1-222-0210-4-71300-521710-0000-0000-222	State Retirement Hybrid	185		185
141-1-222-0210-4-71300-521710-PBEN-0000-222	State Retirement Hybrid	748		748
141-1-222-0210-4-71300-529910-PBEN-0000-222	Long Term Disability	107		107
141-1-222-0210-4-71300-529930-PBEN-0000-222	Short Term Disability	116		116
141-1-222-0210-4-71300-542910-0000-0000-222	Instructional Supplies & Materials	10,000		10,000
141-1-222-0210-4-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	25,000		25,000
141-1-222-0210-4-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	281,886		281,886
141-1-222-0210-4-71300-547110-0000-0000-222	Software	4,252		4,252
141-1-222-0210-4-71300-549990-0000-0000-222	Other Supplies & Materials	20,000		20,000
141-1-222-0210-4-71300-559990-0000-0000-222	Other Charges	6,000		6,000
141-1-222-0210-4-71300-573010-0000-0000-222	Equipment Vocational	30,000		30,000
	Total 71300 - Vocational Education Instruction	489,969	-	489,969

ACCOUNT CODE	DESCRIPTION	AMENDED	INCREASE	DECREASE	AMENDED
		BUDGET 12/18/2025			BUDGET 2/19/2026
141-1-222-0210-4-72130-5189F0-PBEN-0000-222	College & Career Advisor	2,133			2,133
141-1-222-0210-4-72130-5189F0-PWOB-0000-222	College & Career Advisor (.5 FTE PTNB)	20,000			20,000
141-1-222-0210-4-72130-520110-PBEN-0000-222	Social Security	120			120
141-1-222-0210-4-72130-520110-PWOB-0000-222	Social Security	1,240			1,240
141-1-222-0210-4-72130-520410-PBEN-0000-222	State Retirement	163			163
141-1-222-0210-4-72130-520610-PBEN-0000-222	Life Insurance	1			1
141-1-222-0210-4-72130-520710-PBEN-0000-222	Health Insurance	512			512
141-1-222-0210-4-72130-520770-PBEN-0000-222	Health Insurance	550			550
141-1-222-0210-4-72130-520810-PBEN-0000-222	Dental Insurance	11			11
141-1-222-0210-4-72130-521010-PBEN-0000-222	Unemployment Compensation	1			1
141-1-222-0210-4-72130-521210-PBEN-0000-222	Medicare	28			28
141-1-222-0210-4-72130-521210-PWOB-0000-222	Medicare	290			290
141-1-222-0210-4-72130-521710-PBEN-0000-222	State Retirement	29			29
141-1-222-0210-4-72130-529910-PBEN-0000-222	Long Term Disability	4			4
141-1-222-0210-4-72130-529930-PBEN-0000-222	Short Term Disability	4			4
	Total 72130 - Other Student Support	25,086	-	-	25,086
141-1-222-0210-4-72210-552410-0000-0000-222	In-Service/Staff Development	7,500			7,500
	Total 72210 - Regular Instructional Support	7,500	-	-	7,500
141-1-222-0210-4-72710-531410-0000-0000-222	Contracts w/ Public Carriers	6,000			6,000
	Total 72710 - Transportation	6,000	-	-	6,000
141-1-222-0210-4-76100-570710-0000-0000-222	Building Improvements	30,000			30,000
	Total 76100 - Regular Capital Outlay	30,000	-	-	30,000
	Total - Signal Mountain Middle/High School	558,555	-	-	558,555
Soddy Daisy High School					
141-1-222-0220-3-71100-514090-0000-0000-222	Stipends	2,143			2,143
141-1-222-0220-3-71100-520110-0000-0000-222	Social Security	134			134
141-1-222-0220-3-71100-520410-0000-0000-222	State Retirement	171			171
141-1-222-0220-3-71100-521210-0000-0000-222	Medicare	31			31
141-1-222-0220-3-71100-521710-0000-0000-222	State Retirement Hybrid	21			21
	Total 71100 - Regular Instruction	2,500	-	-	2,500
141-1-222-0220-3-71300-5116E0-PBEN-0000-222	CTE Teacher (1 FTE)	56,659			56,659
141-1-222-0220-3-71300-520110-PBEN-0000-222	Social Security	3,513			3,513
141-1-222-0220-3-71300-520410-PBEN-0000-222	State Retirement	4,532			4,532
141-1-222-0220-3-71300-520610-PBEN-0000-222	Life Insurance	40			40
141-1-222-0220-3-71300-520710-PBEN-0000-222	Health Insurance	13,320			13,320
141-1-222-0220-3-71300-520810-PBEN-0000-222	Dental Insurance	294			294
141-1-222-0220-3-71300-521010-PBEN-0000-222	Unemployment Compensation	14			14
141-1-222-0220-3-71300-521210-PBEN-0000-222	Medicare	822			822
141-1-222-0220-3-71300-521710-PBEN-0000-222	State Retirement Hybrid	567			567
141-1-222-0220-3-71300-529910-PBEN-0000-222	Long Term Disability	107			107
141-1-222-0220-3-71300-529930-PBEN-0000-222	Short Term Disability	116			116
141-1-222-0220-3-71300-542910-0000-0000-222	Instructional Supplies & Material	7,099			7,099
141-1-222-0220-3-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	17,500			17,500
141-1-222-0220-3-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	32,183			32,183
141-1-222-0220-3-71300-547110-0000-0000-222	Software	2,400			2,400
141-1-222-0220-3-71300-549990-0000-0000-222	Other Supplies & Materials	20,651			20,651
141-1-222-0220-3-71300-559990-0000-0000-222	Other Charges	600			600
141-1-222-0220-3-71300-573010-0000-0000-222	Vocational Instruction Equipment	120,009			120,009
	Total 71300 - Vocational Education Instruction	280,426	-	-	280,426
141-1-222-0220-3-72130-512310-PBEN-0000-222	Counselor (.5 FTE)	39,782			39,782
141-1-222-0220-3-72130-520110-PBEN-0000-222	Social Security	2,466			2,466
141-1-222-0220-3-72130-520410-PBEN-0000-222	State Retirement	3,182			3,182
141-1-222-0220-3-72130-520610-PBEN-0000-222	Life Insurance	20			20
141-1-222-0220-3-72130-520710-PBEN-0000-222	Health Insurance	6,660			6,660
141-1-222-0220-3-72130-520810-PBEN-0000-222	Dental Insurance	147			147
141-1-222-0220-3-72130-521010-PBEN-0000-222	Unemployment Compensation	7			7
141-1-222-0220-3-72130-521210-PBEN-0000-222	Medicare	577			577
141-1-222-0220-3-72130-529910-PBEN-0000-222	Long Term Disability	54			54
141-1-222-0220-3-72130-529930-PBEN-0000-222	Short Term Disability	58			58
	Total 72130 - Other Student Support	52,953	-	-	52,953
141-1-222-0220-3-72250-579010-0000-BUDG-222	Other Equipment	60,000			60,000
	Total 72250 - Education Technology	60,000	-	-	60,000
141-1-222-0220-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	1,650			1,650
	Total 72710 - Transportation	1,650	-	-	1,650
	Total -Soddy Daisy High School	397,529	-	-	397,529
Soddy Daisy Middle School					
141-1-222-0225-2-71100-547110-0000-0000-222	Software	3,000			3,000
	Total 71100 - Regular Instruction	3,000	-	-	3,000

ACCOUNT CODE	DESCRIPTION	AMENDED	INCREASE	DECREASE	AMENDED
		BUDGET			BUDGET
		12/18/2025			2/19/2026
141-1-222-0225-2-71300-5116E0-PBEN-0000-222	CTE Teacher (.5 FTE)	29,596			29,596
141-1-222-0225-2-71300-514090-0000-0000-222	Stipends	25,434		(12,574)	12,860
141-1-222-0225-2-71300-520110-0000-0000-222	Social Security	1,577		(780)	797
141-1-222-0225-2-71300-520110-PBEN-0000-222	Social Security	1,835			1,835
141-1-222-0225-2-71300-520410-0000-0000-222	State Retirement	2,111		(1,082)	1,029
141-1-222-0225-2-71300-520410-PBEN-0000-222	State Retirement	2,368			2,368
141-1-222-0225-2-71300-520610-PBEN-0000-222	Life Insurance	20			20
141-1-222-0225-2-71300-520710-PBEN-0000-222	Health Insurance	6,660			6,660
141-1-222-0225-2-71300-520810-PBEN-0000-222	Dental Insurance	147			147
141-1-222-0225-2-71300-521010-PBEN-0000-222	Unemployment Compensation	7			7
141-1-222-0225-2-71300-521210-0000-0000-222	Medicare	369		(183)	186
141-1-222-0225-2-71300-521210-PBEN-0000-222	Medicare	429			429
141-1-222-0225-2-71300-521710-0000-0000-222	State Retirement Hybrid	509		(381)	128
141-1-222-0225-2-71300-521710-PBEN-0000-222	State Retirement Hybrid	296			296
141-1-222-0225-2-71300-529910-PBEN-0000-222	Long Term Disability	54			54
141-1-222-0225-2-71300-529930-PBEN-0000-222	Short Term Disability	58			58
141-1-222-0225-2-71300-542910-0000-0000-222	Instructional Supplies & Materials	2,500			2,500
141-1-222-0225-2-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	2,500			2,500
141-1-222-0225-2-71300-542930-0000-0000-222	Instructional Supplies & Materials - Equipment	-	15,000		15,000
141-1-222-0225-2-71300-547110-0000-0000-222	Software	2,500			2,500
141-1-222-0225-2-71300-559990-0000-0000-222	Other Charges	10,000		(5,000)	5,000
141-1-222-0225-2-71300-573010-0000-0000-222	Equipment Vocational	111,123	15,000		126,123
	Total 71300 - Vocational Education Instruction	200,093	30,000	(20,000)	210,093
141-1-222-0225-2-72230-514090-0000-0000-222	Stipends	4,240			4,240
141-1-222-0225-2-72230-520110-0000-0000-222	Social Security	263			263
141-1-222-0225-2-72230-520410-0000-0000-222	State Retirement	352			352
141-1-222-0225-2-72230-521210-0000-0000-222	Medicare	61			61
141-1-222-0225-2-72230-521710-0000-0000-222	State Retirement Hybrid	84			84
141-1-222-0225-2-72230-552410-0000-0000-222	In-Service/Staff Development	2,500			2,500
	Total 72230 - Vocational Instruction Staff Support	7,500	-	-	7,500
141-1-222-0225-2-72710-531410-0000-0000-222	Contracts w/ Public Carriers	15,000		(10,000)	5,000
	Total 72710 - Transportation	15,000	-	(10,000)	5,000
	Total - Soddy Daisy Middle School	225,593	30,000	(30,000)	225,593
Tyner Middle High					
141-1-222-0238-4-71100-572210-0000-0000-222	Regular Instruction Equipment	253,072			253,072
	Total 71100 - Regular Instruction	253,072	-	-	253,072
141-1-222-0238-4-71300-542910-0000-0000-222	Instructional Supplies & Materials	3,000			3,000
141-1-222-0238-4-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	5,000			5,000
141-1-222-0238-4-71300-547110-0000-0000-222	Software	1,500			1,500
141-1-222-0238-4-71300-549980-0000-0000-222	Other Supplies & Materials - Equipment	66,100			66,100
141-1-222-0238-4-71300-559990-0000-0000-222	Other Charges	20,000			20,000
141-1-222-0238-4-71300-573010-0000-0000-222	Equipment Vocational	235,000			235,000
	Total 71300 - Vocational Education Instruction	330,600	-	-	330,600
141-1-222-0238-4-72710-531410-0000-0000-222	Contracts w/ Public Carriers	11,611			11,611
	Total 72710 - Transportation	11,611	-	-	11,611
	Total - Tyner Academy	595,283	-	-	595,283
STEM School					
141-1-222-0280-3-71100-572210-0000-0000-222	Regular Instruction Equipment	64,279	37,821		102,100
	Total 71100 - Regular Instruction	64,279	37,821	-	102,100
141-1-222-0280-3-71300-5116E0-PBEN-0000-222	STEM Teacher (.50 FTE)	32,742			32,742
141-1-222-0280-3-71300-520110-PBEN-0000-222	Social Security	2,030			2,030
141-1-222-0280-3-71300-520410-PBEN-0000-222	State Retirement	2,619			2,619
141-1-222-0280-3-71300-520610-PBEN-0000-222	Life Insurance	20			20
141-1-222-0280-3-71300-520710-PBEN-0000-222	Health Insurance	6,660			6,660
141-1-222-0280-3-71300-520810-PBEN-0000-222	Dental Insurance	147			147
141-1-222-0280-3-71300-521010-PBEN-0000-222	Unemployment Compensation	7			7
141-1-222-0280-3-71300-521210-PBEN-0000-222	Medicare	475			475
141-1-222-0280-3-71300-521710-PBEN-0000-222	State Retirement Hybrid	327			327
141-1-222-0280-3-71300-529910-PBEN-0000-222	Long Term Disability	54			54
141-1-222-0280-3-71300-529930-PBEN-0000-222	Short Term Disability	58			58
141-1-222-0280-3-71300-542910-0000-2222-222	Instructional Supplies & Materials - Consumables	25,000			25,000
141-1-222-0280-3-71300-547110-0000-0000-222	Software	3,000			3,000
141-1-222-0280-3-71300-549990-0000-0000-222	Other Supplies & Materials	5,000			5,000
141-1-222-0280-3-71300-573010-0000-0000-222	Vocational Equipment	51,975		(37,821)	14,154
	Total 71300 - Vocational Education Instruction	130,114	-	(37,821)	92,293
141-1-222-0280-3-72230-552410-0000-0000-222	In-Service/Staff Development	10,000			10,000
	Total 72230 - Vocational Instruction Staff Support	10,000	-	-	10,000
141-1-222-0280-3-72710-531410-0000-0000-222	Contracts w/ Public Carriers	5,000			5,000
	Total 72710 - Transportation	5,000	-	-	5,000

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		12/18/2025	INCREASE	DECREASE	2/19/2026
141-1-222-0280-3-76100-570710-0000-0000-222	Building Improvements	2,000			2,000
	Total 76100 - Regular Capital Outlay	2,000	-	-	2,000
	Total - STEM School	211,393	37,821	(37,821)	211,393
	TOTAL BUDGET	10,118,325	834,627	(834,627)	10,118,325

HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAM
 THERAPY SERVICES
 BUDGET FISCAL YEAR 2025-2026

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2026			AMENDED
		BUDGET	INCREASE	DECREASE	BUDGET
		DOCUMENT			2/19/2026
141-5-405-0000-0-00000-439900-0000-0000	Other Charges for Services	525,000			525,000
141-5-405-0000-0-00000-4T4555-0000-0000	Restricted for Education	540,000			540,000
	Total Source of Revenue	1,065,000	-	-	1,065,000

USE OF FUNDS SUMMARY

71200	Special Education Instruction	1,065,000	500,000	(500,000)	1,065,000
	Total Use of Funds	1,065,000	500,000	(500,000)	1,065,000

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	FY2026			AMENDED
		BUDGET	INCREASE	DECREASE	BUDGET
		DOCUMENT			2/19/2026
141-5-405-6000-0-71200-531210-0000-0000	Contracts - Private Agencies	200,000	500,000		700,000
141-5-405-6000-6-71200-539990-0000-0000	Other Contracted Services	820,000		(500,000)	320,000
141-5-405-6000-0-71200-572510-0000-0000	Equipment - Exceptional Ed	45,000			45,000
	Total 71200 - Special Education Instruction	1,065,000	500,000	(500,000)	1,065,000
	TOTAL BUDGET	1,065,000	500,000	(500,000)	1,065,000

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 ACCELERATE LEARNING
 BUDGET FISCAL YEAR 2025-2026**

FY26 award is \$75,000.00
 FY25 carryover is \$23,032.85

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 12/18/2025	INCREASE	DECREASE	AMENDED BUDGET 2/19/2026
141-5-414-0000-0-00000-445700-0000-0000-414	Contributions and Gifts	75,000			75,000
141-5-414-0000-0-00000-4T4555-0000-0000-414	Restricted for Education	23,033			23,033
	Total Source of Funds	98,033	-	-	98,033

USE OF FUNDS SUMMARY

71100	Regular Instruction	57,817	4,617	(1,592)	60,842
72210	Instructional Support	18,914	-	(5,125)	13,789
72710	Transportation	16,400	2,100	-	18,500
99100	Indirect Costs	4,902	-	-	4,902
	Total Use of Funds	98,033	6,717	(6,717)	98,033

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 12/18/2025	INCREASE	DECREASE	AMENDED BUDGET 2/19/2026
<u>District Office</u>					
141-5-414-0000-0-72210-514090-0000-0000-414	Stipends	7,635			7,635
141-5-414-0000-0-72210-518990-PWOB-0000-414	Intern (FTE .5)	4,500		(4,500)	-
141-5-414-0000-0-72210-520110-0000-0000-414	Social Security	10		(10)	-
141-5-414-0000-0-72210-520110-PWOB-0000-414	Social Security	288		(288)	-
141-5-414-0000-0-72210-520770-PWOB-0000-414	Medical Insurance	250		(250)	-
141-5-414-0000-0-72210-521210-0000-0000-414	Medicare	3		(3)	-
141-5-414-0000-0-72210-521210-PWOB-0000-414	Medicare	68		(68)	-
141-5-414-0000-0-72210-552410-0000-0000-414	In Service/Staff Development	4,750			4,750
141-5-414-0000-0-72210-559990-0000-0000-414	Other Charges	1,410		(6)	1,404
	Total 72210 - Regular Instructional Support	18,914	-	(5,125)	13,789
141-5-414-0000-0-99100-550410-0000-0000-414	Indirect Cost (5%)	4,902			4,902
	Total 99100 - Indirect Cost	4,902	-	-	4,902
	Total - District Office	23,816	-	(5,125)	18,691
<u>School-Based System Wide</u>					
141-5-414-6000-0-71100-542910-0000-0000-414	Instructional Supplies	36			36
	Total - School-Based System Wide	36	-	-	36
<u>Allen Elementary</u>					
141-5-414-0005-1-71100-518990-PWOB-0000-414	Impact Tutors (0.6 FTE)	5,224	375		5,599
141-5-414-0005-1-71100-520770-PWOB-0000-414	Medical Insurance	1,550	225		1,775
	Total - Allen Elementary	6,774	600	-	7,374
<u>Bess. T Shepherd Elementary</u>					
141-5-414-0017-1-71100-518990-PWOB-0000-414	Impact Tutors (0.8 FTE)	5,024	215		5,239
141-5-414-0017-1-71100-520770-PWOB-0000-414	Medical Insurance	1,750	150		1,900
	Total - Bess T. Shepherd Elementary	6,774	365	-	7,139
<u>Chattanooga School for Arts & Sciences-Lower</u>					
141-5-414-0047-1-71100-518990-PWOB-0000-414	Impact Tutors (1.7 FTE)	8,235	500		8,735
141-5-414-0047-1-71100-520770-PWOB-0000-414	Medical Insurance	4,100	650		4,750
	Total - CSAS Lower	12,335	1,150	-	13,485

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 12/18/2025	INCREASE	DECREASE	AMENDED BUDGET 2/19/2026
Daisy Elementary					
141-5-414-0050-1-71100-518990-PWOB-0000-414	Impact Tutors (0.6 FTE)	5,075	500		5,575
141-5-414-0050-1-71100-520770-PWOB-0000-414	Medical Insurance	1,525	75		1,600
	Total - Daisy Elementary	6,600	575	-	7,175
East Ridge Elementary					
141-5-414-0065-1-71100-518990-PWOB-0000-414	Impact Tutors (0.9 FTE)	4,319		(487)	3,832
141-5-414-0065-1-71100-520770-PWOB-0000-414	Medical Insurance	2,375		(150)	2,225
	Total - East Ridge Elementary	6,694	-	(637)	6,057
Harrison Elementary					
141-5-414-0090-1-71100-518990-PWOB-0000-414	Impact Tutors (1.4 FTE)	13,419	1,277		14,696
141-5-414-0090-1-71100-520770-PWOB-0000-414	Medical Insurance	3,550	650		4,200
	Total 71100 - Regular Instruction	16,969	1,927	-	18,896
141-5-414-0090-1-72710-531410-0000-0000-414 □	Contracts w/ Public Carriers	16,400	2,100		18,500
	Total 72710 - Transportation	16,400	2,100	-	18,500
	Total - Harrison Elementary	33,369	4,027	-	37,396
Woodmore Elementary					
141-5-414-0245-1-71100-518990-PWOB-0000-414	Impact Tutors (0.3 FTE)	1,035		(630)	405
141-5-414-0245-1-71100-520770-PWOB-0000-414	Medical Insurance	600		(325)	275
	Total - Woodmore Elementary	1,635	-	(955)	680
	Total - Schools	74,181	6,717	(1,592)	79,306
	TOTAL BUDGET	98,033	6,717	(6,717)	98,033

