

# Hamilton County Department of Education Work Session

January 19, 2023 4:30 PM  
Board Room  
3074 Hickory Valley Road  
Chattanooga, TN 37421

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

- I. **Call to Order**
- II. **Delegations**
  - A. Heather Anderson Davis, East Lake Ele. Teacher speaking regarding the differentiated pay policy and express some concerns
  - B. Aaron Fowles, TEA speaking regarding differentiated pay
- III. **Presentation(s)**
  - A. Chief Financial Officer - Mary Ellen Heuton
    1. HCS Financial Update
- IV. **Brandon Allen, Director of Transportation - Discussion of Student Transportation RFP**
- V. **Committee Chair Updates**
- VI. **Discussion of the Board Meeting Agenda**
- VII. **Adjourn**

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

**MEMORANDUM**

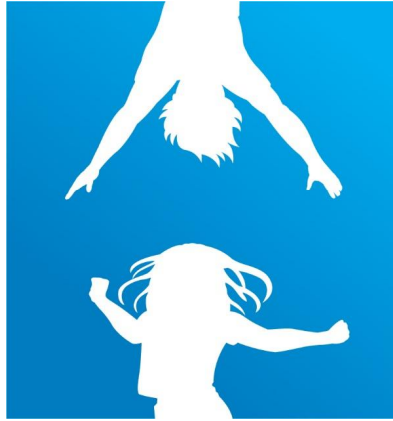
**TO:** Hamilton County Board of Education  
  
Dr. Justin Robertson  
Superintendent

**FROM:** Mary Ellen Heuton  
Chief Financial Officer

**DATE:** January 19, 2023

**RE:** HCS Financial Update Presentation

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



**HAMILTON**  
COUNTY  
SCHOOLS

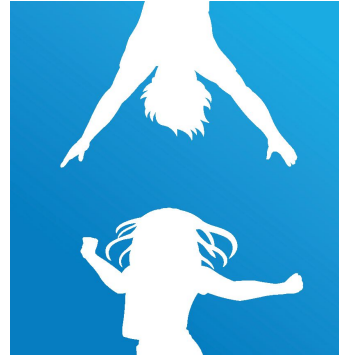
**FINANCE UPDATE**  
**Procurement - Budget**

January 19, 2023



*All children thrive and experience a future without limits.*

# Procurement Update



# Procurement Update Summary

## Revise Purchasing Thresholds

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

## Update Associated Processes

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

## Establish HCS Procurement Rules Handbook

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

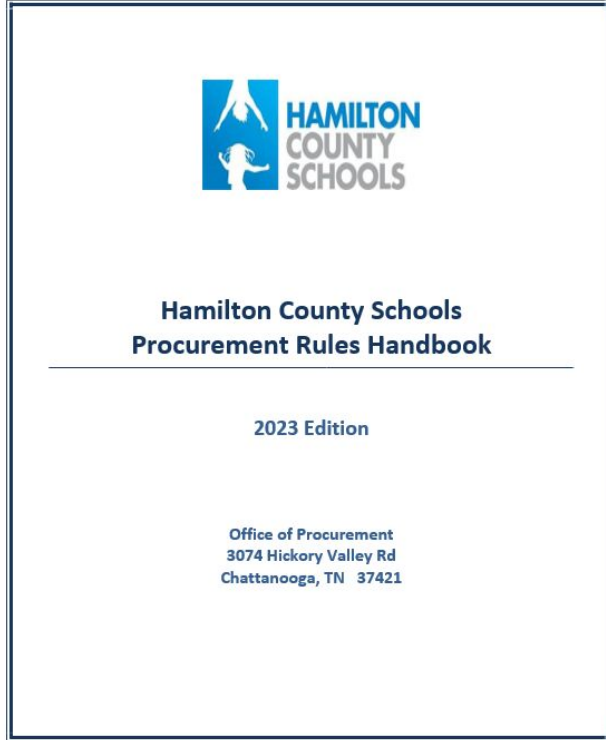
# Procurement Thresholds

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

## BENEFITS

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

# Procurement Handbook

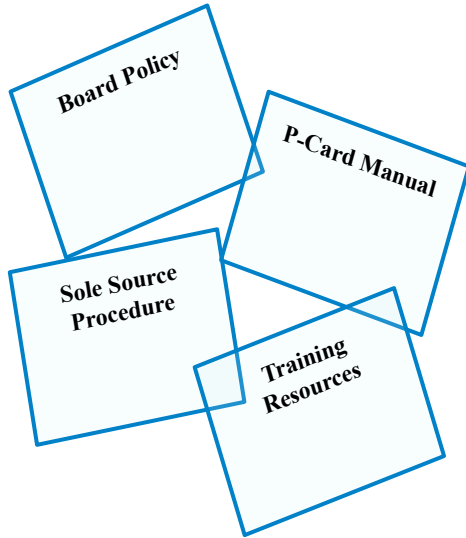


## BENEFITS

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

*Effective and Efficient Operations*

# Procurement Procedures Updates



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

**-Benjamin Franklin**

## 2023 IMPLEMENTATION

February - June

July

Transition Period.

