



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

423.209.8693 (phone)

423.209.8620 (fax)

Aug. 20th, 2009 Bd. Meeting

Memorandum

August 10, 2009

To: School Board Members
Dr. Jim Scales, Superintendent

From: Thomas Kranz

Re: **New Positions**

I would like to request School Board approval of the following new positions:

1. Food Service Group

Three, four hour positions to handle the expanded breakfast program at Soddy Daisy High School. These positions will be funded from the Food Service Funds. The addition of these positions will have no impact on the District's General Purpose Fund.

2. Exceptional Education Group

Recently, the Exceptional Education Group has become aware of four students who are in need of an attendant to assist the student in meeting their educational needs. The four schools which are in need of an attendant are as follows: Big Ridge Elementary (5th Grade), Normal Park Lower (2nd Grade), Lookout Valley Elementary (5th Grade), and East Ridge Elementary (4th Grade).

To fund these positions the Exceptional Education Group has requested the elimination of a teaching position in the Stimulus Budget and then to use these funds to cover these four positions.

There will be no impact on the District's General Purpose Budget from the addition of these positions.

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3. E4TN Group

In order to continue with the development and implementation of the e4TN partnership between the Hamilton County Department of Education and the Tennessee Department of Education the following additional positions are needed:

Software Developer	5	Classified
Implementation Supervisor	1	Classified
Instructional Supervisor	1	Classified
Database Administrator	1	Classified
Managers	4	Classified
Trainer	1	Classified
Online Teachers	2	Certified
Implementation Specialist	3	Certified
Total	18	

All of these positions will be funded from the e4TN Grant and will have no financial impact on the District's General Purpose Budget.

All of these positions will be advertised initially in Hamilton County. The Tennessee Department of Education has been extremely pleased with the quality of the employees provided by the Hamilton County Department of Education ("HCDE"). Some of these positions will be located outside of Hamilton County and may require advertising outside of HCDE. If this situation should occur it is the intent of HCDE for these employees to continue working as an employee of their existing school district and to enter into an agreement with that District to provide an employee on a temporary basis.

The addition of these positions will allow e4TN to provide the following services:

- a) Offer a full high school diploma online to all districts in Tennessee.
- b) Build credit recovery courses with pre-test and post-test options so that students can gain course credit without repeating an entire course.

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4. HSAT – An additional Parent Coordinator to be funded from carryover Title I funds. This addition will have no financial impact on the District's General Purpose Budget.
5. Calvin Donaldson Elementary - The Benwood Foundation has agreed to provide funding for the following two positions:
 - a) Teacher.
 - b) Educational Assistant.

These two positions will provide additional resources to the school in the implementation of the strategies of the Benwood Initiative.

These two additions will not have a financial impact on the District's General Purpose Budget.

It is expressly understood by everyone in the Administration that each of these positions will be eliminated once the current funding source is no longer available.

If there should be any questions regarding this request, please do not hesitate to contact me.

Thanking you in advance for your consideration of this request.

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Hamilton County Department of Education
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July 16th, 2009 Bd. Meeting

Memorandum

To: Dr. Jim Scales, Superintendent
 School Board Members

From: Thomas Kranz

Re: **Personnel Addition – Purchasing Department**

The approved FY2010 Budget included the following personnel changes:

1. Elimination of the Manager of Purchasing due to retirement.
2. Elimination of a full time Sr. Accounting Technician due to retirement.
3. Addition of a part-time Accounting Technician position.

These personnel changes assume that the full-time Director overseeing this department would assume the majority of the duties performed by the Manager.

As you may be aware the Director overseeing this department is battling a serious medical condition, which prohibits him from working during his time of treatment. While the prognosis is good for an eventual return to work, no one knows when this individual will be able to return to work.

As a result of this situation the two remaining personnel in the Purchasing Department and I have had to assume duties not initially projected. These additional duties, coupled with the stringent fiscal and accountability requirements for the ARRA Stimulus Funds places a tremendous burden on all of our abilities to have enough time to perform our job duties in a satisfactory manner. Therefore, I am requesting your approval to convert the part-time position in the FY2010 Budget into a full-time position. Further, I would like to request your authorization to appoint an individual into this position immediately and not proceed with the normal job posting procedures. The individual whom I am requesting approval has worked in the District for over ten years in positions which required extensive experience with the purchasing, budgeting and financial systems. These experiences make this individual uniquely qualified for the requested position. In addition, this individual's current job has been converted into a new job with a substantial change in their job duties.

In my opinion this request will have only a minimal financial impact on the cash flow of the General Purpose Fund and should have no impact on the budget due to vacancies and the replacement of positions where the long-time employee elected to take the early retirement incentive financial impact not being reflected in the General Purpose Budget.

I realize that this request is extraordinary and outside of the District's normal policies, however, in light of the current situation we are experiencing; I believe that the request is reasonable for this situation only.

If you should have any questions, please do not hesitate to contact me.

Thanking you in advance for your consideration of this request.