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 UNIVERSITY OF TORONTO
 BUDGET FISCAL YEAR 2025-2026**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET
		11/20/2025	INCREASE	DECREASE
141-5-431-0000-0-00000-445700-0000-0000-431	Revenue	109,191	3,000	112,191
	Total Source of Funds	109,191	3,000	- 112,191

USE OF FUNDS SUMMARY

71100	Regular Instruction	5,570	3,000	-	8,570
72210	Regular Instruction Support	103,621	-	-	103,621
	Total Use of Funds	109,191	3,000	-	112,191

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET
		11/20/2025	INCREASE	DECREASE
141-5-431-6000-0-71100-542910-0000-0000-431	Instructional Supplies	4,570	3,000	7,570
141-5-431-6000-0-71100-559990-0000-0000-431	Other Charges	1,000		1,000
	Total 71100 - Regular Instruction	5,570	3,000	- 8,570
141-5-431-6000-0-72210-518810-0000-0000-431	Bonus Pay	2,000		2,000
141-5-431-6000-0-72210-5189D0-PBEN-0000-431	Other Salaries (1 FTE)	67,482		67,482
141-5-431-6000-0-72210-519610-0000-0000-431	Stipends	4,308		4,308
141-5-431-6000-0-72210-520110-PBEN-0000-431	Social Security	4,103		4,103
141-5-431-6000-0-72210-520110-0000-0000-431	Social Security	354		354
141-5-431-6000-0-72210-520410-PBEN-0000-431	State Retirement	7,151		7,151
141-5-431-6000-0-72210-520410-0000-0000-431	State Retirement	557		557
141-5-431-6000-0-72210-520610-PBEN-0000-431	Life Insurance	40		40
141-5-431-6000-0-72210-520710-PBEN-0000-431	Medical Insurance	13,320		13,320
141-5-431-6000-0-72210-520810-PBEN-0000-431	Dental Insurance	294		294
141-5-431-6000-0-72210-521010-PBEN-0000-431	Unemployment	14		14
141-5-431-6000-0-72210-521210-PBEN-0000-431	Medicare	979		979
141-5-431-6000-0-72210-521210-0000-0000-431	Medicare	83		83
141-5-431-6000-0-72210-521710-PBEN-0000-431	State Retirement - SR	1,302		1,302
141-5-431-6000-0-72210-521710-0000-0000-431	State Retirement - SR	1,411		1,411
141-5-431-6000-0-72210-529910-PBEN-0000-431	Long Term Disability	107		107
141-5-431-6000-0-72210-529930-PBEN-0000-431	Short Term Disability	116		116
	Total 72210 - Regular Instruction Support	103,621	-	- 103,621
	TOTAL BUDGET	109,191	3,000	- 112,191

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 HAMILTON COUNTY GOVERNMENT FUNDS
 BUDGET FISCAL YEAR 2025-2026**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 1/15/2026	INCREASE	DECREASE	AMENDED BUDGET 2/19/2026
141-5-435-0000-0-00000-481300-0000-0000-435	Other Government Contributions	51,826,748	162,589		51,989,337
	Total Source of Funds	51,826,748	162,589	-	51,989,337

USE OF FUNDS SUMMARY

76100	Capital Outlay	51,826,748	342,755	(180,166)	51,989,337
	Total Use of Funds	51,826,748	342,755	(180,166)	51,989,337

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 1/15/2026	INCREASE	DECREASE	AMENDED BUDGET 2/19/2026
Deferred Maintenance					
District 1					
141-5-435-0196-4-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -Sequoyah Roof	2,283,227			2,283,227
141-5-435-0196-4-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -Sequoyah Fans	50,000		(2,893)	47,107
141-5-435-0190-4-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -Sale Creek Bleachers	300,000			300,000
141-5-435-0220-3-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -SDHS Security	39,872		(35,978)	3,894
141-5-435-0220-3-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -SDHS Brick Repair	1,152,508	47,492		1,200,000
141-5-435-0147-1-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -NHES Roof	735,880			735,880
141-5-435-0050-1-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -Daisy Elem-Fire Alarm	102,033			102,033
141-5-435-0230-1-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -Soddy Elem-Auditorium Roof	102,000			102,000
141-5-435-0220-3-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -Soddy Daisy High-JROTC Roof	59,000			59,000
141-5-435-0220-3-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -Soddy Daisy High - Weight Room Renovation	124,035			124,035
141-5-435-0147-1-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -North Hamilton Co Elem - Water Heaters	27,879		(124)	27,755
141-5-435-0190-4-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -Sale Creek Gym Locker Reno	300,000			300,000
141-5-435-0220-3-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -SDHS Old Gym Air Conditioning	350,000			350,000
141-5-435-0147-1-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -North Hamilton Co Elem - Chiller	300,000			300,000
141-5-435-0220-3-76100-570710-0000-1201-A09	Building Improvements - Ed Cap -SDHS Roof	325,000			325,000
	Total 76100 - Capital Outlay - District 1	6,251,434	47,492	(38,995)	6,259,931
District 2					
141-5-435-0171-1-76100-570710-0000-1202-A09	Building Improvements - Ed Cap -RBE-Partial Roof	43,386			43,386
141-5-435-0240-1-76100-570710-0000-1202-A09	Building Improvements - Ed Cap -Thrasher-Chiller	177,000			177,000
141-5-435-0210-4-76100-570710-0000-1202-A09	Building Improvements - Ed Cap -SMMHS Turf Field	1,182,911			1,182,911
	Total 76100 - Capital Outlay - District 2	1,403,297	-	-	1,403,297
District 3					
141-5-435-0128-3-76100-570710-0000-1203-A09	Building Improvements - Ed Cap -Hixson High-Chiller	150,000			150,000
141-5-435-0019-1-76100-570710-0000-1203-A09	Building Improvements - Ed Cap -Big Ridge-Chiller	157,000		(102,847)	54,153
141-5-435-0128-3-76100-570710-0000-1203-A09	Building Improvements - Ed Cap -Hixson High - Vocational Rooftop Units	115,000			115,000
141-5-435-0120-2-76100-570710-0000-1203-A09	Building Improvements - Ed Cap -Loftis Middle-Chiller	380,000			380,000
141-5-435-0120-2-76100-570710-0000-1203-A09	Building Improvements - Ed Cap - Loftis Middle-Lobby/Clear Story Windows	36,000			36,000
141-5-435-0051-1-76100-570710-0000-1203-A09	Building Improvements - Ed Cap - McConnell Elem	2,000,000			2,000,000
141-5-435-0128-3-76100-570710-0000-1203-A09	Building Improvements - Ed Cap -Hixson High - Turf Football Field	1,000,000			1,000,000
	Total 76100 - Capital Outlay - District 3	3,838,000	-	(102,847)	3,735,153
District 4					
141-5-435-0046-4-76100-570710-0000-1204-A09	Building Improvements - Ed Cap -CSAS Auditorium Roof	120,000			120,000
141-5-435-0200-2-76100-570710-0000-1204-A09	Building Improvements - Ed Cap -OKMS Bleachers	184,850			184,850
141-5-435-0200-2-76100-570710-0000-1204-A09	Building Improvements - Ed Cap -OKMS HVAC	6,000,000			6,000,000
141-5-435-0046-4-76100-570710-0000-1204-A09	Building Improvements - Ed Cap -CSAS - Lower - Elementary Roof	62,000			62,000
141-5-435-0000-0-76100-570710-0000-1204-A09	Building Improvements - Ed Cap -Hillcrest Center-Security Entrance	30,000			30,000
141-5-435-0110-1-76100-570710-0000-1204-A09	Building Improvements - Ed Cap - Hardy Elem Playground	250,000			250,000
141-5-435-P85B-0-76100-570710-0000-1204-A09	Building Improvements - Ed Cap -FRFRC (Gateway) Stormwater Landscape	13,500			13,500
141-5-435-0046-4-76100-570710-0000-1204-A09	Building Improvements - Ed Cap -CSAS Stadium/Turf	4,500,000			4,500,000
141-5-435-0200-2-76100-570710-0000-1204-A09	Building Improvements - Ed Cap -OKMS Sand Gym Floor	37,000			37,000
141-5-435-P85B-0-76100-570710-0000-1204-A09	Building Improvements - Ed Cap -FRFRC (Gateway) CTE Expo Area	300,000			300,000
	Total 76100 - Capital Outlay - District 4	11,497,350	-	-	11,497,350
District 5					
141-5-435-0245-1-76100-570710-0000-1205-A09	Building Improvements - Ed Cap -Woodmore Shingle Roof	95,000			95,000
141-5-435-0245-1-76100-570710-0000-1205-A09	Building Improvements - Ed Cap -Woodmore-Boiler	200,000			200,000
141-5-435-0245-1-76100-570710-0000-1205-A09	Building Improvements - Ed Cap - Woodmore Elem - Brown Modified Roof	60,000	10,190		70,190
141-5-435-7056-7-76100-570710-0000-1205-A09	Building Improvements - Ed Cap -Dawn Program-Fencing	19,533		(13,697)	5,836
141-5-435-0245-1-76100-570710-0000-1205-A09	Building Improvements - Ed Cap -Woodmore-Playground Upgrade	250,000			250,000
141-5-435-0055-2-76100-570710-0000-1205-A09	Building Improvements - Ed Cap -Dalewood Reroof Pods-Gym	2,500,000			2,500,000
	Total 76100 - Capital Outlay - District 5	3,124,533	10,190	(13,697)	3,121,026
District 6					
141-5-435-0041-4-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -NPMMS Fencing	150,000			150,000
141-5-435-0041-4-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -NPMMS Fire Alarm	1,986			1,986
141-5-435-0175-3-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -RBHS Renovation	140,535	908		141,443
141-5-435-0175-3-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -RBHS Elevator	9,563			9,563
141-5-435-0045-4-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -CCA Theatre Seating	456,269			456,269
141-5-435-0041-4-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -NPMMS Elevator	101,142	860		102,002
141-5-435-0041-4-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -NPMMS Windows	530,000			530,000
141-5-435-0045-4-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -CCA Stage Wall	300,000			300,000
141-5-435-0175-3-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -RBHS Replace Gym Floor	300,000			300,000
141-5-435-0175-3-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -RBHS Replace Gym Hallway Roof	100,000			100,000
141-5-435-0041-4-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -NPMMS Gym Units	170,000			170,000
141-5-435-0183-1-76100-570710-0000-1206-A09	Building Improvements - Ed Cap -Rivermont Chiller	230,000			230,000
	Total 76100 - Capital Outlay - District 6	2,489,495	1,768	-	2,491,263

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET			AMENDED BUDGET
		1/15/2026	INCREASE	DECREASE	
District 7					
141-5-435-0059-3-76100-570710-0000-1207-A09	Building Improvements - Ed Cap - EHHS Parking Lot	72		(72)	-
141-5-435-0059-3-76100-570710-0000-1207-A09	Building Improvements - Ed Cap -EHHS Stadium/Turf	731,431			731,431
141-5-435-0059-3-76100-570710-0000-1207-A09	Building Improvements - Ed Cap - EHHS Stair Treads	15,000			15,000
141-5-435-0265-1-76100-539990-0000-1207-A09	Building Improvements - Ed Cap - Westview - Chiller	300,000			300,000
141-5-435-0265-1-76100-533510-0000-1207-A09	Building Improvements - Ed Cap - Westview - Paving	100,000			100,000
141-5-435-0265-1-76100-533510-0000-1207-A09	Building Improvements - Ed Cap - Westview - Building Settlement	550,000			550,000
	Total 76100 - Capital Outlay - District 7	1,696,503	-	(72)	1,696,431
District 8					
141-5-435-0070-3-76100-570710-0000-1208-A09	Building Improvements - Ed Cap - ERHS Ceiling Demo	750,000			750,000
141-5-435-0070-3-76100-570710-0000-1208-A09	Building Improvements - Ed Cap - ERHS Softball Field	493,250			493,250
141-5-435-0070-3-76100-539990-0000-1208-A09	Other Contracted Services - ERHS Gym Floor/Paint	44,165			44,165
141-5-435-0235-1-76100-570710-0000-1208-A09	Building Improvements - Ed Cap - Spring Creek-Fire Alarm	113,469			113,469
141-5-435-0070-3-76100-570710-0000-1208-A09	Building Improvements - Ed Cap - ERHS Gym Roof	72,000			72,000
141-5-435-0235-1-76100-570710-0000-1208-A09	Building Improvements - Ed Cap - Spring Creek-Chiller	255,000			255,000
	Total 76100 - Capital Outlay - District 8	1,727,884	-	-	1,727,884
District 9					
141-5-435-0100-2-76100-570710-0000-1209-A09	Building Improvements - Ed Cap - Hunter Baseball Fld	161,725	101,175		262,900
141-5-435-0040-3-76100-570710-0000-1209-A09	Building Improvements - Ed Cap - Central Bleachers	500,000			500,000
141-5-435-0040-3-76100-570710-0000-1209-A09	Building Improvements - Ed Cap - Central Rooftop Units	3,199,774			3,199,774
141-5-435-0215-1-76100-570710-0000-1209-A09	Building Improvements - Ed Cap - Snow Hill Chiller	245,000			245,000
141-5-435-0215-1-76100-570710-0000-1209-A09	Building Improvements - Ed Cap - Snow Hill Roof/Addit	1,290,596			1,290,596
141-5-435-0040-3-76100-570710-0000-1209-A09	Building Improvements - Ed Cap - Central - Turf	1,000,000			1,000,000
141-5-435-0040-3-76100-570710-0000-1209-A09	Building Improvements - Ed Cap - Central Front Office Renovation	40,000			40,000
141-5-435-0100-2-76100-570710-0000-1209-A09	Building Improvements - Ed Cap - Hunter Athletic Field ADA	150,000			150,000
	Total 76100 - Capital Outlay - District 9	6,587,095	101,175	-	6,688,270
District 10					
141-5-435-0160-3-76100-570710-0000-1210-A09	Building Improvements - Ed Cap - OHS Chiller	70,000			70,000
141-5-435-0160-3-76100-570710-0000-1210-A09	Building Improvements - Ed Cap - OHS Track	609,744	11,802		621,546
141-5-435-0017-1-76100-570710-0000-1210-A09	Building Improvements - Ed Cap - BTES Roof	242,066			242,066
141-5-435-0017-1-76100-570710-0000-1210-A09	Building Improvements - Ed Cap - BTES Controls	9,500			9,500
141-5-435-0260-1-76100-570710-0000-1210-A09	Building Improvements - Ed Cap - Wallace Smith Controls	450,000			450,000
141-5-435-0100-2-76100-570710-0000-1210-A09	Building Improvements - Ed Cap - Hunter Mid Controls	725,000			725,000
141-5-435-0157-2-76100-570710-0000-1210-A09	Building Improvements - Ed Cap - Ooltewah Mid-Roof	430,000			430,000
141-5-435-0160-3-76100-570710-0000-1210-A09	Building Improvements - Ed Cap - OHS Soccer RR	300,000			300,000
	Total 76100 - Capital Outlay - District 10	2,836,310	11,802	-	2,848,112
District 11					
141-5-435-0064-2-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - ELA EPDM Roof	740,925			740,925
141-5-435-0137-3-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - Howard High-Settling	492,750			492,750
141-5-435-0125-1-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - Lkt Mtn Cafeteria Roof	293,592			293,592
141-5-435-0125-1-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - Lkt Mtn Controls	27,750			27,750
141-5-435-0165-4-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - LVMHS Wallpacks	1,452,855			1,452,855
141-5-435-0241-1-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - LVE Roof,Ceiling	902,397			902,397
141-5-435-0241-1-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - LVE Restrooms	90,000			90,000
141-5-435-0037-1-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - Donaldson Roof	67,000			67,000
141-5-435-0063-1-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - East Lake Ele Chiller	220,000	64,069		284,069
141-5-435-0063-1-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - East Lake Ele Water Heater	29,734		(19,156)	10,578
141-5-435-0016-1-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - Battle Academy Office Remodel	15,000			15,000
141-5-435-0125-1-76100-570710-0000-1211-A09	Building Improvements - Ed Cap - Lkt Mtn Elevator	100,000			100,000
	Total 76100 - Capital Outlay - District 11	4,432,003	64,069	(19,156)	4,476,916
District Projects					
141-5-435-0000-0-76100-570710-0000-1212-A09	Building Improvements - Ed Cap - Service Center Roof	887,239	259		887,498
141-5-435-0000-0-76100-539990-0000-1212-A09	Other Contracted Services - CSLA/Dawn Demo	968,602			968,602
141-5-435-6000-0-76100-539990-0000-1212-A09	Other Contracted Services - System Wide Painting	917,003			917,003
141-5-435-6000-0-76100-570710-0000-1212-A09	Building Improvements - Ed Cap - System Wide Alarms	50,000			50,000
141-5-435-6000-0-76100-539990-0000-1212-A09	Other Contracted Services - Flooring System Wide	150,000			150,000
141-5-435-6000-0-76100-539990-0000-1212-A09	Other Contracted Services - Asbestos Abatement-System	100,000			100,000
141-5-435-6000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap Playground Safety System wide	150,000			150,000
141-5-435-6000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap HVAC System wide	150,000			150,000
141-5-435-6000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap Marker Boards System wide	50,000		(971)	49,029
141-5-435-6000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap Fencing System wide	150,000			150,000
141-5-435-6000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap Fire Code Upgrades System wide	100,000			100,000
141-5-435-6000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap Wood Exterior Doors	200,000			200,000
141-5-435-0000-0-76100-533510-0000-1212-A09	Maintenance & Repairs Bldgs - Paving	300,000			300,000
141-5-435-0000-0-76100-533510-0000-1212-A09	Maintenance & Repairs Services- IT (Paging System upgrades)	200,000		(664)	199,336
141-5-435-0000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap Door Locks	200,000			200,000
141-5-435-0000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap Central Office Bldg 228 RTU	20,000		(3,764)	16,236
141-5-435-0000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap Central Office Remaining Roofs	250,000			250,000
141-5-435-0000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap LED Lighting Upgrade	500,000			500,000
141-5-435-0000-0-76100-570710-0000-1212-A09	Building Improvement - Ed Cap Deferred Maintenance Materials	600,000	106,000		706,000
	Total 76100 - Capital Outlay - District Wide	5,942,844	106,259	(5,399)	6,043,704
Total Deferred Maintenance Phase 1		51,826,748	342,755	(180,166)	51,989,337
TOTAL BUDGET		51,826,748	342,755	(180,166)	51,989,337

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 FUTURE READY INSTITUTES - THE HOWARD SCHOOL
 BUDGET FISCAL YEAR 2025-2026**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2026			AMENDED
		BUDGET 8/21/2025	INCREASE	DECREASE	BUDGET 2/19/2026
141-5-444-0000-0-00000-445700-0000-0000	Contributions & Gifts	17,054			17,054
	Total Source of Funds	17,054	-	-	17,054

USE OF FUNDS SUMMARY

71300	Vocational Education Instruction	-	16,054	-	16,054
72620	Maintenance of Plant	17,054	-	(17,054)	-
72710	Transportation	-	1,000	-	1,000
	Total Use of Funds	17,054	17,054	(17,054)	17,054

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	FY2026			AMENDED
		BUDGET 8/21/2025	INCREASE	DECREASE	BUDGET 2/19/2026
141-5-444-0137-3-71300-542910-0000-0000	Instructional Supplies	-	9,054		9,054
141-5-444-0137-3-71300-542930-0000-0000	Instructional Supplies & Materials - Equipment	-	7,000		7,000
	Total 71300 - Vocational Education Instruction	-	16,054	-	16,054
141-5-444-0137-3-72620-539990-0000-0000	Other Contracted Services	17,054		(17,054)	-
	Total 72620 - Maintenance of Plant	17,054	-	(17,054)	-
141-5-444-0137-3-72710-531410-0000-0000	Contracts w/ Public Carriers	-	1,000		1,000
	Total 72710 - Transportation	-	1,000	-	1,000
	TOTAL BUDGET	17,054	17,054	(17,054)	17,054

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 GP SURPLUS
 BUDGET FISCAL YEAR 2025-2026**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2026 BUDGET 2/19/2026
141-5-458-0000-0-00000-445300-0000-0000	Sale of Equipment	86,772
141-5-458-0000-0-00000-4T4555-0000-0000	Restricted Education	1,868
	Total Source of Funds	88,640