Flexible application of updates.

Training sessions conducted.

Documentation audit, inventory, and review.

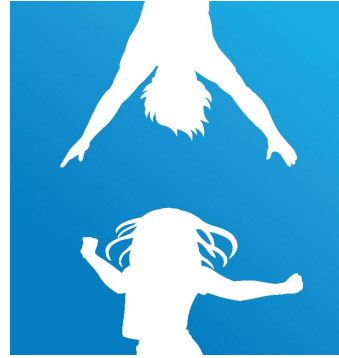
Additional resource creation.

Transition Period ends.

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

Continue training efforts, outreach, and resource production.

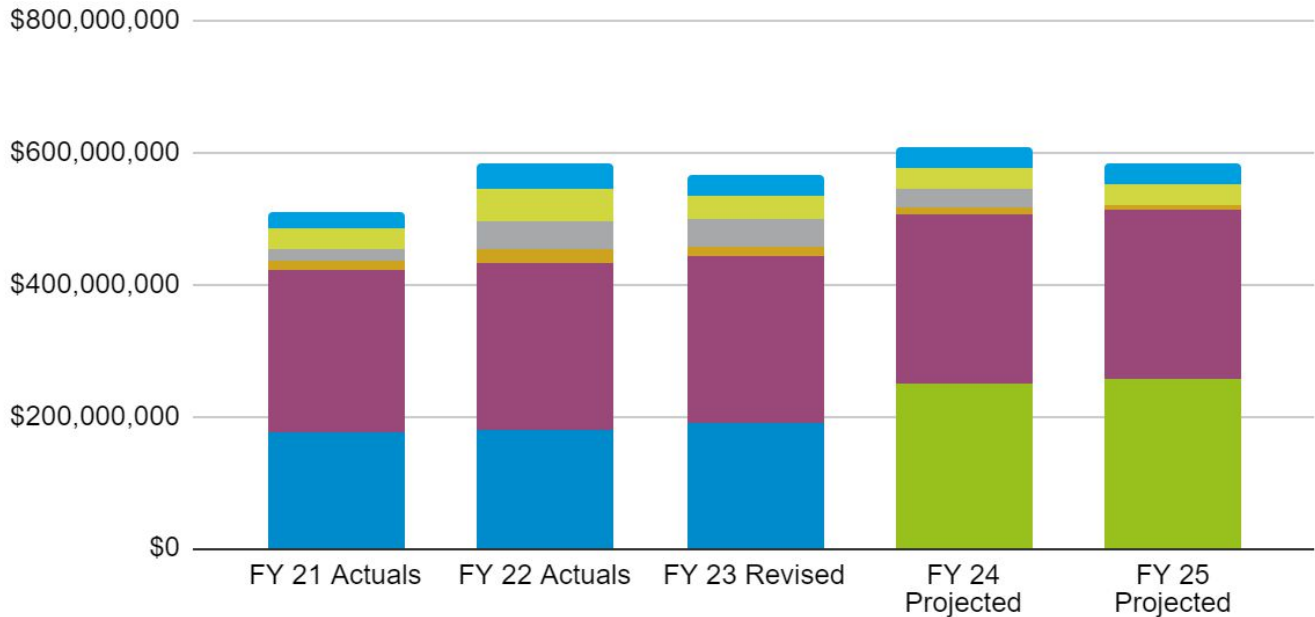
# Budget Update



# FY24 Budget Planning

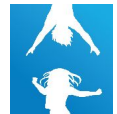
- ESSER 2.0 funding ends in FY23
- ESSER 3.0 funding ends in FY24
- TN BEP is being replaced with TISA
- FY24 Budget will be built around the new strategic plan
- Development of new student-based staffing model
  - New base positions dedicated to both academic press and personalization.

# Revenue Projection



Revenue Source

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



# Budget Timeline

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

February

March

April

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

March 16: Board Meeting - Budget Preview:

- Community Budget Priorities
- Other fund budgets
- FY24 GP Revenue Estimates

***Together*** we commit  
to a future where  
***all students thrive.***





**HAMILTON  
COUNTY  
SCHOOLS**

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

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## **Memorandum**

To: Hamilton County Board of Education

Justin Robertson, Ed.D.  
Superintendent

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

Brandon Allen  
Director of Transportation

Date: January 12, 2023

Re: RFP 23-13, Student Transportation

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