Approved:

(signature on file)

Superintendent

Date

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Oct. 15th, 2009 Bd. Meeting

Memorandum

October 2, 2009

To: School Board Members
Dr. Jim Scales, Superintendent

From: Thomas Kranz

Re: **New Positions**

I am requesting the School Board's approval to add the following positions:

1. Orchard Knob Middle School – Addition of a teacher in order to lower the pupil teacher ratio to provide the resources necessary to improve the academic performance of the school.
2. Hunter Middle School – Addition of a 6th grade teacher to address the class size requirement which states that the pupil teacher ratio can be no greater than 25:1. At the present time the pupil teacher ratio of the 6th grade is 25.1:1.
3. East Lake Academy – Addition of two 7th grade teachers to address the class size requirement which states that the pupil teacher ratio can be no greater than 25:1. At the present time the actual pupil teacher ratio in the 7th grade is 31:1.
4. East Lake Academy – Addition of a 6th grade teacher to address the class size requirement which states that the pupil teacher ratio can be no greater than 25:1. At the present time the actual pupil teacher ratio in the 6th grade is 25.8:1.
5. Social Worker/Truancy Officer – Addition of one social worker/truancy officer position. This position does not qualify for the District's benefits program. This position would work with the East Hamilton School and surrounding schools.
6. Hardy Elementary – The budget inadvertently did not include a kindergarten

position which was being filled by a substitute when the budget was prepared. The position is needed in order to meet the class size requirements. Thus, I am requesting the approval of one kindergarten teacher.

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7. HSAT – Addition of one exceptional education teacher to address the increase in the student population and comply with the state statutes.

All of the above requested positions would be paid from the General Purpose Budget. The projected annual cost of these eight (FTE) positions is \$333,000. Projected impact to the FY10 budget for these positions assuming that they are filled by November 1st is approximately \$250,000. The Administration believes that these positions can be funded without any adjustments to the current adopted budget.

8. Brown Academy – Elimination of one full-time educational assistant from the Title I budget and the addition of two part-time positions neither of which would qualify for the District's benefit program. There is no impact to the District's General Purpose Budget from this request.
9. Barger Academy – Addition of a part-time interventionist funded from the school's Title I budget. This position does not qualify for the District's benefit program. There is no impact to the District's General Purpose Budget from this request.
10. HSAT – Addition of four part-time teachers to work with the mathematics teachers and students. The cost for these positions, which do not qualify for the District's benefit program, would be funded from Title II(a). There would be no impact to the District's General Purpose Budget.
11. Food Service – Addition of three workers to address the increase number of students being served at East Hamilton School. These positions would be paid from the Food Service Budget and not have any financial impact on the District's General Purpose Budget.

If there should be any questions, please do not hesitate to contact me.

Thanking you in advance for your consideration of these requests.

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Sept. 17th, 2009 Bd Meeting

Memorandum

September 8, 2009

To: School Board Members
 Dr. Jim Scales, Superintendent

From: Thomas Kranz

Re: **Federal Program New Positions**

Federal Funds are allocated to the school district from October 1st to September 30th. Due to the School District's year end being June 30th, every year the majority of the Title schools have carryover funds at this date. Generally, schools will reallocate their carryover funds.

As a result of this analysis, we are requesting the following position changes for positions funded by Title I and Stimulus funds:

Title I Funds

Alpine Crest Elementary -	Remove 1 part-time educational assistant.
Clifton Hills Elementary -	Add 1 full-time educational assistant.
East Lake Academy -	Add 1 part-time educational assistant.
Harrison Elementary -	Move 1 full-time Family Partnership Specialist from Title I funds to the 21 st Century Grant.
Hardy Elementary -	Remove 1 full-time teacher.
Hardy Elementary -	Add 1 full-time educational assistant.
Hillcrest Elementary -	Move 1 full-time Family Partnership Specialist from Title I funds to the 21 st Century Grant.
HSAT -	Remove 1 full-time educational assistant.
Lakeside Elementary -	Add 1 part-time interventionist.
Lookout Valley Middle/High -	Remove 1 part-time interventionist.
Orchard Knob Elementary -	Add 2 full-time educational assistants.
Spring Creek Elementary -	Remove 2 part-time interventionist.
Shepherd Elementary -	Remove 2 part-time educational assistants.

Tyner Middle Academy -
Woodmore Elementary -

Add 2 part-time interventionists.
Add 1 part-time interventionist.

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Title I Stimulus Funds

District Based Fund - Remove 2 part-time COMP (Classroom Management Program) Specialists.

School Based Stimulus Funds:

Brown Middle - Remove 1 part-time interventionist.
Calvin Donaldson Elementary - Remove 1 part-time interventionist.
East Lake Academy - Add 1 part-time interventionist.
East Lake Elementary - Split 1 Family Partnership Specialist position funding with 50% coming from Stimulus and 50% from the 21st Century Grant.
East Ridge Middle - Remove 1 full-time educational assistant.
East Ridge Middle - Add 3 part-time interventionists.
Orchard Knob Elementary - Remove 2 part-time interventionists.
Orchard Knob Elementary - Split 1 Family Partnership Specialist position funding with 50% coming from Stimulus and 50% from the 21st Century Grant.

There is no financial impact to the District's General Purpose Budget resulting from any of the requested position changes. As we have mentioned previously, when the funding for this positions is no longer available, the related position is eliminated.

If anyone should have any questions, please do not hesitate to contact me.

Thanking you in advance for your consideration of this request.

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