USE OF FUNDS SUMMARY

72610	Operation of Plant	88,640
	Total Use of Funds	88,640

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	FY2026 BUDGET 2/19/2026
141-5-458-0000-0-72610-532810-0000-0000	Janitorial Services	88,640
	Total 72610 - Operation of Plant	88,640
	TOTAL BUDGET	88,640

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 PUBLIC EDUCATION FOUNDATION
 BUDGET FISCAL YEAR 2025-2026**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2026			AMENDED
		BUDGET	INCREASE	DECREASE	BUDGET
		7/17/2025			2/19/2026
141-5-459-0000-0-00000-445700-0000-0000	Contributions and Gifts	31,711			31,711
	Total Source of Funds	31,711	-	-	31,711

USE OF FUNDS SUMMARY

		FY2026	INCREASE	DECREASE	AMENDED
		BUDGET			BUDGET
		7/17/2025			2/19/2026
71300	Vocational Instruction	31,711	2,412	(2,412)	31,711
	Total Use of Funds	31,711	2,412	(2,412)	31,711

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	FY2026			AMENDED
		BUDGET	INCREASE	DECREASE	BUDGET
		7/17/2025			2/19/2026
141-5-459-0070-3-71300-573010-0000-0000	Vocational Equipment	11,635		(1,116)	10,519
141-5-459-0125-1-71300-573010-0000-0000	Vocational Equipment	2,111			2,111
141-5-459-0220-3-71300-573010-0000-0000	Vocational Equipment	6,330			6,330
141-5-459-0238-4-71300-573010-0000-0000	Vocational Equipment	11,635		(1,296)	10,339
141-5-459-7525-7-71300-573010-0000-0000	Vocational Equipment	-	2,412		2,412
	Total 71300 - Vocational Instruction	31,711	2,412	(2,412)	31,711
	TOTAL BUDGET	31,711	2,412	(2,412)	31,711

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 SCHOOL PAID POSITIONS
 BUDGET FISCAL YEAR 2025-2026**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	FY2026 BUDGET		FY2026 BUDGET	
		2/19/2026	INCREASE	DECREASE	2/19/2026
141-5-492-0000-0-00000-445700-0000-0000	Contributions & Gifts	1,219,961		(500)	1,219,461
	Total Source of Funds	1,219,961	-	(500)	1,219,461

USE OF FUNDS SUMMARY

71100	Regular Instruction	974,383	37,500	(40,500)	971,383
71200	Special Education Instruction	31,558	-	(500)	31,058
72130	Other Student Support	5,000	3,000	-	8,000
72410	Office of the Principal	16,500	-	-	16,500
73400	Early Childhood Education	192,520	28,000	(28,000)	192,520
	Total Use of Funds	1,219,961	68,500	(69,000)	1,219,461

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		2/19/2026	INCREASE	DECREASE	2/19/2026
Big Ridge Elementary					
141-5-492-0019-1-71100-513450-PWOB-0000	Other Instruction Personnel	15,000			15,000
141-5-492-0019-1-72130-516420-PWOB-0000	Attendants - Cafeteria	3,000		(3,000)	-
141-5-492-0019-1-71100-520110-PWOB-0000	Social Security	1,250			1,250
141-5-492-0019-1-71100-521210-PWOB-0000	Employer Medicare	250			250
151-5-492-0019-1-71100-520770-PWOB-0000	Health Insurance - Flat Rate	500			500
	Total 71100 - Regular Instruction	20,000	-	(3,000)	17,000
141-5-492-0019-1-72130-516420-PWOB-0000	Attendants - Cafeteria	-	3,000		3,000
	Total 72130 - Other Student Support	-	3,000	-	3,000
	Total Big Ridge Elementary	20,000	3,000	(3,000)	20,000
Normal Park Museum Magnet					
141-5-492-0041-4-71100-513450-PWOB-0000	Other Instruction Personnel	48,770			48,770
141-5-492-0041-4-71100-520110-PWOB-0000	Social Security	4,032			4,032
141-5-492-0041-4-71100-521210-PWOB-0000	Employer Medicare	707			707
141-5-492-0041-4-71100-520770-PWOB-0000	Health Insurance - Flat Rate	1,500			1,500
	Total 71100 - Regular Instruction	55,009	-	-	55,009
141-5-492-0041-4-71100-516350-PBEN-0000	Educational Asst - Behavior	-	28,000		28,000
141-5-492-0041-6-73400-516330-PBEN-0000	Educational Assistant - Pre-K	58,700		(28,000)	30,700
141-5-492-0041-6-73400-520110-PBEN-0000	Social Security	3,640			3,640
141-5-492-0041-6-73400-520410-PBEN-0000	State Retirement	7,455			7,455
141-5-492-0041-6-73400-520610-PBEN-0000	Life Insurance	80			80
141-5-492-0041-6-73400-520710-PBEN-0000	Medical Insurance	26,640			26,640
141-5-492-0041-6-73400-520810-PBEN-0000	Dental Insurance	588			588
141-5-492-0041-6-73400-521010-PBEN-0000	Unemployment	28			28
141-5-492-0041-6-73400-521210-PBEN-0000	Employer Medicare	851			851
141-5-492-0041-6-73400-521710-PBEN-0000	State Retirement Hybrid	1,174			1,174
141-5-492-0041-6-73400-529910-PBEN-0000	Long Term Disability	214			214
141-5-492-0041-6-73400-529930-PBEN-0000	Short Term Disability	232			232
141-5-492-0041-6-73400-5116D0-PBEN-0000	Teacher - Pre-K	67,000			67,000
141-5-492-0041-6-73400-520110-PBEN-0000	Social Security	4,154			4,154
141-5-492-0041-6-73400-520410-PBEN-0000	State Retirement	5,561			5,561
141-5-492-0041-6-73400-520610-PBEN-0000	Life Insurance	40			40
141-5-492-0041-6-73400-520710-PBEN-0000	Medical Insurance	13,320			13,320
141-5-492-0041-6-73400-520810-PBEN-0000	Dental Insurance	294			294
141-5-492-0041-6-73400-521010-PBEN-0000	Unemployment	14			14
141-5-492-0041-6-73400-521210-PBEN-0000	Employer Medicare	972			972
141-5-492-0041-6-73400-521710-PBEN-0000	State Retirement Hybrid	1,340			1,340
141-5-492-0041-6-73400-529910-PBEN-0000	Long Term Disability	107			107
141-5-492-0041-6-73400-529930-PBEN-0000	Short Term Disability	116			116
	Total 73400 - Early Childhood Education	192,520	28,000	(28,000)	192,520
	Total Normal Park Museum Magnet	247,529	28,000	(28,000)	247,529

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET 2/19/2026	INCREASE	DECREASE	AMENDED BUDGET 2/19/2026
Lookout Mountain Elementary					
141-5-492-0125-1-71100-511610-PBEN-0000	Teacher – Regular Education	75,000			75,000
141-5-492-0125-1-71100-516310-PBEN-0000	Educational Assist- Regular Education	111,000	37,500		148,500
141-5-492-0125-1-71100-513450-PWOB-0000	Other Instruction Personnel	75,000		(37,500)	37,500
141-5-492-0125-1-71100-520110-PBEN-0000	Social Security	13,702			13,702
141-5-492-0125-1-71100-520110-PWOB-0000	Social Security	2,480			2,480
141-5-492-0125-1-71100-520110-0000-0000	Social Security	496			496
141-5-492-0125-1-71100-520410-PBEN-0000	State Retirement	18,417			18,417
141-5-492-0125-1-71100-520410-0000-0000	State Retirement	759			759
141-5-492-0125-1-71100-520610-PBEN-0000	Life Insurance	240			240
141-5-492-0125-1-71100-520710-PBEN-0000	Medical Insurance	79,920			79,920
141-5-492-0125-1-71100-520810-PBEN-0000	Dental Insurance	1,764			1,764
141-5-492-0125-1-71100-521010-PBEN-0000	Unemployment	84			84
141-5-492-0125-1-71100-521210-PBEN-0000	Employer Medicare	3,205			3,205
141-5-492-0125-1-71100-521210-PWOB-0000	Employer Medicare	580			580
141-5-492-0125-1-71100-521210-0000-0000	Employer Medicare	116			116
141-5-492-0125-1-71100-521710-PBEN-0000	State Retirement Hybrid	7,840			7,840
141-5-492-0125-1-71100-521710-0000-0000	State Retirement Hybrid	75			75
141-5-492-0125-1-71100-529910-PBEN-0000	Other Fringe Benefits	337			337
141-5-492-0125-1-71100-529930-PBEN-0000	Short Term Disability	410			410
141-5-492-0125-1-71100-520770-PWOB-0000	Health Insurance - Flat Rate	500			500
141-5-492-0125-1-71100-518810-0000-0000	Bonus Pay	8,000			8,000
	Total 71100 - Regular Instruction	399,925	37,500	(37,500)	399,925
	Total Lookout Mountain Elementary	399,925	37,500	(37,500)	399,925
Nolan Elementary					
141-5-492-0149-1-71100-513450-PWOB-0000	Other Instruction Personnel	100,765			100,765
141-5-492-0149-1-71100-520110-PWOB-0000	Social Security	6,248			6,248
141-5-492-0149-1-71100-521210-PWOB-0000	Employer Medicare	1,461			1,461
141-5-492-0149-1-71100-520770-PWOB-0000	Health Insurance - Flat Rate	2,500			2,500
	Total 71100 - Regular Instruction	110,974	-	-	110,974
	Total Nolan Elementary	110,974	-	-	110,974
Signal Mountain Middle/High					
141-5-492-0210-4-71100-511610-PBEN-0000	Teacher - Regular Education	103,503			103,503
141-5-492-0210-4-71100-513450-PWOB-0000	Other Instruction Personnel	36,675			36,675
141-5-492-0210-4-71100-520110-PWOB-0000	Social Security	1,847			1,847
141-5-492-0210-4-71100-520110-PBEN-0000	Social Security	6,724			6,724
141-5-492-0210-4-71100-520410-PBEN-0000	State Retirement	8,676			8,676
141-5-492-0210-4-71100-520610-PBEN-0000	Life Insurance	80			80
141-5-492-0210-4-71100-520710-PBEN-0000	Medical Insurance	26,640			26,640
141-5-492-0210-4-71100-520810-PBEN-0000	Dental Insurance	588			588
141-5-492-0210-4-71100-521010-PBEN-0000	Unemployment	28			28
141-5-492-0210-4-71100-521210-PBEN-0000	Employer Medicare	1,579			1,579
141-5-492-0210-4-71100-521210-PWOB-0000	Employer Medicare	1,309			1,309
141-5-492-0210-4-71100-521710-PBEN-0000	State Retirement Hybrid	2,040			2,040
141-5-492-0210-4-71100-529910-PBEN-0000	Other Fringe Benefits	154			154
141-5-492-0210-4-71100-529930-PBEN-0000	Short Term Disability	232			232
141-5-492-0210-4-71100-520770-PWOB-0000	Health Insurance - Flat Rate	500			500
	Total 71100 - Regular Instruction	190,575	-	-	190,575
141-5-492-0210-4-71200-516340-PBEN-0000	Educational Assistant - Ex Ed (.5)	19,141			19,141
141-5-492-0210-4-71200-520110-PBEN-0000	Social Security	1,205			1,205
141-5-492-0210-4-71200-520410-PBEN-0000	State Retirement	1,806			1,806
141-5-492-0210-4-71200-520610-PBEN-0000	Life Insurance	30			30
141-5-492-0210-4-71200-520710-PBEN-0000	Medical Insurance	6,467			6,467
141-5-492-0210-4-71200-520810-PBEN-0000	Dental Insurance	204			204
141-5-492-0210-4-71200-521010-PBEN-0000	Unemployment	10			10
141-5-492-0210-4-71200-521210-PBEN-0000	Employer Medicare	401			401
141-5-492-0210-4-71200-521710-PBEN-0000	State Retirement Hybrid	563			563
141-5-492-0210-4-71200-529910-PBEN-0000	Other Fringe Benefits	30			30
141-5-492-0210-4-71200-529930-PBEN-0000	Short Term Disability	34			34
141-5-492-0210-4-71100-520770-PWOB-0000	Health Insurance - Flat Rate	500		(500)	-
141-5-492-0210-4-71200-518810-0000-0000	Bonus Pay	1,000			1,000
141-5-492-0210-4-71200-520110-0000-0000	Social Security	62			62
141-5-492-0210-4-71200-520410-0000-0000	State Retirement	76			76
141-5-492-0210-4-71200-521210-0000-0000	Employer Medicare	15			15
141-5-492-0210-4-71200-521710-0000-0000	State Retirement Hybrid	14			14
	Total 71200 - Special Education Instruction	31,558	-	(500)	31,058

ACCOUNT CODE	DESCRIPTION	AMENDED			AMENDED
		BUDGET	INCREASE	DECREASE	BUDGET
		2/19/2026			2/19/2026
141-5-492-0210-4-72410-516220-PWOB-0000	School Clerical	14,609			14,609
141-5-492-0210-4-72410-520110-PWOB-0000	Social Security	1,114			1,114
141-5-492-0210-4-72410-521210-PWOB-0000	Employer Medicare	277			277
141-5-492-0210-4-72410-520770-PWOB-0000	Health Insurance - Flat Rate	500			500
	Total 72410 - Office of the Principal	16,500	-	-	16,500
	Total Signal Mountain Middle/High	238,633	-	(500)	238,133
Thrasher Elementary					
141-5-492-0240-4-71100-511610-PBEN-0000	Teacher - Regular Education	50,000			50,000
141-5-492-0240-4-71100-520110-PBEN-0000	Social Security	3,362			3,362
141-5-492-0240-4-71100-520410-PBEN-0000	State Retirement	4,953			4,953
141-5-492-0240-4-71100-520610-PBEN-0000	Life Insurance	40			40
141-5-492-0240-4-71100-520710-PBEN-0000	Medical Insurance	13,320			13,320
141-5-492-0240-4-71100-520810-PBEN-0000	Dental Insurance	294			294
141-5-492-0240-4-71100-521010-PBEN-0000	Unemployment	14			14
141-5-492-0240-4-71100-521210-PBEN-0000	Employer Medicare	580			580
141-5-492-0240-4-71100-521710-PBEN-0000	State Retirement Hybrid	780			780
141-5-492-0240-4-71100-529910-PBEN-0000	Other Fringe Benefits	100			100
141-5-492-0240-4-71100-529930-PBEN-0000	Short Term Disability	116			116
141-5-492-0240-1-71100-513450-PWOB-0000	Other Instruction Personnel	86,559			86,559
141-5-492-0240-1-71100-520110-PWOB-0000	Social Security	2,883			2,883
141-5-492-0240-1-71100-521210-PWOB-0000	Employer Medicare	6,623			6,623
141-5-492-0240-1-71100-520770-PWOB-0000	Health Insurance - Flat Rate	1,435			1,435
141-5-492-0240-1-71100-518810-0000-0000	Bonus Pay	2,000			2,000
141-5-492-0240-1-71100-520110-0000-0000	Social Security	124			124
141-5-492-0240-1-71100-520410-0000-0000	State Retirement	160			160
141-5-492-0240-1-71100-521210-0000-0000	Employer Medicare	29			29
141-5-492-0240-1-71100-521710-0000-0000	State Retirement Hybrid	28			28
	Total 71100 - Regular Instruction	173,400	-	-	173,400
	Total Thrasher Elementary	173,400	-	-	173,400
Wallace A Smith Elementary					
141-5-492-0260-1-72130-516420-PWOB-0000	Attendants - Cafeteria	4,100			4,100
141-5-492-0260-1-72130-520110-PWOB-0000	Social Security	325			325
141-5-492-0260-1-72130-521210-PWOB-0000	Employer Medicare	75			75
141-5-492-0260-1-72130-520770-PWOB-0000	Health Insurance - Flat Rate	500			500
	Total 72130 - Regular Instruction	5,000	-	-	5,000
	Total Soddy Elementary	5,000	-	-	5,000
Westview Elementary					
141-5-492-0265-1-71100-513450-PWOB-0000	Other Instruction Personnel	22,294			22,294
141-5-492-0265-1-71100-520110-PWOB-0000	Social Security	1,383			1,383
141-5-492-0265-1-71100-521210-PWOB-0000	Employer Medicare	323			323
141-5-492-0265-1-71100-520770-PWOB-0000	Health Insurance - Flat Rate	500			500
	Total 71100 - Regular Instruction	24,500	-	-	24,500
	Total Westview Elementary	24,500	-	-	24,500
	TOTAL BUDGET	1,219,961	68,500	(69,000)	1,219,461

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 INNOVATION & CHOICE
 BUDGET FISCAL YEAR 2025-2026**
 FY25 carryover is \$9,957.35

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		11/20/2025	INCREASE	DECREASE	2/19/2026
141-5-496-0000-0-00000-4T4555-0000-0000	Restricted for Education	9,957			9,957
141-5-496-0000-0-00000-445700-0000-0000	Contributions & Gifts	-	405		405
		9,957	405	-	10,362

USE OF FUNDS SUMMARY

72210	Regular Instruction Support	6,435	405	-	6,840
72710	Transportation	3,522	-	-	3,522
	Total Use of Funds	9,957	405	-	10,362

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		11/20/2025	INCREASE	DECREASE	2/19/2026
<u>Innovation and Arts Programming</u>					
141-5-496-0000-0-72710-531410-0000-0000	Contracts w/ Public Carriers	2,092			2,092
	Total 72710 - Transportation	2,092	-	-	2,092
	Total - Innovation and Arts Programming	2,092	-	-	2,092
<u>First Day Ready</u>					
141-5-496-0000-0-72210-519610-0000-9100	In Service/Stipends	853			853
141-5-496-0000-0-72210-520110-0000-9100	Social Security	53			53
141-5-496-0000-0-72210-520410-0000-9100	State Retirement	66			66
141-5-496-0000-0-72210-521210-0000-9100	Employer Medicare	13			13
141-5-496-0000-0-72210-521710-0000-9100	State Retirement Hybrid	12			12
141-5-496-0000-0-72210-549990-0000-9100	Other Supplies & Materials	4,880			4,880
141-5-496-0000-0-72210-559990-0000-9100	Other Charges	558	405		963
	Total 72210 - Regular Instruction Support	6,435	405	-	6,840
141-5-496-0000-0-72710-531410-0000-9100	Contracts w/ Public Carriers	1,430			1,430
	Total 72710 - Transportation	1,430	-	-	1,430
	Total - First Day Ready	7,865	405	-	8,270
	TOTAL BUDGET	9,957	405	-	10,362

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
 SELF-FUNDED PROGRAMS
 HCS FOUNDATION
 BUDGET FISCAL YEAR 2025-2026**

SOURCE OF FUNDS SUMMARY

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET	
		11/20/2025	2/19/2026
141-5-497-0000-0-00000-445700-0000-0000	Contributions & Gifts	405,030	405,030
141-5-497-0000-0-00000-4T4555-0000-0000	Restricted for Education	19,295	19,295
	Total Source of Funds	424,325	424,325

USE OF FUNDS SUMMARY

		AMENDED BUDGET	
		11/20/2025	2/19/2026
71100	Regular Instruction	101,282	101,282
72210	Instructional Support	323,043	323,043
	Total Use of Funds	424,325	424,325

USE OF FUNDS DETAIL

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET	
		11/20/2025	2/19/2026
Foundation Funded Positions			
141-5-497-0000-0-72210-5189A0-PBEN-0000	Other Salaries	77,496	77,496
141-5-497-0000-0-72210-520110-PBEN-0000	Social Security	4,805	4,805
141-5-497-0000-0-72210-520410-PBEN-0000	State Retirement	6,975	6,975
141-5-497-0000-0-72210-520610-PBEN-0000	Life Insurance	40	40
141-5-497-0000-0-72210-520710-PBEN-0000	Medical Insurance	13,320	13,320
141-5-497-0000-0-72210-520810-PBEN-0000	Dental Insurance	294	294
141-5-497-0000-0-72210-521010-PBEN-0000	Unemployment	14	14
141-5-497-0000-0-72210-521210-PBEN-0000	Employer Medicare	1,124	1,124
141-5-497-0000-0-72210-521710-PBEN-0000	State Retirement Hybrid	1,550	1,550
141-5-497-0000-0-72210-529910-PBEN-0000	Other Fringe Benefits	107	107
141-5-497-0000-0-72210-529930-PBEN-0000	Short Term Disability	116	116
	Total 72210 - Instructional Support	105,841	105,841
	Total - Foundation Funded Positions	105,841	105,841
Recharge Rooms			
141-5-497-0000-0-72210-549990-0000-9120	Other Supplies and Materials	3,595	3,595
	Total 72210 - Regular Instruction Support	3,595	3,595
	Total - Recharge Rooms	3,595	3,595
Tennessee Score-Momentum Metrics Innov Pilot			
141-5-497-0000-0-72210-539990-0000-9180	Other Contracted Services	14,700	13,200
141-5-497-0000-0-72210-549990-0000-9180	Other Supplies and Materials	1,000	2,500
	Total 72210 - Regular Instruction Support	15,700	15,700
	Total - Tennessee Score Momentum Metrics	15,700	15,700
MacLellan Foundation Positions			
141-5-497-0065-1-71100-516310-PBEN-9340	Educational Assistant-East Ridge Elem	27,655	27,655
141-5-497-0065-1-71100-518810-0000-9340	Bonus Pay	2,000	2,000
141-5-497-0065-1-71100-520110-PBEN-9340	Social Security	1,740	1,740
141-5-497-0065-1-71100-520110-0000-9340	Social Security	124	124
141-5-497-0065-1-71100-520410-PBEN-9340	State Retirement	3,057	3,057
141-5-497-0065-1-71100-520410-0000-9340	State Retirement	153	153
141-5-497-0065-1-71100-520610-PBEN-9340	Life Insurance	40	40
141-5-497-0065-1-71100-520710-PBEN-9340	Medical Insurance	13,320	13,320
141-5-497-0065-1-71100-520810-PBEN-9340	Dental Insurance	294	294
141-5-497-0065-1-71100-521010-PBEN-9340	Unemployment	14	14
141-5-497-0065-1-71100-521210-PBEN-9340	Employer Medicare	406	406
141-5-497-0065-1-71100-521210-0000-9340	Employer Medicare	29	29
141-5-497-0065-1-71100-521710-PBEN-9340	State Retirement Hybrid	572	572
141-5-497-0065-1-71100-521710-0000-9340	State Retirement Hybrid	28	28
141-5-497-0065-1-71100-529910-PBEN-9340	Other Fringe Benefits	107	107
141-5-497-0065-1-71100-529930-PBEN-9340	Short Term Disability	116	116
	Total 71100 - Regular Instruction - East Ridge Elem	49,655	49,655

ACCOUNT CODE	DESCRIPTION	AMENDED BUDGET		AMENDED BUDGET	
		11/20/2025	INCREASE	DECREASE	2/19/2026
141-5-497-0078-1-71100-516310-PBEN-9340	Educational Assistant-East Side Elem	30,780			30,780
141-5-497-0078-1-71100-518810-0000-9340	Bonus Pay	2,000			2,000
141-5-497-0078-1-71100-520110-PBEN-9340	Social Security	1,864			1,864
141-5-497-0078-1-71100-520110-0000-9340	Social Security	124			124
141-5-497-0078-1-71100-520410-PBEN-9340	State Retirement	2,351			2,351
141-5-497-0078-1-71100-520410-0000-9340	State Retirement	153			153
141-5-497-0078-1-71100-520610-PBEN-9340	Life Insurance	40			40
141-5-497-0078-1-71100-520710-PBEN-9340	Medical Insurance	13,320			13,320
141-5-497-0078-1-71100-520810-PBEN-9340	Dental Insurance	294			294
141-5-497-0078-1-71100-521010-PBEN-9340	Unemployment	14			14
141-5-497-0078-1-71100-521210-PBEN-9340	Employer Medicare	435			435
141-5-497-0078-1-71100-521210-0000-9340	Employer Medicare	29			29
141-5-497-0078-1-71100-529910-PBEN-9340	Other Fringe Benefits	107			107
141-5-497-0078-1-71100-529930-PBEN-9340	Short Term Disability	116			116
Total 71100 - Regular Instruction - East Side Elem		51,627	-	-	51,627
MidTown Learning Community					
141-5-497-6002-0-72210-517210-PBEN-9340	Coach	78,697			78,697
141-5-497-6002-0-72210-518810-0000-9340	Bonus Pay	2,000			2,000
141-5-497-6002-0-72210-520110-PBEN-9340	Social Security	4,422			4,422
141-5-497-6002-0-72210-520110-0000-9340	Social Security	124			124
141-5-497-6002-0-72210-520410-PBEN-9340	Retirement	4,569			4,569
141-5-497-6002-0-72210-520410-0000-9340	State Retirement	116			116
141-5-497-6002-0-72210-520610-PBEN-9340	Life Insurance	40			40
141-5-497-6002-0-72210-520710-PBEN-9340	Health Insurance	13,320			13,320
141-5-497-6002-0-72210-520810-PBEN-9340	Dental	294			294
141-5-497-6002-0-72210-521010-PBEN-9340	Unemployment	14			14
141-5-497-6002-0-72210-521210-PBEN-9340	Medicare	1,034			1,034
141-5-497-6003-0-72210-521210-0000-9340	Employer Medicare	29			29
141-5-497-6002-0-72210-529910-PBEN-9340	Long Term Disability	107			107
141-5-497-6002-0-72210-529930-PBEN-9340	Short Term Disability	116			116
Total 72210 - Total Instructional Support Midtown		104,882	-	-	104,882
Missionary Ridge Learning Community					
141-5-497-6003-0-72210-517210-PBEN-9340	Coach	68,403			68,403
141-5-497-6003-0-72210-518810-0000-9340	Bonus Pay	2,000			2,000
141-5-497-6003-0-72210-520110-PBEN-9340	Social Security	3,098			3,098
141-5-497-6003-0-72210-520110-0000-9340	Social Security	124			124
141-5-497-6003-0-72210-520410-PBEN-9340	Retirement	3,946			3,946
141-5-497-6003-0-72210-520410-0000-9340	State Retirement	116			116
141-5-497-6003-0-72210-520610-PBEN-9340	Life Insurance	40			40
141-5-497-6003-0-72210-520710-PBEN-9340	Health Insurance	13,320			13,320
141-5-497-6003-0-72210-520810-PBEN-9340	Dental	294			294
141-5-497-6003-0-72210-521010-PBEN-9340	Unemployment	14			14
141-5-497-6003-0-72210-521210-PBEN-9340	Medicare	725			725
141-5-497-6003-0-72210-521210-0000-9340	Employer Medicare	29			29
141-5-497-6003-0-72210-521710-PBEN-9340	State Retirement Hybrid	693			693
141-5-497-6003-0-72210-529910-PBEN-9340	Long Term Disability	107			107
141-5-497-6003-0-72210-529930-PBEN-9340	Short Term Disability	116			116
Total 72210 - Total Instructional Support Missionary F		93,025	-	-	93,025
Total - Maclellan Funded Positions		299,189	-	-	299,189
TOTAL BUDGET		424,325	1,500	(1,500)	424,325

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

From: Mary Ellen Heuton, CPA – Chief Financial Officer

Date: February 19, 2026

Subject: FY26 Budget Amendment – General Purpose

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

Hamilton County Government has issued Series 2024A Bonds to support the Construction Manager at Risk (CMAR) projects for the North River Elementary School and the Soddy Daisy Middle Addition and Renovation. The first phase for the projects is initiating contracts for preconstruction services which has or will be approved through the Bids/Contracts process.

The funds for these contracts will be managed in a Self-funded account. Approval is requested to amend the FY26 Self-funded budget as follows:

Increase county for contributions from the county of \$118,000
Appropriate \$118,000 for Contracted Services

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

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

From: Dr. Zac Brown, Chief Talent Officer, Talent Department

Date: February 19, 2026

Subject: Request for new and updated job class description

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

In alignment with policy 5.103 and 5.101, the following new and updated job class descriptions are presented to you for review. The updates include job descriptions being updated to reflect the current essential job responsibilities of existing job classes.

Job Class Descriptions:

Job Title	Purpose	Job Details
Facilities Use and Property Facilitator	The purpose of this classification is to manage and coordinate the use of District-owned facilities and properties by internal and external users, ensuring effective scheduling, regulatory compliance, risk management, revenue collection, and stewardship of District assets in collaboration with schools and district departments.	Min \$62,907 260 days calendar New Job Class
Fleet Operations and Safety Manager	The purpose of this classification is to manage and oversee the District's fleet and fuel programs while ensuring safety, compliance, and operational efficiency. This position supports and delivers driver training programs, conducts assessments and investigations, and ensures compliance with all applicable federal, state, and local transportation regulations.	Min \$72,117 260 days calendar New Job Class

<p>Integrated Pre-Kindergarten Teacher</p>	<p>The purpose of this classification is to design and implement a high-quality, inclusive pre-kindergarten learning environment that serves both children with and without disabilities. The Integrated Pre-K Teacher provides developmentally appropriate instruction aligned to district curriculum while also delivering specially designed instruction and related supports in accordance with Individualized Education Programs (IEPs). The teacher serves as both a general education early childhood educator and a special education case manager, ensuring that all students—across a full range of abilities—access rigorous, engaging learning experiences that promote communication, social-emotional growth, early literacy and numeracy, independence, and positive behavior.</p>	<p>Min \$50,000 201 days calendar New Job Class</p>
<p>Pre-Kindergarten Teacher</p>	<p>The purpose of this classification is to provide implement pre-kindergarten program and class environment favorable to learning and personal growth of students; to motivate students to develop communication abilities, attitudes, skills and knowledge needed to provide a good foundation for further participation in the total school program.</p>	<p>Min \$50,000 201 days calendar Occupied</p>
<p>Exceptional Education Pre-Kindergarten Teacher</p>	<p>The purpose of this classification is to design and implement a high-quality, inclusive pre-kindergarten learning environment that serves both children with and without disabilities. The teacher provides developmentally appropriate instruction aligned to district curriculum while also delivering specially designed instruction and related supports in accordance with Individualized Education Programs (IEPs). The teacher serves as a special education case manager, ensuring that all students—across a full range of abilities—access rigorous, engaging learning experiences that promote communication, social-emotional growth, early literacy and numeracy, independence, and positive behavior.</p>	<p>Min \$50,000 201 days calendar Occupied</p>

Enclosure: Job Descriptions (5)

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served



Job Description

Job Title:	Fleet Operations and Safety Manager		
Reports to:	Director of Transportation		
Job Class:	P256	FLSA Status:	Exempt
Pay Grade:	K (2001)	Position Certified:	No

Hamilton County Schools has the right to revise this job description at any time and it does not in any way represent a contract of employment.

Purpose of Job

The purpose of this classification is to manage and oversee the District's fleet and fuel programs while ensuring safety, compliance, and operational efficiency. This position supports and delivers driver training programs, conducts assessments and investigations, and ensures compliance with all applicable federal, state, and local transportation regulations.

Primary Job Duties and Responsibilities

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties herein described.

- Maintains the qualifications for listing on the Federal Motor Carrier Safety Administration Trainer Provider Registry
- Provides classroom and behind-the-wheel instruction to bus driver trainees, maintenance drivers, and continuing education for all authorized district drivers.
- Manage daily operations of the district's fleet and fuel management programs, ensuring compliance with all federal, state, and local regulations.
- Oversee fleet procurement, preventative maintenance scheduling, lifecycle planning, and asset tracking for all fleet vehicles and equipment.
- Monitor fuel usage, inventory, and contracts; implement controls to prevent misuse and ensure cost-efficient operations.
- Develop, manage, and enforce fleet policies, safety standards, and preventive maintenance programs.
- Analyze operational, safety, and cost data; prepare reports and recommend performance improvements or budget adjustments.
- Administer and optimize HCS GPS/telematics systems to monitor vehicle performance, ensure data accuracy, and support data-driven decision making.
- Schedule, plan, and conduct driver training, remedial training, and post-crash instruction as required.
- Investigate accidents and incidents involving district vehicles, coordinate reporting, corrective actions, and follow-up.
- Collaborate with school administrators, vendors, Human Resources, Procurement, and Legal to ensure enforcement of standards and compliance requirements.
- Maintain effective communication with department leadership regarding operational concerns, incidents, or emerging risks.

- Organize work schedules to meet deadlines and respond to operational demands, including occasional non-standard work hours.
- Operate a motor vehicle as required to perform job duties.
- Stay current on all applicable federal, state, and local laws and regulations governing school transportation operations and driver training.
- Identifies and prioritizes improvement programs and processes; makes recommendations to the director for improvements to the program.
- Communicates through the proper channels to keep the director and other appropriate personnel informed of impending problems or events of unusual nature.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies, and procedures.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law.
- Acts in a professional, respectful, and courteous manner at all times.
- Maintains confidentiality.
- Performs other related duties as assigned.

Education, Experience, and Qualifications

Salary is based on a combination of relevant education and experience.

- High School Diploma/GED required;
- Maintain a valid Tennessee Class B CDL with both Passenger and School Bus endorsements;
- Five (5) years of driving CDL driving;
- Or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities for this job.
- Experience in teaching or training is preferred.

Knowledge, Skills, and Abilities

- Ability to understand and disseminate all federal, state, and local laws regarding school bus transportation.
- Ability to develop and administer safety training classes.
- Demonstrates excellent verbal and written communication skills to work with students, parents, school personnel, community, and court systems.
- Demonstrates excellent planning, organizational, problem-solving, decision-making, and time management skills.
- Ability to operate a personal computer with proficiency. This includes, but is not limited to, Microsoft Office Suite and all applicable programs for the Transportation department.

Physical Requirements

In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Turn (pivot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100+ lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Outward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push/Pull:					Fine Motor Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100+ lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Automatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key:									
N = Never (0% of time); O = Occasional (1-33% of time); F = Frequent (34-66% of time); C = Constant (67-100% of time).									

Hamilton County Schools is an Equal Opportunity employer and actively seeks to recruit and retain a diverse workforce that reflects the diversity of our student population and community. HCS does not discriminate on the basis of race, creed, color, sexual orientation, gender identity, religion, age, national origin, genetic information, individuals with disabilities, or veteran status with regard only for qualifications for the positions involved.



Job Description

Job Title:	Integrated Pre-Kindergarten Teacher		
Reports to:	Principal		
Job Class:	T289	FLSA Status:	Exempt
Pay Grade:	Certified	Position Certified:	Yes

Hamilton County Schools has the right to revise this job description at any time and it does not in any way represent a contract of employment.

Purpose of Job

The purpose of this classification is to design and implement a high-quality, inclusive pre-kindergarten learning environment that serves both children with and without disabilities. The Integrated Pre-K Teacher provides developmentally appropriate instruction aligned to district curriculum while also delivering specially designed instruction and related supports in accordance with Individualized Education Programs (IEPs). The teacher serves as both a general education early childhood educator and a special education case manager, ensuring that all students—across a full range of abilities—access rigorous, engaging learning experiences that promote communication, social-emotional growth, early literacy and numeracy, independence, and positive behavior.

Primary Job Duties and Responsibilities

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties herein described.

- Maintains appropriate licensure and acknowledges that continued employment with the Hamilton County Department of Education is contingent upon providing required documentation to validate licensure in a timely manner.
- Design and implement a developmentally appropriate, inclusive Pre-K program aligned to the TN Early Learning Developmental Standards (TN-ELDS), district curriculum, pacing guides, and Tennessee Voluntary Pre-K Scope of Services.
- Provide whole-group, small-group, and individualize instruction across content areas including language development, early literacy, math, science, social-emotional learning, physical development, art, music, and dramatic play.
- Create an inclusive classroom environment consistent with CLASS/ELLCO and Universal Design for Learning (UDL) principles.
- Implement instructional materials suitable for students with a wide range of cognitive, physical, communication, and social-emotional needs.
- Sit with students during meals and snacks and provide active supervision throughout the school day.
- Ensure that students are signed in and out each day.
- Serve as case manager for students with disabilities, including:
 - Participating in referral and evaluation processes.

- o Facilitating and documenting IEP meetings.
- o Developing, implementing, and monitoring IEP goals and services.
- o Provide specially designed instruction and behavior supports aligned to student IEPs.
- o Collect and analyze ongoing data on IEP goals and developmental progress.
- o Collaborate with related service providers (e.g., speech-language, OT, PT, school psychology, behavior support) to integrate services into daily instruction.
- o Implement assistive technology and communication systems as appropriate.
- Administer required Pre-K and special education assessments in accordance with district timelines.
- Maintain progress monitoring data for all students.
- Use assessment data to inform instructional decisions and individualized supports.
- Communicate regularly with families through conferences, newsletters, meetings, and home-school communication. Daily communication with families about the progress of students with disabilities and goals is needed.
- Engage parents as partners in both general education and special education processes including documentation of least restrictive environment.
- Collaborate with paraprofessionals/assistants, itinerant staff, and related service providers to ensure coordinated instruction and support.
- Plan and coordinate the work of classroom assistants, volunteers, and support staff.
- Maintain accurate and timely records for both general education and special education (including IEP documentation and timelines), including academic performance, attendance, interventions, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and as-needed basis.
- Implement district, state, and federal policies, including IDEA and Tennessee special education regulations.
- Develop in each student an awareness of his or her worth as an individual and his or her role in the family and community.
- Encourage students to express themselves creatively in art, music and dramatic play.
- Enrich educational program through study trips to community resources such as museums, parks, zoos, and through classroom visits by resource persons from the school and community. Share and interpret these experiences with students and parents.
- Maintain accurate, complete and legible records as required by law and the school district.
- Participate in curriculum and other developmental programs as appropriate.
- Implements district, state, and federal policies, regulations, and laws.
- Maintains order in classroom, and in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior. Manages student conduct and disciplinary issues in accordance with district, state, and federal guidelines, policies, and procedures.
- Maintains mandated reporting responsibilities for suspected abuse or neglect.
- Communicates through the proper channels to keep appropriate personnel informed of impending problems or events of unusual nature.
- Shares responsibility with teachers and paraprofessionals for monitoring halls, study periods, lunchroom, bus duty, assemblies, field trips, and extracurricular activities.
- May include providing general physical assistance to students with various disabilities. Tasks will involve, but are not limited to, assisting students with toileting, feeding, mobility, self-help, and behavioral needs.
- Coordinate and communicate with school nurse as needed, participate in development of Integrated Health Plan as needed.
- Responds to emergencies and ensures student safety both on and off campus.

Hamilton County Schools Integrated Pre-Kindergarten Teacher

- Participates in faculty meetings, professional development, educational conferences and other activities that promote professional growth and student achievement.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law.
- Acts in a professional, respectful, and welcoming manner at all times.
- Follows established procedures to ensure assigned areas are safe.
- Maintains confidentiality.
- Attends work and arrives to work on time.
- Performs other related duties as assigned.

Education, Experience, and Qualifications

Salary is based on a combination of relevant education and experience.

- Bachelor's degree in Education or related field;
- Valid State of Tennessee teaching certificate with valid appropriate dual endorsements in Early Childhood Education and Special Education.
- Or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities for this job.
- Experience working in inclusive early childhood or integrated Pre-K settings preferred.
- Experience serving preschool students with disabilities preferred.
- Experience collaborating with multidisciplinary teams preferred.

Knowledge, Skills, and Abilities

- Knowledge of IDEA and Tennessee special education regulations for preschool.
- Strong understanding of early childhood development and developmentally appropriate practice.
- Ability to design inclusive learning environments that support diverse learners.
- Skills in data collection, progress monitoring, and IEP implementation.
- Strong communication skills with families, staff, and community partners.
- Ability to manage classroom behavior using positive behavior supports.
- Technology skills for instructional delivery and IEP/data systems.

Hamilton County Schools Integrated Pre-Kindergarten Teacher

Physical Requirements

In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Turn (pivot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Outward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push/Pull:					Fine Motor Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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					Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Automatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key:									
N = Never (0% of time); O = Occasional (1-33% of time); F = Frequent (34-66% of time); C = Constant (67-100% of time).									

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Job Description

Job Title:	Exception Education Pre-Kindergarten Teacher		
Reports to:	Principal		
Job Class:	T300	FLSA Status:	Exempt
Pay Grade:	Certified	Position Certified:	Yes

Hamilton County Schools has the right to revise this job description at any time and it does not in any way represent a contract of employment.

Purpose of Job

The purpose of this classification is to design and implement a high-quality, inclusive pre-kindergarten learning environment that serves both children with and without disabilities. The teacher provides developmentally appropriate instruction aligned to district curriculum while also delivering specially designed instruction and related supports in accordance with Individualized Education Programs (IEPs). The teacher serves as a special education case manager, ensuring that all students—across a full range of abilities—access rigorous, engaging learning experiences that promote communication, social-emotional growth, early literacy and numeracy, independence, and positive behavior.

Primary Job Duties and Responsibilities

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties herein described.

- Maintains appropriate licensure and acknowledges that continued employment with the Hamilton County Department of Education is contingent upon providing required documentation to validate licensure in a timely manner.
- Design and implement a developmentally appropriate, inclusive Pre-K program aligned to TN Early Learning Developmental Standards (TN-ELDS), district curriculum, pacing guides, and Tennessee Special Education Pre-K Scope of Services.
- Provide whole-group, small-group, and individualize instruction across content areas including language development, early literacy, math, science, social-emotional learning, physical development, art, music, and dramatic play.
- Create an inclusive classroom environment consistent with CLASS/ELLCO and Universal Design for Learning (UDL) principles.
- Implement instructional materials suitable for students with a wide range of cognitive, physical, communication, and social-emotional needs.
- Sit with students during meals and snacks and provide active supervision throughout the school day.
- Ensure that students are signed in and out each day.
- Serve as case manager for students with disabilities, including:
 - Participating in referral and evaluation processes.

Hamilton County Schools Exceptional Education Pre-Kindergarten Teacher

- o Facilitating and documenting IEP meetings.
- o Developing, implementing, and monitoring IEP goals and services.
- o Provide specially designed instruction and behavior supports aligned to student IEPs.
- o Collect and analyze ongoing data on IEP goals and developmental progress, including progress reports and ECOs.
- o Daily communication with families about progress on goals
- o Collaborate with related service providers (e.g., speech-language, OT, PT, school psychology, behavior support) to integrate services into daily instruction.
- o Implement assistive technology and communication systems as appropriate.
- Administer required Pre-K and special education assessments in accordance with district timelines.
- Maintain progress monitoring data for all students.
- Use assessment data to inform instructional decisions and individualized supports.
- Communicate regularly with families through conferences, newsletters, meetings, and home-school communication. Daily communication with families about progress on goals
- Engage parents as partners in both general education and special education processes documenting discussions of Least Restrictive Environment.
- Collaborate with paraprofessionals/assistants, itinerant staff, and related service providers to ensure coordinated instruction and support.
- Plan and coordinate the work of classroom assistants, volunteers, and support staff.
- Maintain accurate and timely records for both general education and special education (including IEP documentation and timelines), including academic performance, attendance, interventions, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and as-needed basis.
- Implement district, state, and federal policies, including IDEA and Tennessee special education regulations.
- Develop in each student an awareness of his or her worth as an individual and his or her role in the family and community.
- Encourage students to express themselves creatively in art, music and dramatic play.
- Enrich educational program through study trips to community resources such as museums, parks, zoos, and through classroom visits by resource persons from the school and community. Share and interpret these experiences with students and parents.
- Maintain accurate, complete and legible records as required by law and the school district.
- Participate in curriculum and other developmental programs as appropriate.
- Implements district, state, and federal policies, regulations, and laws.
- Maintains order in classroom, and in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior. Manages student conduct and disciplinary issues in accordance with district, state, and federal guidelines, policies, and procedures.
- Maintains mandated reporting responsibilities for suspected abuse or neglect.
- Communicates through the proper channels to keep appropriate personnel informed of impending problems or events of unusual nature.
- Shares responsibility with teachers and paraprofessionals for monitoring halls, study periods, lunchroom, bus duty, assemblies, field trips, and extracurricular activities.
- May include providing general physical assistance to students with various disabilities. Tasks will involve, but are not limited to, assisting students with toileting, feeding, mobility, self-help, and behavioral needs.
- Coordinate and communicate with school nurse as needed, participate in development of Integrated Health Plan as needed.

Hamilton County Schools Exceptional Education Pre-Kindergarten Teacher

- Responds to emergencies and ensures student safety both on and off campus.
- Participates in faculty meetings, professional development, educational conferences and other activities that promote professional growth and student achievement.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law.
- Acts in a professional, respectful, and welcoming manner at all times.
- Follows established procedures to ensure assigned areas are safe.
- Maintains confidentiality.
- Attends work and arrives to work on time.
- Performs other related duties as assigned.

Education, Experience, and Qualifications

Salary is based on a combination of relevant education and experience.

- Bachelor's degree in Education or related field;
- Valid State of Tennessee teaching certificate with valid appropriate dual endorsements in Special Education.
- Or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities for this job.
- Experience working in inclusive early childhood or integrated Pre-K settings preferred.
- Experience serving preschool students with disabilities preferred.

Knowledge, Skills, and Abilities

- Knowledge of IDEA and Tennessee special education regulations for preschool.
- Strong understanding of early childhood development and developmentally appropriate practice.
- Ability to design inclusive learning environments that support diverse learners.
- Skills in data collection, progress monitoring, and IEP implementation.
- Strong communication skills with families, staff, and community partners.
- Ability to manage classroom behavior using positive behavior supports.
- Technology skills for instructional delivery and IEP/data systems.

Physical Requirements

In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Turn (pivot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Outward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push/Pull:					Fine Motor Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
					Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Automatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key:									
N = Never (0% of time); O = Occasional (1-33% of time); F = Frequent (34-66% of time); C = Constant (67-100% of time).									

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Job Description

Job Title:	Pre-Kindergarten Teacher		
Reports to:	Principal		
Job Class:	T350	FLSA Status:	Exempt
Pay Grade:	Certified	Position Certified:	Yes

Hamilton County Schools has the right to revise this job description at any time and it does not in any way represent a contract of employment.

Purpose of Job

The purpose of this classification is to provide implement pre-kindergarten program and class environment favorable to learning and personal growth of students; to motivate students to develop communication abilities, attitudes, skills and knowledge needed to provide a good foundation for further participation in the total school program.

Primary Job Duties and Responsibilities

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties herein described.

- Maintains appropriate licensure and acknowledges that continued employment with the Hamilton County Department of Education is contingent upon providing required documentation to validate licensure and highly qualified status in a timely manner.
- Read and follow the Tennessee State Board of Education Administered Child Care Rules, Scope of Services for Voluntary Pre-K Tennessee Programs, and the Hamilton County Department of Education Pre-K Handbook.
- Follow the assigned curriculum and adhere to the pacing guide.
- Ensure that students are signed in and out each day.
- Provide learning experiences in language arts, physical education, art, music, health, and other subject matter suited to the needs of students.
- Develop and use instructional materials suitable for verbal or visual instruction of students with a wide range of mental, physical, and emotional maturities.
- Sit with pre-k students at all mealtimes and snack and provide active supervision throughout the school day.
- Develop in each student an awareness of his or her worth as an individual and his or her role in the family and community.
- Encourage students to express themselves creatively in art, music and dramatic play.
- Provide individual and small group instruction designed to meet individual needs of students in communication skills, health habits, physical skills, and development of satisfactory self-concepts. Work with other support personnel or agencies to promote this goal.
- Enrich educational program through study trips to community resources such as museums, parks, zoos, and through classroom visits by resource persons from the school and community. Share and interpret these experiences with students and parents.

Hamilton County Schools Pre-Kindergarten Teacher

- Plan and coordinate the work of aides, assistants, parents, and volunteers in the classroom and on field trips in order to obtain the maximum benefit from their efforts.
- Perform miscellaneous tasks as needed; check students for possible illness; administer basic first aid to sick/injured students.
- Administer appropriate pre-k assessments based on district timelines. Monitors and assesses student progress in order to provide feedback on a regular basis to students, their parents, and administration.
- Maintain accurate, complete and legible records as required by law and the school district.
- Develop activities for parents, which promote parent participation and involvement in education activities provided for their children.
- Communicate regularly with parents by means of parent meetings, newsletters, home visits, and individual student's needs and the school's role in the individual's life.
- Provide appropriate climate to establish and reinforce acceptable student behavior, attitudes, and social skills.
- Cooperate with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Create an effective environment for learning through functional and attractive displays, interest centers, and exhibits of students' work based on state guidelines.
- Participates in faculty meetings, district professional development, educational conferences and other activities that promote professional growth and student achievement.
- Participate in curriculum and other developmental programs as appropriate.
- Implements district, state, and federal policies, regulations, and laws.
- Maintains order in classroom, and in conjunction with administrative staff, administers discipline when necessary to achieve proper behavior. Manages student conduct and disciplinary issues in accordance with district, state, and federal guidelines, policies, and procedures.
- Consults with professionals regarding learning disabilities, substance abuse, or social adjustment issues, and coordinates intervention decisions with parents. Maintains mandated reporting responsibilities for suspected abuse or neglect.
- Documents student performance via district systems to ensure receiving school/teacher has necessary information for instructional continuity.
- Communicates through the proper channels to keep appropriate personnel informed of impending problems or events of unusual nature.
- Shares responsibility with teachers and paraprofessionals for monitoring halls, study periods, lunchroom, bus duty, assemblies, field trips, and extracurricular activities.
- Maintains accurate records and reports of academic performance, attendance, interventions, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and as-needed basis.
- Plans and coordinates events, field trips, and community activities, including guest speakers and student enrichment programs. Sponsors student organizations and supervises other activities as needed, such as athletic gate monitoring.
- Complies with accounting and financial policies and procedures involving the handling of money and property, as well as other Board policies.
- May include providing general physical assistance to students with various disabilities. Tasks will involve, but are not limited to, assisting students with toileting/feeding/other self-help and behavioral needs.
- Collaborates with teams to plan instruction, assess progress, and support IEP and 504 plan implementation.
- Responds to emergencies and ensures student safety both on and off campus.

Hamilton County Schools Pre-Kindergarten Teacher

- Participates in faculty meetings, professional development, educational conferences and other activities that promote professional growth and student achievement.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies and procedures.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law.
- Acts in a professional, respectful, and welcoming manner at all times.
- Creates a customer-focused climate and provides quality services and support to schools, community, businesses, Superintendent of Schools, Board of Education, and other stakeholders.
- Works collaboratively with all stakeholders.
- Follows established procedures to ensure assigned areas are safe.
- Maintains confidentiality.
- Attends work and arrives to work on time.
- Performs other related duties as assigned.

Education, Experience, and Qualifications

Salary is based on a combination of relevant education and experience.

- Bachelor's degree in Education or related field;
- Valid State of Tennessee teaching certificate with appropriate endorsement.
- Or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities for this job.

Knowledge, Skills, and Abilities

- Demonstrates excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members.
- Ability to foster a safe, inclusive and positive learning environment.
- Ability to work collaboratively with other educators and staff to support student learning.
- Understanding of various instructional strategies to address different learning styles and needs.
- Knowledge of formative and summative assessment methods to evaluate student progress.
- Capability to identify issues and implement appropriate solutions to enhance student outcomes.

Physical Requirements

In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Turn (pivot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Outward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push/Pull:					Fine Motor Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
					Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Automatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key:									
N = Never (0% of time); O = Occasional (1-33% of time); F = Frequent (34-66% of time); C = Constant (67-100% of time).									

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Job Description

Job Title:	Facilities Use and Property Facilitator		
Reports to:	Director		
Job Class:	V616	FLSA Status:	Non-Exempt
Pay Grade:	J (1016)	Position Certified:	No

Hamilton County Schools has the right to revise this job description at any time and it does not in any way represent a contract of employment.

Purpose of Job

The purpose of this classification is to manage and coordinate the use of District-owned facilities and properties by internal and external users, ensuring effective scheduling, regulatory compliance, risk management, revenue collection, and stewardship of District assets in collaboration with schools and district departments.

Primary Job Duties and Responsibilities

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out but may be considered incidental in the performance of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties herein described.

- Analyze community needs, facility capacity, and usage data to make district facilities available while protecting the condition, safety, and integrity of District properties.
- Manage and coordinate the scheduling and use of District facilities and grounds for community activities, ensuring safe, efficient operations and compliance with District policies.
- Serve as the primary point of contact for staff, community organizations, municipalities, public agencies, and external users to coordinate facility use, resolve conflicts, and respond to inquiries.
- Review, evaluate, and approve Facility Use Applications, including verification of insurance, user responsibilities, fee requirements, documentation, and special requests, in accordance with established procedures.
- Administer and negotiate lease and facility use agreements for short-term, long-term, and recurring uses, including cell towers, billboards, churches, community organizations, and intergovernmental partners.
- Forecast facility usage trends and analyze data to support planning, resource allocation, and operational recommendations.
- Perform annual reviews of facility rental fees and recommend updates or adjustments to the fee schedule.
- Invoice, collect, reconcile, and process payments related to facility use and lease agreements; pursue past-due balances; bill for damages; and ensure accurate deposits and records.
- Resolve discrepancies and disputes related to facility use fees and schedule changes while maintaining accurate records and compliance with guidelines.
- Coordinate staffing coverage for opening, closing, and support of facilities during non-operational hours to ensure safe and successful events.

- Maintain and update the Facilities Use website, applications, records, and related documentation to ensure current, accurate, and accessible information.
- Participate in meetings with District leadership, school staff, community groups, and external partners to exchange information, address issues, and support effective decision-making.
- Ensure compliance with applicable lease reporting and accounting requirements, including GASB standards, in coordination with Finance.
- Operate a motor vehicle as required to perform job duties.
- Identifies and prioritizes improvement programs and processes; makes recommendations to the director for improvements to the program.
- Communicates through the proper channels to keep the director and other appropriate personnel informed of impending problems or events of unusual nature.
- Complies with applicable district, state, and federal codes, laws, rules, regulations, standards, policies, and procedures.
- Adheres to the Teacher Code of Ethics as defined by Tennessee Law.
- Acts in a professional, respectful, and courteous manner at all times.
- Maintains confidentiality.
- Performs other related duties as assigned.

Education, Experience, and Qualifications

Salary is based on a combination of relevant education and experience.

- High School Diploma/GED required;
- Three (3) years of experience working in property management, lease administration, rental coordination, contract management, customer service, or related area;
- Valid state issued driver's license;
- Or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities for this job.
- Bachelor's degree in business, Real Estate, Public Administration, or related field preferred.
- Experience with GASB lease standards preferred.

Knowledge, Skills, and Abilities

- Demonstrates excellent verbal and written communication skills to collaborate with school personnel, community, and stakeholders.
- Demonstrates excellent planning, organizational, problem-solving, decision-making, and time management skills.
- Ability to operate a personal computer with proficiency. This includes, but is not limited to, Microsoft Office Suite and all applicable programs for the district.

Physical Requirements

In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
Lift/Carry:					Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Turn (pivot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reach Outward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push/Pull:					Fine Motor Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Automatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key:									
N = Never (0% of time); O = Occasional (1-33% of time); F = Frequent (34-66% of time); C = Constant (67-100% of time).									

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

From: Shannon Moody, Chief Strategy Officer

Date: February 19, 2026

Subject: Proposed Policy Revision, 1st Read

Board Agenda Category:

- Consent Agenda
- Action Item
- Reports and Information

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

<u>POLICY #</u>	<u>POLICY TITLE</u>
1.404	Appearances Before the Board
2.100	Fiscal Management
2.101	Duties of School System Employees
2.401	Gifts and Bequests
2.403	Personal Property Sales
2.803	Salary Deductions
4.203	Federal Programs
4.204	Career & Technical Education
4.205	Magnet Programs
4.206	Early Postsecondary Opportunities
4.2061	Enrollment in Advanced Courses
4.211	Work-based Learning and Apprenticeship Program
4.212	Charter School Application Process
4.2121	Charter School Renewal
4.2123	Charter School Authorizing Principles
4.2124	Charter School Agreements
4.2125	Charter School Oversight
4.2126	Charter School Revocation
4.304	High School Athletics
4.401	Textbook Selection Distribution and Care
4.407	Audio, Video, and Digital Records
4.501	School Volunteers
4.605	Lottery Scholarships

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served

Hamilton County Board of Education

Monitoring: Review: Annually, in 1st Quarter	Descriptor Term: Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 10/20/22
		Rescinded:	Revised: 07/17/25

1 Any resident of Hamilton County may appear before the Board of Education to comment upon the
2 operation of the Hamilton County Schools. However, for the efficient operation of the schools, the
3 Board desires that complaints and concerns be resolved as quickly as possible and by the employee or
4 administrator having responsibility over the issue in question. Accordingly, the Board encourages
5 individuals with complaints or concerns to speak with the appropriate employee or administrator rather
6 than first addressing the Board.

7

8 **APPEARANCES BEFORE THE BOARD**

9

10 Any resident of Hamilton County desiring to address the Board regarding the operation of the
11 Hamilton County Schools on a topic that is not listed as an item on the agenda must submit a written
12 request setting forth the topic upon which the individual wishes to address the Board, as well as any
13 supporting documents or materials. He or she must submit this written request to the Director of
14 Schools no later than three (3) days prior to the Board's meeting.

15

16 If the Executive Committee of the Board approves the request, the individual will be listed on the
17 Board's printed work session agenda and recognized at the appropriate time. The Board Secretary will
18 also circulate to the Board members any documents or materials that the individual submitted in
19 support of his or her request to speak.

20

21 Additionally, any resident of Hamilton County desiring to address the Board on any item listed on the
22 agenda who has missed the three (3) day advance deadline may nevertheless be recognized to speak
23 provided that her or she signs up ahead of time or signs in at least thirty (30) minutes prior to the start
24 of any regularly scheduled Board meeting work session or special called meeting. Thirty (30) minutes
25 prior to the start of the meeting, the Board Secretary will collect the sign-in sheet and provide it to the
26 Chair. The Chair, at the appropriate time on the agenda, will recognize the first three (3) individuals
27 who have signed in to address the Board.

28

29 If a group of individuals wishes to address the Board about the same matter, the group must select one
30 (1) individual to speak on its behalf unless the group specifically requests permission for multiple
31 individuals to speak on the same topic.

32

33 **RULES GOVERNING ANY COMMENTS TO THE BOARD**

34

35 Individuals speaking to the Board shall address their remarks to the Chair. Each person speaking shall
36 state ~~their his or her~~ name, ~~his or her address~~, the Hamilton County district or school zone they reside
37 in, and the subject of ~~their his or her~~ presentation. Remarks will be limited to three (3) minutes. If three

- 1 (3) or more people speak on the same subject, they are collectively limited to 10 minutes total. Board
- 2 members may use a speaker's unexpired time plus an additional two (2) minutes to ask the speaker
- 3 questions. If two Board members make the request, any topic raised by the speaker may be added to
- 4 the end of the work session agenda for further discussion by the Board.
- 5
- 6 The Chair shall have the authority to terminate the remarks of any individual who is disruptive or does
- 7 not adhere to the Board rules.

Legal References

1. TCA 39-17-306

Cross References

- School Board Meetings 1.400
Agendas 1.403
Complaints about School Personnel 5.503

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Fiscal Management	Descriptor Code: 2.100	Issued Date: 12/16/04
		Rescinded:	Revised: 04/18/24

1 Mission Statement: The Board shall practice sound fiscal management, provide for accountability, and
2 optimize school system resources that will result in high student achievement. ^{1 2}
3

4 The Board shall practice sound fiscal management procedures which guarantee maximum use of all
5 resources provided. The Board assumes responsibility, within its financial capabilities, for providing at
6 public expense all items of equipment, supplies, and services that may be required in the interest of
7 education in the schools under its jurisdiction.
8

9 In fiscal management, the Board seeks to achieve the following goals:
10

- 11 1. To engage in advance planning, with broad-based staff and community involvement;
- 12 2. To explore all practical sources of revenue and establish levels of funding which will provide
13 resources to provide a high-quality education for all students in accordance with goals
14 established through strategic planning;
- 15 3. To use the best possible procedures for strategic budget development and management;
- 16 4. To provide timely and appropriate information to all staff with fiscal management
17 responsibilities; and
18
- 19 5. To establish efficient and effective procedures for accounting, reporting, purchasing, payroll
20 processing, and all other areas of fiscal management.

21

22

Legal References

1. TCA 49-3-314(c)(1);
2. *Tennessee Internal Schools Funds Manual*

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Duties of School System Employees	Descriptor Code: 2.101	Issued Date: 08/19/10
		Rescinded:	Revised: 03/13/25

1

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 School
4 Funds Manual, paying particular attention to the provisions governing the receipt of funds from
5 students or their parents or guardians, the importance of writing receipts, the necessity of maintaining
6 collection logs, and the requirement to submit funds to the principal or bookkeeper by the end of the
7 school day. School-based employees should also familiarize themselves with rules governing
8 purchasing, including when competitive bids are necessary, how to complete **and request** a purchase
9 order, and how to maintain an appropriate log of expenditures and their supporting documentation. If
10 any employee is uncertain regarding what the Tennessee Internal School Funds Manual requires, he or
11 she should speak to the school bookkeeper and/or someone in the office of the Chief Financial Officer
12 to obtain clarification.¹

13

14 The Board considers an employee's duty to safeguard the integrity of school funds to be of paramount
15 importance. If an employee fails to follow the specific requirements of the Tennessee Internal School
16 Funds Manual, and if the employee is unable to account for school funds, the Board presumes that the
17 employee, at a minimum, is guilty of neglect of duty. If the Chief Financial Officer has probable cause
18 to believe that the employee acted willfully, fraudulently, intentionally, or for his or her own personal
19 gain, then the Chief Financial Officer shall report the matter to the Tennessee State Comptroller and, if
20 appropriate to local law enforcement officials. The Administration shall then proceed with appropriate
21 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 role
24 that does not require a teaching license, the teacher's failure to maintain the integrity of school funds
25 shall serve as the basis for appropriate disciplinary action against the teacher in connection with both
26 the teacher's certified and classified positions of employment.

27

28 To secure the enforcement of this policy, the Director of Schools or his/her designee shall hold
29 Principals accountable for providing his or her faculty and staff with training regarding the rules
30 contained within the Tennessee Internal School Funds Manual and other principles governing the
31 integrity of school funds. The principal shall also be responsible for overseeing the record-keeping of
32 the school's books and the integrity of the school's purchasing procedures. As part of each principal's
33 performance contract, the Director of Schools or his/her designee shall develop a component pertaining
34 to school finance. This component shall include, but need not be limited to, a requirement that every
35 member of the staff and faculty be trained on a regular basis and that the goal is for the school's books
36 to be free from any audit exceptions.

Legal References

~~1. TCA 49-2-2001~~ Tennessee Internal School Funds
Manual

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Gifts and Bequests	Descriptor Code: 2.401	Issued Date: 12/16/04
		Rescinded:	Revised: 04/18/24

1 *General*

2

3 The Director of Schools or his/her designee is authorized to accept gifts to the school system and may
4 designate others to accept gifts for particular schools on behalf of the Board.¹

5

6 In instances where the Director of Schools or his/her designee doubts the appropriateness or usefulness
7 of an offered gift, the gift may be declined or the matter referred to the Board.

8

9 In accepting gifts and donations, the following guidelines shall be followed:

- 10 1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise
11 placed on school premises shall for all intents and purposes be a gift and shall become school
12 system property subject to the same controls and regulations that govern the use of other
13 school-owned property.
- 14 2. Contributions of equipment or services that may involve major costs for installation,
15 maintenance, or initial or continuing financial commitments from school funds shall be presented
16 by the Director of School's office for Board consideration and approval.
- 17 3. Individuals or organizations wanting to contribute supplies or equipment will consult with school
18 officials about the feasibility of accepting such contributions prior to the solicitation of funds or
19 the making of budgetary appropriations.
- 20
- 21 4. Contributions of stock or other securities shall be sold and converted to cash as soon as **practical**
22 **practicable**, but **no later than ~~within~~ 15 days after receipt of any such contributions.**

Legal References

1. TCA 49-6-2006(a)

Cross References

- Staff Conflict of Interest 5.601
Staff Gifts and Solicitations 5.605

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Personal Property Sales	Descriptor Code: 2.403	Issued Date: 07/12/12
		Rescinded:	Revised: 08/15/24

1 General

2

3 When equipment, books, materials, and other personal property no longer have an intended use by the
4 system or are no longer capable of being used because of condition, the Board shall declare them
5 surplus property and authorize their disposal.¹

6

7 All items which have a value above \$500.00 shall be sold, within ninety (90) days of being declared
8 surplus, to the highest bidder after advertising in a local newspaper and by publication on a news and
9 information website in accordance with state law at least seven (7) days prior to the sale. Sales may
10 also be conducted through online auctions as allowed by state law.²

11

12 Surplus property which has no value or has a value of less than \$500.00 may be disposed of without
13 the necessity of bids. In order for such disposal without bids, the principal of the school and/or the
14 appropriate director with the surplus personal property, the director of schools, and the Board Chair
15 must all agree in written form that the property is of no value or is less than \$500.00 in value.²

16

17 Other schools operated by the Board shall have priority in sale or transfer of surplus property.

18

19 The Board may also transfer surplus real or personal property to the county or to any municipality
20 within the county for public use without the requirement of competitive bidding or sale.⁴

21

22 If reasonable attempts to dispose of the surplus property fail to produce a monetary return to the
23 system, the staff shall dispose of it in one of the following manners:

- 24 1. Remove salvageable parts.
25 2. Take the material to the county dump.
26 3. Document description and disposal date.
27 4. Donate computers removed from inventory to low-income families in the school district after the
28 hard drives have been sanitized²
29 5. **Items purchased under a federal award are subject to the requirements of federal regulations.**

Legal References

1. TCA 49-6-2006(b)(3)
2. TCA 49-6-2007
3. TCA 49-6-2208
4. TCA 49-6-2006(d)
5. TCA 12-2-403(a)
6. 2 CFR 200.312, 313, 314, 315

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Salary Deductions	Descriptor Code: 2.803	Issued Date: 12/16/04
		Rescinded:	Revised: 03/13/25

1

2 *Central Office*

3

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

8

9 An employee may change or terminate any voluntary salary deduction according to administrative
10 procedures. *Certain deductions may only be terminated during the benefits open enrollment period or*
11 *upon a qualifying event.*

12

13 Deductions that are required by *federal, state, or local* law or by court order cannot be voluntarily
14 changed or terminated.

Legal References

Cross References

3.600 Insurance Management

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Federal Programs	Descriptor Code: 4.203	Issued Date: 07/12/12
		Rescinded:	Revised: 02/20/25

1 The Board shall comply with all regulations of the Every Student Succeeds Act of 2015¹ in its
2 execution of the following programs:²

- 3 • Title I, Part A—Improving Basic Programs
4 The purpose of the Title I, Part A program is to provide federal dollars to supplement
5 educational opportunities for children who live in high-poverty areas and are most at
6 risk of failing to meet the state’s challenging academic achievement standards. Title
7 I, Part A funds are to be used to provide all children significant opportunity to
8 receive a fair, equitable, and high-quality education, and to close educational
9 achievement gaps.
- 10 • Title II, Part A—Supporting Effective Instruction Preparing, Training, and
11 Recruiting High-Quality Teachers, Principals, and Other School Leaders
12 The purpose of Title II, Part A is to increase student achievement consistent with
13 challenging state academic standards, improve the quality and effectiveness of
14 teachers, principals, and other school leaders, increase the number of teachers,
15 principals, and other school leaders who are effective in improving student academic
16 achievement in schools and provide low-income and minority students greater access
17 to effective teachers, principals, and other school leaders.
- 18 • Title III, Part A—English Language Acquisition, Language Enhancement, and
19 Academic Achievement Act
20 The purpose of the Title III, Part A program is to improve the education of English
21 learners (ELs) by helping them learn English and meet challenging state academic
22 standards. The program provides enhanced instructional opportunities for immigrant
23 children and youth.
- 24 • Title I, Part A—Neglected—Services to Children in Neglected Facilities
25 The purpose of Title I, Part A-Neglected is to ensure neglected students are receiving
26 services to meet the state’s challenging academic standards.
- 27 • Title I, Part D—Prevention and Intervention Programs for Children and Youth Who
28 are Neglected, Delinquent, or At-Risk
29 The purpose of Title I, Part D is to improve educational services for children and
30 youth in local, tribal, and state institutions for neglected or delinquent children and
31 youth so that these children have the opportunity to meet the same challenging state
32 academic standards that all children in the state are expected to meet.

- 1 • Title IV, Part A—Student Support and Academic Enrichment
2 The purpose of Title IV, Part A is to provide funds to improve students’ academic
3 achievement by increasing the capacity of SEAs, LEAs, and local communities to
4 provide all students with access to a well-rounded education, improve school
5 conditions for student learning (i.e., safe and healthy students), and improve the use
6 of technology in order to improve the academic achievement and digital literacy of
7 all students (i.e., effective use of technology).
8 • Title I, Part C—Education of Migratory Children
9 The purpose of Title I, Part C is to support high quality and comprehensive
10 educational programs and services that address the unique educational needs of
11 migratory children.
12 • Title IV, Part B—21st Century Community Learning Centers
13 The purpose of Title IV, Part B is to provide academic enrichment programming
14 before and/or after the regular school day to students identified for academic or
15 socio-emotional supports.
- 16 In accordance with the Act, a committee consisting of administrators, teachers, parents,
17 support personnel, and community representatives shall assist the appropriate directors in
18 determining the needs of the district and utilization of funds

Legal References

1. Elementary and Secondary Education Act
2. 34 CFR 200

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Career & Technical Education	Descriptor Code: 4.204	Issued Date: 12/16/04
		Rescinded:	Revised: 12/08/22

1 The Board shall offer sequenced career and technical educational programs that provide individuals
2 with the academic and technical skills required in pursuing further education and careers in current or
3 emerging employment sectors. Those employment sectors shall align with state approved career
4 clusters and associated programs of study. The approved career clusters are as follows:
5

- 6 • Advanced Manufacturing
- 7 • Agriculture, ~~Food, & Natural Resources~~
- 8 • Arts, ~~Audio/Visual Technology, & Communications~~ Entertainment and Design
- 9 • ~~Civics, Public Service & Safety~~
- 10 • ~~Architecture &~~ Construction
- 11 • Digital Technology
- 12 • ~~Business Management & Administration~~
- 13 • ~~Education & Training~~
- 14 • Energy and Sustainable Resources
- 15 • ~~Finance~~ Financial Services
- 16 • ~~Government & Public Administration~~
- 17 • ~~Health Science~~ Healthcare and Human Services
- 18 • Hospitality ~~& Tourism~~ & Events
- 19 • ~~Human Services~~
- 20 • ~~Information Technology~~
- 21 • ~~Law, Public Safety, Corrections, & Security~~
- 22 • Management & Entrepreneurship
- 23 • Marketing, ~~Distribution and Logistics~~ & Sales
- 24 • ~~STEM (Science, Technology, Engineering and Math)~~
- 25 • Supply Chain & Transportation

26
27 Our district's goal is that every student graduates high school prepared for postsecondary coursework
28 and qualified for quality employment. To achieve this, we will seek to place students in career-aligned
29 learning pathways through robust career and technical education (CTE) programs that culminate in
30 the achievement of nationally recognized industry certifications, capstone work-based learning
31 experiences, and/or attainment of postsecondary credit hours through early postsecondary
32 opportunities (EPSOs), reference policy 4.206.

33
34 The district will offer industry certification opportunities aligned to the certifications that have been

- 1 vetted and promoted by the state department of education. The Board will continue to review and
2 add programs of study and industry certifications that reflect future workforce demand in our region.
3
4 Implementation of appropriate programs shall be provided in accordance with applicable and current
5 federal and state laws, rules, and regulations of the State Board of Education.

Legal References

Cross References

Early Postsecondary Opportunity 4.206

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Magnet Programs	Descriptor Code: 4.205	Issued Date: 12/21/17
		Rescinded:	Revised: 11/11/21

1 Magnet school programs ~~are available as an educational represent a viable~~ choice ~~for to~~ all students who reside
 2 in the Hamilton County school zone and ~~are enrolled in attend~~ Hamilton County Schools. ~~All magnet~~
 3 ~~schools implement~~ Hamilton County curriculum standards and benchmarks ~~form the as the~~ foundational
 4 framework for instruction. Each magnet school may develop and deliver a distinct theme and ~~around~~
 5 ~~which each magnet school theme and~~ educational philosophy, ~~is developed while allowing each magnet~~
 6 ~~school to be unique in its approach to instruction~~ provided such programming aligns with district
 7 standards while allowing for unique instructional approaches.

Legal References

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Early Postsecondary Opportunities	Descriptor Code: 4.206	Issued Date: 12/16/04
		Rescinded:	Revised: 08/15/24

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

6 7 **ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, CAMBRIDGE** 8 **INTERNATIONAL AND COLLEGE LEVEL EXAM PROGRAM COURSES**

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

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

25
26 Grades earned in college level courses are eligible for additional percentage point weighting for students
27 who sit for the aligned culminating exam and will be included in determining class rank, grade point
28 average, and class valedictorian or salutatorian.

29 30 **LOCAL DUAL CREDIT**

31 Local dual credit is a high school course aligned to a local postsecondary institutions course and exam.
32 Students who pass the exam earn credits that are accepted and/or recognized by the specific
33 postsecondary institution(s) participating in the articulation agreement. Courses are taught by licensed
34 high school teachers or certified college instructors approved by Hamilton County Schools and the
35 postsecondary institutions. Depending on the course, there may be a cost associated with the challenge
36 exam that is the responsibility of the student to pay.

37
38 Grades earned in college-level courses are eligible for additional percentage point weighting for students
39 who sit for the aligned culminating exam and will be included in determining class rank, grade point

1 average, and class valedictorian or salutatorian.

2
3 **STATEWIDE DUAL CREDIT**

4 A statewide dual credit (SDC) course is a high school course that incorporates postsecondary learning
5 objectives and is aligned with an approved dual credit challenge exam. These college level courses are
6 taught at the high school level by trained high school teachers. All students enrolled in an identified
7 statewide dual credit course offered through the district must sit for the challenge exam. Students who
8 meet or exceed the exam 'cut score' receive college credit that can be applied to any Tennessee public
9 postsecondary institution.

10
11 Grades earned in college level courses are eligible for additional percentage point weighting for students
12 who sit for the aligned culminating exam and will be included in determining class rank, grade point
13 average, and class valedictorian or salutatorian.

14
15 **DUAL ENROLLMENT**

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

21
22 ~~Students who are in good standing in their high schools and who met the registration requirements of the~~
23 ~~college and successfully complete the course earn both college credits and credits toward their high~~
24 ~~school diploma. Approval by the principal shall be required before enrollment.~~ The Tennessee Dual
25 Enrollment Grant currently provides funding for dual enrollment courses at eligible higher education
26 institutions for students who meet the eligibility criteria. This funding may not cover all costs of each
27 course, including but not limited to, fees and textbooks. Beyond those state funds, students are expected
28 to pay college tuition, course fees, purchase college textbooks, and provide transportation when the
29 college class is not on the high school campus.

30
31 ~~Students may earn high school credit by enrolling in an approved postsecondary institution and~~
32 ~~completing college-level courses when district criteria are met. Approval by the high school principal~~
33 ~~is required prior to enrollment in any Dual Enrollment (DE) program.~~

34
35 ~~Only coursework taken through approved Dual Enrollment programs will be recorded on the high~~
36 ~~school transcript. Students who enroll in DE courses that do not align with both graduation~~
37 ~~requirements and their academic pathways will receive college credits, but it will not be recorded on~~
38 ~~the high school transcript.~~

39
40 ~~Hamilton County Schools will accept credits only from postsecondary institutions with which the~~
41 ~~district currently maintains a signed Memorandum of Understanding (MOU)~~

42
43 ~~Governor's School credit will be reviewed on a case-by-case basis by the Director of Schools or~~
44 ~~his/her designee. A syllabus and an official college transcript must be submitted for consideration.~~

45
46 ~~Students must complete the Dual Enrollment Intent Form, including all required signatures from the~~
47 ~~high school principal and the Dual Enrollment college representative.~~

1
2 After a student completes five approved Dual Enrollment courses, any additional DE courses and
3 related grade points will not count toward class rank, grade point average, valedictorian, or salutatorian
4 determinations. Exceptions may apply for designated College Program Schools.

5
6 Dual Enrollment and other EPSO (Early Postsecondary Opportunity) courses may be offered at the
7 high school, at the postsecondary institution, or online. If the course is not offered on the high school
8 campus, the Board is not responsible for providing transportation. Any tuition or fees associated with
9 enrollment in college-level courses are the responsibility of the parent(s)/guardian(s).

10
11 Grades earned in approved college-level courses shall be used to determine class rank, grade point
12 average, and eligibility for valedictorian or salutatorian—except in cases where the five-course limit
13 applies. ~~Grades earned in college level courses are eligible for additional percentage point weighting for~~
14 ~~students who sit for the aligned culminating exam and will be included in determining class rank,~~
15 ~~grade point average, and class valedictorian or salutatorian.~~

16
17 **INDUSTRY CERTIFICATION**¹

18 Industry certifications (IC) are earned through secondary and postsecondary career and technical
19 education programs and courses. High school students are encouraged to focus their elective credits on
20 robust, career-aligned learning pathways. Robust learning pathways should culminate with the
21 achievement of nationally recognized industry certifications, meaningful work-based learning
22 experiences, and/or attainment of postsecondary credit hours through early postsecondary opportunities.

23
24 As it pertains to industry certifications, all department-promoted certifications are aligned with
25 postsecondary and employment opportunities and with the competencies and skills that students should
26 have acquired through their chosen programs of study.

27
28 Career and technical education courses that are aligned to industry certification recognized by the
29 Tennessee Department of Education are eligible for additional percentage point weighting for students
30 who sit for the identified industry certification exam.

31
32 **HAMILTON COUNTY COLLEGIATE HIGH**

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

Legal References

Cross References

1. TN State Bd. Policy 3.301

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Enrollment in Advanced Courses	Descriptor Code: 4.2061	Issued Date: 08/17/23
		Rescinded:	Revised:

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General

Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but not limited to, advanced English language arts, mathematics, or science courses.¹

Guidance for placement should not be considered as limitations to enrollment in advanced courses, academic programs, or career-technical pathways. Students are encouraged to challenge themselves academically and avail themselves of the most rigorous curricular offerings that are available.

In instances where multiple advanced course options exist, students will be encouraged to enroll in the one most aligned to their postsecondary aspirations.

Students meeting the following academic indicators will be automatically eligible for enrollment in these courses:

1. Honors Courses: a grade of B or higher and/or TCAP scores of on-track or mastery in the preceding academic course
2. Dual Credit Courses: a grade of C or higher and/or TCAP scores of on-track or mastery in the preceding academic course
3. Industry Certification-Aligned Courses: a grade of C or higher
4. Dual Enrollment: a grade of C or higher and/or TCAP scores of on-track or mastery in the preceding academic course
5. Advanced Placement: a grade of B or higher and/or TCAP scores of on-track or mastery in the preceding academic course
6. College Level Exam Program: a grade of C or higher and/or TCAP scores of on-track or mastery in the preceding academic course
7. International Baccalaureate/Cambridge: a grade of B or higher and/or TCAP scores of on-track or mastery in the preceding academic course

The district shall have the authority to consider additional factors, such as, but not limited to; student interest, attendance, and post-graduation plans, for the enrollment in advanced courses to fit the needs of the students within the school. Decisions regarding enrollment in advanced courses will support our

1 commitment to opportunity and access.

2

3 **NOTIFICATION'**

4

5 Parent(s)/guardian(s) shall be provided with written notification of a student's eligibility to enroll in
6 advanced courses. The notification shall state that a student will remain enrolled in the course unless the
7 parent/guardian timely submits a written request for removal. The Director of Schools or his/her designee
8 shall determine the process and deadline to submit the request for removal.

9

10 **COLLEGE LEVEL COURSES²**

11

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

17

18 ~~Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
19 Students who take and pass any EPSO course including dual enrollment courses at a postsecondary
20 institution shall have their postsecondary credits accepted for high school credit as a substitution for an
21 aligned graduation requirement course.~~

22

23 These courses may be offered at the high school, postsecondary institution, or online. If not offered on
24 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
25 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

26

27 Students may earn high school credit by enrolling in an approved postsecondary institution and
28 completing college-level courses when district criteria are met. Approval by the high school principal
29 is required prior to enrollment in any Dual Enrollment (DE) program.

30

31 Only coursework taken through approved Dual Enrollment programs will be recorded on the high
32 school transcript. Students who enroll in DE courses that do not align with both graduation
33 requirements and their academic pathways will receive college credits, but it will not be recorded on
34 the high school transcript.

35

36 Hamilton County Schools will accept credits only from postsecondary institutions with which the
37 district currently maintains a signed Memorandum of Understanding (MOU).

38

39 Governor's School credit will be reviewed on a case-by-case basis by the Director of Schools or
40 his/her designee. A syllabus and an official college transcript must be submitted for consideration.
41 Students must complete the Dual Enrollment Intent Form, including all required signatures from the
42 high school principal and the Dual Enrollment college representative.

43

44 After a student completes five approved Dual Enrollment courses, any additional DE courses and
45 related grade points will not count toward class rank, grade point average, valedictorian, or
46 salutatorian determinations. Exceptions may apply for designated College Program Schools.

47 Dual Enrollment and other EPSO (Early Postsecondary Opportunity) courses may be offered at the

- 1 high school, at the postsecondary institution, or online. If the course is not offered on the high school
- 2 campus, the Board is not responsible for providing transportation. Any tuition or fees associated with
- 3 enrollment in college-level courses are the responsibility of the parent(s)/guardian(s).
- 4 Grades earned in approved college-level courses shall be used to determine class rank, grade point
- 5 average, and eligibility for valedictorian or salutatorian—except in cases where the five-course limit
- 6 applies.
- 7
- 8 ~~Grades earned in such college level courses shall be used to determine class rank, grade point average,~~
- 9 ~~and class valedictorian or salutatorian.~~

Legal References

1. T.C.A. 49-6-1012; State Board of Education Policy 3.301
2. TRR/MS 0520-01-03-.03(8)

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Work-based Learning and Apprenticeship Program	Descriptor Code: 4.211	Issued Date: 04/20/17
		Rescinded:	Revised: 12/08/22

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

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

- 5
6 • Capstone WBL experiences and training must be aligned with the student's area of elective
7 focus and updated Plan of Study (as required in state board high school policy), equate to a full
8 time equivalent credit, meet the standards of the Career Practicum or other WBL course in
9 which they are enrolled, and facilitate intentional progress toward the attainment of knowledge
10 and skills necessary to pursue the student's postsecondary and career goals.
- 11 • Participating students must be on track to meet the requirements for graduation as adopted by
12 the state board and may earn WBL credit over the summer term if all WBL program
13 requirements are met.
- 14 • Structured WBL experiences may be paid or unpaid, may occur in public, private, or non-profit
15 organizations, or on-site at the school; they may occur during or outside of school hours and
16 may result in the attainment of academic credit when WBL course standards are met. In all
17 instances, all federal and state labor laws shall be observed.
- 18 • WBL programs shall align with general and implementation policies detailed in the *Work-*
19 *Based Learning Policy Guide* published by the Tennessee Department of Education, ~~May 2017~~
20 ~~August 2024~~ (www.tn.gov/education/career-and-technical-education/work-based-learning.html);
21 https://www.tn.gov/content/dam/tn/education/ccte/wbl/wbl_policy_guide.pdf
22

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

Legal References

1. State Board of Education Policy 2.103

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Charter School Application Process	Descriptor Code: 4.212	Issued Date: 11/11/21
		Rescinded:	Revised: XXXXXX

1 ~~General~~

2 ~~This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to~~
3 ~~charter schools converting from existing public schools. Proposals from existing charter school~~
4 ~~operators or replicators and applicants proposing to contract with educational service providers shall be~~
5 ~~in accordance with state law.¹~~

6 **APPLICATION PROCESS¹**

7 ~~In the District's capacity as a Tennessee Charter School Authorizer, any A-prospective charter school~~
8 ~~sponsor shall send notice to the Director of Schools, Office of Access & Choice, and the Tennessee~~
9 ~~Public Charter School Commission a letter of its intent to submit an application to operate a charter~~
10 ~~school sixty (60) calendar days prior to February 1st of the year preceding the year in which the initial~~
11 ~~application is due. Therefore, the Letter of Intent must be delivered no later than December 3. If~~
12 ~~December 3 falls on a Saturday, Sunday, or state-observed holiday, the Letter of Intent is due on the~~
13 ~~next business day. proposed charter school plans to begin operation as a public charter school. The~~
14 ~~Director of Schools/designee shall confirm receipt of the LOI within 5 business days and shall share~~
15 ~~with the sponsor the most up to date per-pupil estimate of combined state and local funding. determine~~
16 ~~whether the sponsor has selected the correct application category within ten (10) business days of~~
17 ~~receiving the letter of intent and notify the sponsor within five (5) business days of a determination that~~
18 ~~the incorrect application category has been selected.¹~~

19 A sponsor seeking board approval of an initial charter school application shall complete the forms
20 provided by the State Board of Education in coordination with the Tennessee Public Charter School
21 Commission ("Commission").² The application shall provide all the information required by state law.
22 The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by state
23 law for the formation of a charter school, and the proposed charter school will be able to implement a
24 viable program of quality education for its students.

25 ~~Three hard copies and an electronic copy of each completed~~ application shall be submitted to the
26 ~~District's Office of Access & Choice Board and the Commission~~ on or before 11:59 p.m. on February
27 ~~1st of the year preceding the year in which the proposed charter school plans to begin operation. as a~~
28 ~~charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which the school~~
29 ~~district offices are closed, applications will be accepted on the next business day. on or before 11:59~~
30 ~~p.m. Late applications will not be accepted, without exception.~~ The sponsor shall pay an application
31 fee of \$2,500.00.³ This fee shall be added to the Authorizer Fee Budget maintained by the Office of
32 Access & Choice, Charter School Office for the primary purpose of covering expenses associated with
33 the application review team and process. The Director of Schools/designee shall report each

1 application received to the Commission no later than ten (10) days after receipt.² ~~The sponsor shall also~~
2 ~~submit an electronic copy of each completed application to the State Department of Education on or~~
3 ~~before 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed~~
4 ~~charter school plans to begin operations.³~~

5 ~~The Director of Schools or his/her designee shall determine whether an application is complete within~~
6 ~~ten (10) business days of receiving the application and shall notify the sponsor within five (5) business~~
7 ~~days of the determination if the application is determined to be incomplete.³~~

8 REVIEW TEAM⁴

9 ~~If necessary,~~ The Board shall appoint a review team to assist in reviewing and evaluating charter
10 school applications. The team shall be comprised of members of the administrative staff for the district
11 ~~who have relevant expertise for all areas essential to charter oversight. , community members, and a~~
12 ~~member of the Board with relevant educational, organizational, financial, and legal experience. At the~~
13 ~~board meeting in January of each year, the Director of Schools shall make a recommendation to the~~
14 ~~Board on which members of his/her administrative staff should be appointed to the team. The Board~~
15 ~~shall name the members of the team at a meeting in January of each year. The Board shall designate a~~
16 ~~Chair of the review team as the contact person for answering questions about the application process~~
17 ~~and receiving applications. The Director of Schools shall develop an orientation for the team to ensure~~
18 ~~consistent evaluation standards and the elimination of real or perceived conflicts of interest.~~

19 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and
20 ruling on applications for the establishment of charter schools by the review team. The procedure shall
21 include a timeline for the application and review process. A copy of the procedure, including the
22 review criteria, shall be available to any interested party upon request.

23 The review team shall:

- 24 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 25 2. Recommend one of the following options to the Board for each application: approve or reject
26 ~~reject with stipulations for reconsideration;~~ and
- 27 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts

28 APPROVAL/DENIAL OF APPLICATION

29 After presentation of the review committee's findings to the Board, the Board shall rule by resolution
30 on the approval or denial of a charter school application within ninety (90) calendar days of receipt of
31 the completed application, or the application shall be deemed approved by state law.⁴ The Director of
32 Schools shall report the action taken by the Board to the Department of Education and the
33 Commission.

34 *Approval*

35 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
36 the Board which shall be binding on the charter school's governing body. The charter school agreement
37 shall be in writing and signed by the sponsor and the Board.⁶

1 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
2 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

3 Charter schools approved by the Board are expected to implement the application as submitted and
4 approved. Material variations in operations from the approved application require amendment pursuant
5 to state law and the charter school agreement.⁷

6 Charter schools approved by the Board shall use the same student information system (SIS) as the
7 district. In the event the district switches providers for the SIS, charter schools will have to adopt the
8 new SIS without any cost to the district.

9 The Board shall not provide services to charter schools that are not requested during the application
10 process except for those services that are required under state or federal law. Services agreed to be
11 provided to the charter school by the Board shall be provided at board actual cost. The Board and
12 charter school shall execute a service contract for any additional services.

13 New charter school agreements are approved for a ten (10) year period. A charter agreement expires
14 ten (10) academic years after the first day of instruction.⁸ The Board may revoke or deny renewal of a
15 charter school agreement for any of the reasons enumerated in state law.⁹

16 *Denial*

17 If the initial charter school application is denied, the Board shall notify the sponsor in writing within
18 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the
19 sponsor may submit an amended application. Upon written receipt of the grounds for denial, the
20 sponsor shall have thirty (30) calendar days within which to submit an amended application to correct
21 the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the
22 amended application, or the application shall be deemed approved by state law.⁴

23 If the amended charter school application is denied, the Board shall notify the sponsor in writing
24 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an
25 appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public
26 Charter School Commission.⁴

Legal References

1. TCA 49-13-107; Public Acts of 2025, Chapter No. 275; ~~TCA 49-13-102~~; TCA 49-13-108; TRR/MS 0520-14-01.01(1)(~~g~~)
2. TCA 49-13-107(b)
3. TRR/MS 0520-14-01-.01(1)(~~g~~)
4. TRR/MS 0520-14-01-.01(2)
5. TCA 49-13-128
6. TCA 49-13-110(a)
7. TCA 49-13-110(d)
8. TCA 49-13-108(b)
9. TCA 49-13-122

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Charter School Renewal	Descriptor Code: 4.2121	Issued Date: 03/16/23
		Rescinded:	Revised: 11/09/23

RENEWAL APPLICATION

Any school that seeks renewal from the HCDE Board of Education (“the Board”) as its authorizer pursuant to T.C.A. 49-13-121, shall submit a renewal application in accordance with T.C.A. 49-13-121 and any charter renewal guidance issued by HCDE and the Department of Education. The guidance (found in HCDE Charter School Handbook) shall also include the standards and criteria that shall guide the Board’s renewal decisions. A school may choose not to submit a renewal application to the Board, in which case the charter school shall close at the end of its current charter term.

The deadline for the submission of all renewal applications is no later than April 1 of the ninth year of enrollment, the year prior to the year in which the charter expires.

The renewal application shall provide a school with the opportunity to make a clear and compelling case for renewal, respond to its cumulative performance report, and to submit any corrections or clarifications for the report. The renewal application shall require the charter school to present evidence supporting its case for charter renewal that is aligned with the Board’s renewal standards and the charter school’s performance standards and goals in the charter agreement, as well as any additional evidence and improvements undertaken during the charter term. The renewal application shall also require each charter school to present its plan for the next charter term.

RENEWAL CRITERIA

The Board shall adopt, publicize, and use clear and rigorous standards that establish the expectations for academic, organizational, and financial performance necessary to earn renewal of a charter where it serves as the authorizer.

The Board shall execute charter agreements with its charter schools, pursuant to Hamilton County Board of Education Policy 4.XX (Charter School Agreements), that establish the performance standards under which schools shall be evaluated so that all stakeholders are aware from the outset what a charter school must accomplish in order to meet performance expectations set forth in charter agreement.

The Board shall ensure that renewal decisions are based on demonstrable merit and grant renewal only to charter schools that have sufficiently met the Board’s high standards, sufficiently achieved the targets stated in the charter agreement, are organizationally and fiscally viable, have been faithful to the terms of their charter agreement and applicable law, and present sound academic, financial, and

1 organizational plans for the next charter term.

2

3 The Board shall not make renewal decisions on the basis of political or community pressure or solely on
4 promises of future improvement.

5

6 Ongoing monitoring, data collection and reporting requirements shall be aligned with the Board's
7 renewal standards and criteria.

8

9 The renewal application shall be evaluated using the TN Model Scoring Rubric for Charter School
10 Renewal, found in the TN Department of Education's guidance on "Charter School Renewal
11 Application."

12

13 **INTERIM REVIEW**

14

15 The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year
16 of a charter term in accordance with guidelines developed by the State Board of Education. As part of
17 this process, the charter school shall submit a report on the progress of the school in achieving the
18 goals and objectives set forth in the charter agreement.¹

19

20 **RENEWAL CUMULATIVE PERFORMANCE REPORT**

21

22 Three (3) months prior to the date on which a charter school is required to submit a renewal
23 application, the Director of Schools/designee shall submit a performance report to the charter school
24 that summarizes the school's performance record over the charter term and states the summative
25 findings concerning the school's performance and prospects for renewal.²

26

27 **APPLICATION AND EVALUATION**

28

29 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
30 governing body of a charter school shall submit a renewal application to the Board.³ The Director of
31 Schools/designee shall report each renewal application received to the Tennessee Public Charter
32 School Commission ("the Commission") within ten (10) days of receipt.³

33

34 The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school
35 that submits a charter school renewal application.

36

37 The Board will make renewal decisions by February 1st in the year the charter school agreement
38 expires.⁴

39

40 **RENEWAL APPLICATION REVIEW COMMITTEE**

41

42 The Charter Schools Coordinator, under direction of the Board, shall assemble a renewal application
43 review committee comprised of teams of internal and external evaluators with relevant and diverse
44 educational, organizational (governance and management), financial and legal expertise, as well as a
45 thorough understanding of the essential principles of public-school autonomy and accountability. The
46 Board, or its designee, shall provide training to the Renewal Review Committee members to ensure

1 consistent standards and fair treatment of all renewal application reviews.

2

3 The Renewal Review Committee shall review the renewal application received directly by the Board as
4 the authorizer.

5

6 The Board shall ensure that the renewal review process, Renewal Review Committee members, and
7 decision-making processes are free of conflicts of interest and shall require full disclosure of any
8 potential or perceived conflicts of interest between Renewal Review Committee members and applicable
9 charter schools.

10

11 The Renewal Review Committee members, led by the Charter Schools Coordinator, shall provide an
12 evidence-based recommendation to the Chair of the Board.

13

14 The Board shall consider the recommendation of the Renewal Review Committee when rendering a
15 decision on the renewal, but the Board is not bound by the recommendation. The Board shall meet and
16 render a decision on or before February 1 of the year following submission of the charter renewal
17 application. If the Board grants the renewal application, the school shall continue to operate for the
18 prescribed period of ten (10) academic years (subject to the right of the Board to revoke the charter
19 agreement), and the Board shall continue to be the authorizer.

20

21 If the Board denies the renewal application, the charter school may appeal to the Tennessee Public
22 Charter School Commission within ten (10) days of the date of the decision to deny.

23

24 **RENEWAL CHARTER AGREEMENT**

25

26 **The Board shall define and communicate to charter schools the criteria for renewal that is consistent**
27 **with the charter agreement. The Board shall make its renewal decisions based on the renewal**
28 **application, annual progress reports, and renewal performance reports.**

29

30 For all charter schools where the Board serves as the authorizer, the Board's approval of a charter
31 school's renewal application is separate and distinct from the Board's approval of its renewal charter
32 agreement and a school's right to remain open.

33

34 **Within ten (10) days of the Board voting by resolution on a renewal application, the Director of**
35 **Schools/designee shall promptly notify a school of its renewal recommendation and decision,**
36 **including the reasons for the decision and any rights to an appeal. The Director of Schools/designee**
37 **shall promptly communicate renewal decisions to the school community and public as well as the**
38 **Department of Education and the Commission.**

39

40 Once a renewal application is approved by the Board, the Board shall negotiate a renewal charter
41 agreement with the school's governing body that must be signed by both parties and submitted to the
42 board for approval

Legal References

1. TCA 49-13-121(k); Public Acts of 2025, Chapter No. 275
2. State BOE Policy 6.111; TCA 49-13-121(c)
3. TCA 49-13-121(a); Public Acts of 2025, Chapter No. 275
4. TCA 49-13-121(d)
5. TCA 49-13-121; State BOE Policy 6.111; Public Acts of 2025, Chapter No. 275

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Charter School Authorizing Principles	Descriptor Code: 4.2123	Issued Date: XX/XX/26
		Rescinded:	Revised: XX/XX/26

1 The Hamilton County Board of Education shall ensure that only high-quality charter schools are
2 authorized to operate within the district and adhere to the State Board of Education’s quality charter
3 authorizing standards.¹ To accomplish this, the Board shall adopt the following authorizing principles
4 that require charter schools to maintain high standards, while upholding school autonomy and
5 protecting student and public interests.¹

6 **MAINTAINING HIGH STANDARDS**

7 Charter schools shall be held accountable for meeting the performance standards and targets set forth
8 in their charter agreement. The Board shall close any charter school that fails to meet the standards and
9 targets established in the charter agreement or set by state law.²

10 **UPHOLDING SCHOOL AUTONOMY**

11 Charter school governing boards shall be independent of the Board and have the authority to make
12 instructional programming, financial, personnel, school culture, and scheduling decisions.

13 The Board shall only impose requirements on charter schools in its portfolio when there is a legal basis
14 or compelling reason to do so.

15 **PROTECTING STUDENT AND PUBLIC INTERESTS**

16 The Board shall ensure clarity, consistency, and public transparency in authorizing policies, practices,
17 and decisions of any charter school. The Board shall hold charter school governing boards accountable
18 for being fiscally responsible and transparent.

19 Charter schools are part of the public education program and shall adhere to non-selective,
20 nondiscriminatory practices and ensure the fair treatment of all students. They shall provide
21 appropriate services to all enrolled students in accordance with state and federal laws.³ Charter school
22 governing boards shall ensure fiscal responsibility and transparency.

Legal References

1. TTCA 49-13-108(f); State BOE Policy 6.111;
TRR/MS 0520-14-01-.01
2. TCA 49-13-111, TCA 49-13-120, TCA 49-13-122
3. TCA 49-13-111

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Charter School Agreements	Descriptor Code: 4.2124	Issued Date: XX/XX/2026
		Rescinded:	Revised:

1 Charter agreements shall articulate the rights and responsibilities of each party regarding charter school
2 autonomy, funding, administration and oversight, outcomes, measures for evaluating success or failure,
3 performance consequences, and other material terms. These agreements shall be separate from the
4 application and contain terms and performance standards under which the charter school shall operate.¹

5 All charter agreements shall:²

- 6 1. Clearly state the rights and responsibilities of the school and the authorizer;
- 7 2. State and respect the autonomies to which schools are entitled
- 8 3. Define performance standards, criteria, and conditions for renewal, intervention, revocation,
9 and non-renewal;
- 10 4. State when the authorizer fee will be collected;
- 11 5. Establish the consequences for meeting or not meeting standards;
- 12 6. State the statutory, regulatory, and procedural terms and conditions for the school's operation;
- 13 7. State reasonable pre-opening requirements or conditions for new schools to ensure that they
14 meet all health, safety, and other legal requirements prior to opening;
- 15 8. State the responsibility and commitment of the school to adhere to essential public education
16 obligations, including admitting and serving all eligible students so long as space is available,
17 and not expelling or counseling out students except pursuant to a legal discipline policy
18 approved by the Board; and
- 19 9. State the responsibilities of the school and the authorizer in the event of school closures.

Legal References

1. TCA 49-13-110; SBOE Policy 6.111
2. SBOE Policy 6.111

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Charter School Oversight	Descriptor Code: 4.2125	Issued Date: XX/XX/26
		Rescinded:	Revised:

1 *General*

2 The Board shall oversee and annually evaluate charter schools to ensure they meet the performance
3 standards and targets set forth in the charter school agreement.¹ The Board shall create a
4 comprehensive performance, accountability, and compliance monitoring system based on the charter
5 school agreement and communicate the results to each charter school. At a minimum, the monitoring
6 system shall address academic, financial, and organizational performance standards as outlined in the
7 charter school agreement and required by the State Board of Education.¹ The Board shall utilize the
8 results when making renewal, revocation, and intervention decisions. Reports on charter school
9 oversight shall be compiled by the Director of Schools/designee and published on the district's
10 webpage at least annually.

11
12 The Board shall communicate with the charter schools in its portfolio as needed, including both the
13 charter school leader and governing board, and provide timely notice of any material charter school
14 agreement violations and performance deficiencies.

15
16 The Board shall articulate and enforce stated consequences for failing to meet performance
17 expectations or compliance requirements.

18 19 **MONITORING SYSTEM**

20 The Director of Schools/designee shall implement a performance and compliance monitoring system
21 per the terms of the charter agreement. This information will be provided to the Board on an ongoing
22 basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid
23 in this, the Director of Schools/designee shall develop a reporting calendar that outlines when
24 information required by state law shall be provided by the charter school.

25 26 **SITE VISITS**

27 A minimum of one (1) site visit to each charter school shall be conducted annually. The purpose shall
28 be to collect data and other qualitative information that cannot be obtained otherwise. The Director of
29 Schools shall develop a site visit procedure that outlines the expectations of charter schools prior to,
30 during, and after the site visit, including review of the documents and data, classroom observations,
31 and interviews. These visits shall minimize operational interference.

32 The Board shall provide the charter school with a report that summarize
33 s the charter school's performance. The report shall provide an analysis of relevant data and include
34 general recommendations, if applicable.²

35 36 **CHARTER SCHOOL REPORTING**

1 Charter schools shall provide the information required by the charter school agreement and state law to
2 the Board. The Director of Schools shall develop a reporting calendar that defines and communicates
3 the process, methods, and timing of gathering and reporting data to the Board.²
4

5 By September 1st, the governing body of an approved charter school shall make a written report to the
6 Board.³ The annual report shall include:

7
8 1. A report on the progress of the charter school in achieving the goals outlined in the charter school
9 agreement;

10
11 2. A financial statement disclosing the financial health of the charter school, including the costs of the
12 administration, instruction, and other spending categories of the charter school; and

13
14 3. A detailed accounting, including the amounts and sources, of all funds received by the charter
15 school, other than the funds received per state law.⁴
16

17 This reporting requirement shall begin in the year after the year in which the charter school begins
18 operation.
19

20 Multiple charter schools overseen by a single governing board shall report their performance as
21 separate, individual charter schools. Each charter school shall be independently accountable for its
22 performance.
23

24 Each charter school governing body shall submit an annual audit of all accounts and records, to include
25 internal school activity and cafeteria funds, to the Board, the Commissioner of the Department of
26 Education, and Comptroller of the Treasury as soon as practical after June 30th.⁵
27

28 **AUTHORIZER REPORTING AND REVIEW**

29 By December 1st, the Board shall report to the Department of Education detailing the authorizer fees
30 collected in the previous school year and the authorizing obligations fulfilled using the fee.⁶ By
31 January 1st, the Board shall submit an annual authorizer report to the State Board of Education and
32 make the report available on the district website.⁷ The Director of Schools/designee shall prepare the
33 reports and provide the information to the Board prior to submission.

Legal References

1. TCA 49-13-111(d); State BOE Policy 6.111
2. TCA 49-13-120
3. TCA 49-13-120(a)-(b)
4. TCA 49-13-112(a), (f)
5. TCA 49-13-127
6. TCA 49-13-128(f); Public Acts of 2025, Chapter No.275
7. TCA 49-13-120(c); Public Acts of 2025, Chapter No.2

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Charter School Revocation	Descriptor Code: 4.2126	Issued Date: XX/XX/26
		Rescinded:	Revised:

1 *General*

2
3 The Board shall revoke a charter school agreement if the charter school:¹

- 4 1. Failed to meet or make significant progress towards the minimum performance requirements
5 set forth in the charter school agreement;
- 6 2. Committed a material violation of any of the conditions, standards, or procedures set forth in
7 the charter school agreement;
- 8 3. Failed to meet generally accepted standards of fiscal management; or
- 9 4. Performed any of the acts that are conditions for non-approval of charter schools under state
10 law.

11
12 **NOTICE**

13 The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the
14 charter school agreement in writing at least thirty (30) days prior to the revocation.²

15
16 Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement,
17 the Director of Schools/designee shall report the Board's decision to the Department of Education and
18 the Tennessee Public Charter School Commission. The Director of Schools/designee shall also provide
19 a copy of the Board's resolution setting forth the decision and the reasons for the decisions, and an
20 explanation of the right to appeal.³

21
22 **REVOCATION DUE TO PRIORITY STATUS**

23 The Board may revoke a charter school agreement if the charter school is identified as a priority school
24 under state law. Revocation shall take effect immediately following the close of the school year in
25 which the charter school is identified as a priority school.⁴

26
27 The Board shall revoke a charter school agreement if the charter school is identified as a priority
28 school for two consecutive cycles (~~beginning in 2017~~). Revocation shall occur immediately after the
29 close of the school year in which the charter school is identified as a priority school for the second
30 consecutive cycle.⁵

31
32 **PROCEDURES FOR CLOSURE**

33 The Director of Schools shall develop administrative procedures regarding charter school closures
34 prior to the Board denying renewal or revoking a charter school agreement.⁶ These procedures shall
35 outline a detailed protocol that will ensure timely notification to parents, orderly transition of students
36 and student records, and disposition of school funds, property, and assets in accordance with state law.

Legal References

1. TCA 49-13-122(b); State BOE Policy 6.111
2. TCA 49-13-122(e)
3. State BOE Policy 6.111; Public Acts of 2025, Chapter No. 275
4. TCA 49-13-122(a)(1)
5. TCA 49-13-122(a)(3)
6. TCA 49-13-130

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: High School Athletics	Descriptor Code: 4.304	Issued Date: 09/20/18
		Rescinded:	Revised: 07/17/25

1 The Hamilton County Board of Education believes that high school athletics play an important role in
2 the development of a student's body, mind, and character. Students are encouraged to participate in
3 intermural and interscholastic athletic opportunities available at their schools.

4 **GENERAL PROVISIONS GOVERNING INTERSCHOLASTIC ATHLETICS**

5
6
7 Bylaws of the Tennessee Secondary School Athletic Association (TSSAA) shall regulate
8 interscholastic athletics.¹

9
10 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
11 principal's responsibility. No student may be required to pay any school fee as a condition of
12 participating in interscholastic athletics. Principals may permit television and radio stations to
13 broadcast or record a school's sporting events, provided, however, that the Board of Education retains
14 the commercial rights to any such recordings, and further provided that principals are not authorized to
15 execute any releases or waivers in connection with any such arrangements.

16
17 Athletic trips are subject to Board Policy Nos. 3.402 and 4.301. The principal or his/ her designee
18 must accompany an athletic team on trips.

19
20 No principal or teacher from any school shall dismiss his/her school or any group of students for
21 the purpose of attending the practice of any interscholastic sport during the school day without
22 written permission from the board. This does not prevent the inclusion of regular physical training
23 lessons in the daily school program.²

24
25 Students attending Virtual School are permitted to participate in interscholastic athletics at their zone
26 school.⁷ **Homeschool students are allowed to participate in varsity and sub-varsity sports at their
27 home-zoned school. Homeschool students are not allowed to participate in varsity and sub-varsity
28 sports at any magnet school in Hamilton County.**

29 **COACHES**

30
31
32 Subject to the TSSAA's bylaws, the policies of the Board of Education, and the delegated authority of
33 the Superintendent of Schools, principals are authorized to select coaches for sports teams. Coaches
34 need not be members of the faculty of the school; provided, however, that no classified employee of
35 the Board of Education may coach in any school in Hamilton County unless he or she is doing so as a
36 volunteer with no promise or expectation of compensation; and further provided that no classified
37 employee may coach in any school in Hamilton County if his or her job is similar to coaching.

1 Faculty coaches may receive a supplement for their services per the terms of Board policy or any
2 memorandum of understanding. Classified volunteers may be reimbursed for their expenses and may
3 receive a nominal stipend or honorarium subject to guidelines developed by the Superintendent of
4 Schools.

5
6 No one may coach any sports team, assist any coach in any capacity, or have unmonitored contact with
7 any student unless he or she has first been background checked pursuant to Board Policy No. 5.1061.
8 Coaches, assistants, and any other person authorized to work with student athletes are required to
9 understand Board Policy No. 6.304 prohibiting discrimination, harassment, hazing, bullying, and
10 intimidation and to teach the application of this policy to their athletes.

11
12 **STUDENTS ATHELETES**

13
14 In recognition of the honor and responsibility that comes with representing his or her school, student
15 athletes are expected to be model students both on and off campus. Principals may hold student
16 athletes accountable for any conduct that reflects poorly on the school or the program whether
17 occurring off campus or outside the sports season.

18
19 Prior to participation in interscholastic athletics, every student must complete an annual physical
20 examination.³ The parents/guardians of each student shall be responsible for covering the cost of the
21 examination, and these records shall be on file in the principal's office. It shall be the responsibility of
22 the parent(s) or guardian(s) to provide health and hospitalization insurance for all students participating
23 in interscholastic athletics.

24
25 In accordance with Title IX of the Education Amendments of 1972, no person shall, on the basis of
26 sex, be excluded from participation in, be denied the benefits of, be treated differently from another
27 person, or otherwise be discriminated against in any athletic program of the school. Likewise, equal
28 athletic opportunities shall be provided for members of both sexes.⁴ In compliance with Tenn. Code
29 Ann. 49-6-310, a student's gender for purposes of participation in middle or high school athletics must
30 be classified as the student's sex at birth.⁵

31
32 Students shall not be required to attend a school athletic event, or event related to participation on
33 a school athletic team, if the event is on an official school holiday, observed day of worship, or
34 religious holiday. The student's parent or legal guardian shall notify the coach in writing three (3)
35 full school days prior to the event.

Legal References

1. TRR/MS 0520-01-02-.08(1)
2. TCA 49-6-1002
3. TRR/MS 0520-01-03-.08(2)(b)
4. 34 CFR § 106.41
5. TCA 49-6-310

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Textbook Selection, Distribution, and Care	Descriptor Code: 4.401	Issued Date: 04/22/10
		Rescinded:	Revised:

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SELECTION

The selection of textbooks including bound, print textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board.¹

DISTRIBUTION

The director of schools shall appoint a textbook coordinator who is responsible for ordering and distributing textbooks including bound print textbooks for each school. The principal should be responsible for the distribution of textbooks within the school. Textbooks are purchased by the district to be distributed to students in all ~~core academic~~ subjects. Homework will not be given in an academic class that requires the use of a classroom set of textbooks.

CARE OF TEXTBOOKS

Textbooks and other instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Lost or damaged textbooks shall be paid for by the student, parent, or legal guardian.²

Administrative procedures address reimbursement for restitution of textbooks and the due process afforded students.

Legal References

1. TCA 49-6-2207
2. TCA 49-3-310(1)(B)

Cross References

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Audio, Video, and Digital Recordings	Descriptor Code: 4.407	Issued Date: 12/16/04
		Rescinded:	Revised: 12/13/18

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Recordings used for instructional purposes in a classroom must either be processed through the Board approved selection procedure or have the prior approval of the principal. All recordings will be used in the classroom for educational purposes only and must meet guidelines established by the principal. Any recording used in the classroom should align with the instructional goals and standards set for the lesson and shall be undertaken only in accordance with relevant board policies and procedures and state law.

Legal References

Cross References

Use of Copyrighted and Licensed Materials 4.404

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: School Volunteers	Descriptor Code: 4.501	Issued Date: 12/16/04
		Rescinded:	Revised: 12/08/22

1 The Board endorses a volunteer program in the schools¹ and authorizes principals to develop such a program
2 for each school.

3 4 **IN-SCHOOL VOLUNTEERS**

5
6 For the purposes of this policy, a volunteer is defined as an individual who is not employed or compensated by
7 Hamilton County Department of Education and who donates time or services in support of school-related
8 activities, including individuals who may be in direct contact with students. All volunteers must comply with
9 applicable district policies and internal volunteer procedures

10
11 For the purposes of this policy, a visitor is an individual who is not employed by or compensated by Hamilton
12 County Department of Education and who is on school property for a brief or specific purpose that does not
13 involve providing services, supervising students, or supporting school operations. Visitors do not serve in a
14 volunteer role and are subject to the Hamilton County Department of Education Visitor Board Policy 1.501.
15 Individuals whose activities extend beyond a short-term or observational purpose, or who regularly assist with
16 school-related activities or have direct contact with students, must be designated and approved as volunteers
17 rather than visitors.

18
19 All volunteers wishing to serve in the school during the regular school day or in support of a school sponsored
20 extracurricular program must be approved by the principal and shall serve under the supervision and direction of
21 the professional personnel of the school to which they are assigned. ~~Volunteers serve at the discretion of the~~
22 ~~principal and Hamilton County Department of Education. The principal or designee may decline or discontinue~~
23 ~~volunteer service at any time. Any such volunteer having who will have unmonitored contact with~~
24 ~~children students, or who could reasonably be believed by the principal or other involved HCDE personnel to~~
25 ~~have unmonitored contact with students at any point during their volunteer activities, must first undergo a~~
26 ~~background check in accordance with provisions set forth in Tenn. Code Ann. 49-5-413. The volunteer must~~
27 ~~continue to undergo a background check pursuant to that statute every three years thereafter.~~

28
29 The principal shall ensure that before any volunteer performs any work, the volunteer ~~completes the volunteer~~
30 ~~request form. The principal shall also ensure that the volunteer completes the and-background check process~~
31 ~~through Human Resources if the volunteer y will have unmonitored access to children students or if a~~
32 ~~background check is otherwise deemed necessary by the principal or other involved school personnel given the~~
33 ~~scope of and circumstances surrounding the volunteer's planned activities. must complete the volunteer request~~
34 ~~form, which is available on the Human Resources website. While the substance of this form changes from time~~
35 ~~to time, this form basically acknowledges that the individual is~~ Individuals acknowledge they are responsible for
36 their own health and safety while performing work on ~~the-a~~ campus of the Hamilton County ~~Schools~~ Department
37 of Education. They understand they are not employees of the school system and shall serve without
38 compensation.

39
40 Volunteers may assist professional personnel in the performance of their teaching and administrative
41 responsibilities. ~~Volunteers may not provide instruction unless under the immediate oversight of certified school~~

1 personnel. The primary instructional role of any such volunteers shall be to ~~They may not teach but may~~
2 reinforce skills taught by the professional staff. ~~Please note that volunteers may also assist HCDE coaches with~~
3 ~~athletics.~~

4
5 The principal shall ensure that appropriate recognition of volunteer services is made annually. Volunteers shall
6 serve without compensation but shall be insured by the Board against loss or damage in the performance of their
7 duties. ²

8 9 VOLUNTEER SERVICE GROUPS

10
11 Principals may partner with any local service group, including faith-based groups, who ~~want to painting, and~~
12 ~~other manual labor-wish to~~ organize service projects on school campuses. ~~Some of these projects might include~~
13 ~~landscaping,~~

14
15 Any group that wants to perform volunteer work in one of the schools must do the following:

- 16 • The group and the principal must have a clear understanding of the type of work the group will be doing.
17 Both the group and the building principal are responsible for discussing the group's plan with ~~Ancillary~~
18 ~~Services-Hamilton County Department Education operation and maintenance departments~~ in the event
19 ~~the-re-department~~ plans for the school that might conflict with or obscure the work that the group
20 proposes to do.
- 21 • The group and the building principal should schedule the group's work for a time students will not be
22 present on campus. If students are present, and if any of the work is to be performed in close proximity
23 to ~~children-students~~, then each member of the volunteer group will have to undergo a background check.
24 For this reason, it is advisable to schedule any work after hours, on weekends, or even during breaks or
25 holidays. ~~However, if a student also happens to be a member of the volunteer group, such as a sixth~~
26 ~~grader who is volunteering his time to work with his Scout troop, then that student may work with the~~
27 ~~group without requiring the entire group to be background checked.~~
- 28 • Any time any member of the group is on campus performing work, at least one building level
29 administrator must be present. Depending upon the nature of the work being performed, the building
30 administrator should consider whether other precautions might also be necessary, such as the ready
31 availability of someone trained in CPR and basic first aid.
- 32 • ~~Before any member of any volunteer group performs any work, the member must complete the~~
33 ~~volunteer request form and criminal background history check form, which are available on the Human~~
34 ~~Resources website. While the substance of this form changes from time to time, this form basically~~
35 ~~acknowledges that the group and each of its members are responsible for their own health and safety~~
36 ~~while performing work on the campus of the Hamilton County Schools.~~ The group understands and
37 agrees that they are not employees of the school system and are, therefore, not covered by any policy of
38 insurance or any health benefit plan. They also agree that they are responsible for any damages they
39 cause to the property of the Hamilton County ~~Schools-Department of Education~~ or any injury they cause
40 to a student or employee of the Hamilton County ~~Schools-Department of Education~~.
- 41 • With regard to any faith-based group performing work on campus, they are free to have a moment of
42 prayer, meditation, or other similar faith-based observance while on campus provided that any such
43 observance is incidental to the group's primary purpose for being on campus, i.e., to work, ~~not~~
44 ~~represented to be offered on behalf of the Hamilton County Department of Education, and the group~~
45 ~~does not seek to compel or direct participation of any student, personnel, or anyone else present on the~~

- 1 **campus in the observance.** Furthermore, faith-based groups may not use any portion of the time they are
- 2 on campus to proselytize students or faculty members who are not already members of the group.

Legal References

1. TCA 49-6-7001
2. TCA 29-20-310 (e)
3. TCA 49-5-413

Cross References

Student Discrimination/Harassment/Hazing and
Bullying/Intimidation 6.304
Child Abuse and Neglect 6.409

Hamilton County Board of Education

Monitoring: Review: Annually, in 3rd Quarter	Descriptor Term: Lottery Scholarships	Descriptor Code: 4.605	Issued Date: 12/16/04
		Rescinded:	Revised: 12/08/22

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

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). **The priority date for Tennessee state aid is April 1st.** The FAFSA is available ~~at the counseling office or~~ online at www.fafsa.ed.gov. ~~The priority date for FAFSA completion is May 1.~~

Legal References

Cross References

1. TCA 49-4--904-907

Student Clubs and Organizations

Student organizations are viewed as a vital extension of the academic curriculum, intended to complement the basic instructional program. As an addition to the instruction program, all curricular materials shall strictly adhere to policies outlined in HCS Board Policy 4.0 - Instructional Program. Further, ~~we believe that~~ participation in these groups is a cornerstone of a meaningful school experience, fostering the leadership and social-emotional skills necessary for student success. While clubs and organizations are encouraged, the principal shall monitor and protect the good order and operations of the school against material and substantial disruption.

The principal, in cooperation with a committee which, **at the principal's discretion**, may include members of the school community, faculty, and student body representatives, must approve all clubs and organizations within the school **prior to the commencement of any activity on the part of any club or organization**. Each ~~activity~~ **club and organization** must have one or more staff members serving as sponsors. Sponsors must be approved by the principal. A sponsor must attend all meetings of the organization and provide supervision in a manner consistent with good order and operations. Sponsors are responsible for evaluating the activity annually and making recommendations regarding its continuance or deletion.

To promote parental partnership and transparency, the school shall maintain a comprehensive Student Organization Guide, **which shall, at a minimum, include all of the following:**

- An approved copy of the aims, objectives, and constitution for every **club and organization**;
- A clear description of each club **and organization's** mission, including any acronyms used; **and**
- A list of all dues or required financial obligations for membership.

Written and dated parental consent ~~is required~~ **must be obtained** before any minor student may join or participate in a club or organization.

The Director of Schools or a designee must approve any specific requirements for clubs with restricted membership. Sororities, fraternities, and all secret organizations are strictly prohibited. The nature of any initiation **into any club or organization** must be presented in writing to the sponsor and principal for approval prior to the event. Hazing and Discrimination are strictly prohibited.¹ Any organization allowing unapproved initiation activities will be suspended until reinstated by the principal.

To encourage a well-rounded educational experience, students are encouraged to leverage their participation for academic benefit. Students may satisfy .5 units of PE requirements through 80 hours of participation in approved activities like TSSAA sports or marching band.² Principals may approve absences for "educational enhancement opportunities" tied to extracurricular competitions or leadership conferences.

Legal References:

1. TCA 49-2-120;
2. Tenn. State BOE Policy 2.103

Cross References:

Extracurricular Activities 4.300

Student Discrimination/Harassment/Hazing and Bullying/Intimidation 6.304

Hamilton County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Educator Diversity	Descriptor Code: 5.1042	Issued Date: 03/18/21
		Rescinded:	Revised: 07/17/25

~~The Hamilton County Board of Education believes that students deserve access to diverse, effective teachers and high-quality instruction.~~

~~For the purposes of this policy, educator diversity refers to a teaching workforce that reflects a broad range of backgrounds, experiences, and perspectives, including but not limited to race, ethnicity, language, socioeconomic backgrounds, and pathways into the profession.~~

~~Therefore, the Hamilton County Board of Education is committed to Educator Diversity in Hamilton County Schools, and directs the Administration to do the following in support of inclusive educator recruitment and retention:~~

~~Develop strategies that support educator diversity, taking into consideration the diversity of the students Hamilton County Schools serves. These strategies shall be incorporated into and aligned with the district's strategic plan and shall be implemented in a manner consistent with all applicable state and federal non-discrimination laws.~~

~~The most effective strategies to recruit and retain diverse educators will be those that are tailored to our local context, informed by our data, and involve collaboration between Hamilton County Schools and educator preparation programs. Such strategies may include, but are not limited to:~~

- ~~1. Identifying prospective educators from the local pool of diverse students, paraprofessionals, industry professionals, or other community members and supporting them in seeking educator licensure, including providing information and assistance with enrolling in educator preparation programs;~~
- ~~2. Working with educator preparation program leadership to identify any potential barriers to entry and/or program completion for minority educators and to develop strategies to remove these barriers;~~
- ~~3. Reviewing the district-level recruitment processes, including the diversity of teams involved in recruitment, interviewing, and hiring, and revising these processes as needed;~~
- ~~4. Reviewing recruitment and application materials to eliminate potential barriers to entry for qualified educator candidates.~~

~~All strategies adopted under this policy shall comply with applicable state and federal laws. No hiring or employment decision shall involve preferential treatment.~~

~~Accordingly, the Hamilton County Board of Education adopts this Educator Diversity policy to~~

- 1 ~~authorize and direct the Administration of the Hamilton County Schools to develop an Educator~~
- 2 ~~Diversity Plan. The Educator Diversity Plan shall be shared with the Board annually, and the~~
- 3 ~~Administration will update the Board on progress yearly.~~

~~Legal References~~

~~Cross References~~

~~Equal Opportunity Employment 5.104~~

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

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

Date: February 19, 2026

Subject: December 2025 Legal Services Summary

Board Agenda Category:

- Consent Agenda
 - Action Item
 - Reports and Information
-

The following reflects the legal fees paid for services received during the month of December 2025.

Bennett & DeCamp, PLLC	
Retainer	\$20,000.00
TOTAL	\$20,000.00

Opportunity 2030 Commitment Connection

- Every Student Learns
- Every Student Belongs
- Every School Equipped
- Every Employee Valued
- Every Community Served