
REGULAR BOARD MEETING
Monday, August 3, 2020 7:00 PM
Room 203 Central Office

- I. Call To Order
- II. Approval of July 6, 2020 Regular Meeting Minutes
- III. Approval of Agenda
- IV. Superintendent of the Year Recognition
- V. Communications to the Board
 - A. Director's Report
 - B. Financial Report
 - C. OPEB Financial Statement
- VI. Items Requiring Board Action
 - A. Budget Amendments
 - B. 2020-2021 School Re-Opening Plan
 - C. 2020-2021 Chromebook Protective Cases
 - D. 2020-2021 Chromebook Charging Carts
 - E. 2020-2021 School Desks Bid
 - F. 2020-2021 Patch Paving and Paving Services
 - G. 2020-2021 Propane Contract
 - H. Revised Board Policies - 4.205, 6.319, 6.409, 4.2013 - (1st Reading)

 - I. Revised Board Policies 4.605, 6.3041, 6.305 (2nd Reading)
 - J. Board Policy Review 5.1101--5.118
 - K. Cooperative Purchasing
- VII. Announcements
 - A. TSBA Fall District Meeting - Franklin County - September 24, 2020
 - B. TSBA Leadership Conference and Convention - November 12-15, 2020
- VIII. Adjourn

Monday, July 6, 2020
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, July 6, 2020, at 7:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Tim Hobbs, Steve Gianakos, Ron Gammons, Jane Herron, and Vance Willis. Amy Bryant attended the meeting virtually. Tim Hobbs served as the Chair of the meeting.

Steve Gianakos made a motion to approve the minutes from the board meeting held on Monday, June 1, 2020. Jim Hudgins seconded the motion.

Monday, June 1, 2020
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, June 1, 2020, at 7:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Ron Gammons, Jane Herron, and Vance Willis. Jim Hudgins was absent from the meeting.

Steve Gianakos made a motion to approve the minutes from the board meeting held on Monday, May 4, 2020. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Jane Herron made a motion to approve the agenda for the June 1, 2020, board meeting. Vance Willis seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, June 1, 2020, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Approval of May 4, 2020 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. Family Resource Centers Year End Report--Center Directors
- V. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
 - B. Request for Athletic Practice During School Day 2020-2021--Deputy Superintendent
 - C. Resolution to Grant Authority to Designate Reserves--Director of Schools
 - D. Authorize Director to Submit Reports, Applications, and Grants--Director of Schools
 - E. 2020-2021 Professional Personnel Decisions--Director of Schools
 - F. 2020-2021 Notice of Placement of Licensed Personnel--Director of Schools
 - G. 2020-2021 Re-Employment and Placement of Support Staff--Director of Schools
 - H. Grant Executive Committee Authority to Close out Year--Director of Schools
 - I. Annual Agenda--Director of Schools

- J. 2020-2021 Board Meeting Dates--Director of Schools
 - K. 2020-2021 Differentiated Pay Plan--Director of Schools
 - L. 2020-2021 Salary Schedules--Business Officer
 - M. 2020-2021 142 Federal Budget--Business Officer
 - N. Teacher Tenure Recommendations--Director of Accountability
 - O. School Van Purchase--Transportation Director
 - P. Bleacher Services Contract--Maintenance Director
 - Q. Maintenance Building Request--Maintenance Director
 - R. Multi-Year Floor Services--Maintenance Director
 - S. Declaration of Surplus Property--Maintenance Director
 - T. CIS Paving--Maintenance Director
 - U. Land Behind HCMS Offer--Director of Schools
 - V. Board Policy Review 4.700--4.804--Director of Accountability
- VI. Announcements
- A. TSBA Fall District Meeting--Franklin County--September 24, 2020
 - B. TSBA Leadership Conference and Convention--November 12-15, 2020

VII. Adjourn

On a voice vote, the motion was approved 6-0.

Michelle Gilbert reported an amendment to the Director's Report under Support Staff Appointment to add Hawkins Wolcott, Taryn McCaleb, Rachel Walls, and Myleah McGuigan as volunteer coaches at HCMS. Steve Gianakos made a motion to accept the amended Director's Report. Ron Gammons seconded the motion.

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: May 20, 2020
 RE: June Director's Report

Leave of Absence

<u>Professional</u>	
Ashley Totty	2020-2021 school year
<u>Support Staff</u>	

Hiring

Professional
Support Staff

Resignation

<u>Professional</u>	
Tonya Haley	EHES Special Education
Rosalind Saline	EHIS Special Education
<u>Support Staff</u>	
Victor Wharton	EHHS Boys Basketball

Retirement

<u>Professional</u>	
Denise Hudgins	CIS Interventionist
Rebecca Gatewood	CIS Interventionist
Brendlyn Durham	CIS Library Media Specialist
<u>Support Staff</u>	
Nan Thomas	Special Education Assistant

Transfers

Professional

R.E. McDonald

Dereck Hale

Bethany Ring

Karissa Campbell

Catherine Shelby

Support Staff

Jennie Morley

Wanda LeMaster

HCMS Teacher to HCHS History

EHMS Teacher to EHIS Library Media Specialist

CIS Assistant Principal to EHMS Teacher

EHMS Special Education to CIS Special Education

EHHS School Counselor to EHES School Counselor

HCMS Special Education Assistant to HCHS Special Education Assistant

EHMS Special Education Assistant to EHIS Special Education Assistant

Appointment

Professional

Support Staff

Hawkins Wolcott

Taryn McCaleb

Rachel Walls

Myleah McGuigan

HCMS Volunteer Football Coach

HCMS Volunteer Volleyball Coach

HCMS Volunteer Volleyball Coach

HCMS Volunteer Cheer Coach

Open Positions

1 Music Position

1 Secondary English Position

1 Secondary History Position

1 K-5 ELA Position

1 School Counselor Position

2 Secondary Math Position

4 Special Education Positions

1 Bookkeeper Position

2 Intervention Positions

2 Special Education Assistant

1 Regular Education Assistant

1 Student Support Project AWARE

On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to accept the financial report. Tim Hobbs seconded the motion.

On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to accept the Family Resource Center End of Year Reports.

Vance Willis seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve Budget Amendments 14-18 as presented. Steve

Gianakos seconded the motion.

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve athletic practice to be held during the school day for the 2020-2021 school year. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve resolution 20-15 for GASB 54. Ron Gammons seconded the motion.

Resolution 20-15

Assignment Authority
GASB 54

BE IT RESOLVED by the Board of Education of Hickman County, Tennessee, assembled in regular session this 1st day of June, 2020, that the Director of Schools shall have the authority to establish the amounts of funds that will be ASSIGNED for specific purposes for the fiscal year ended June 30, 2020.

Upon approval, this resolution will be placed in the minutes of the Board of Education. The resolution must be passed each fiscal year.

Action: _____6_____ Aye _____0_____ Nay _____1_____ Absent

Adopted:

Attest:

Aye

Nay

Pass

Absent

Amy Bryant
Ron Gammons
Steve Gianakos
Jane Herron
Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Tim Hobbs made a motion to authorize the Director of Schools to submit Reports, Applications, Amendments, and Addenda including Federal applications and Budgets, and any other grants or awards in closing the 2019-2020 school year and for the rising 2020-2021 school year on behalf of the Hickman County School System. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Ron Gammons made a motion to accept the receipt of the licensed personnel decisions. Vance Willis seconded the motion. Jane Herron, Vance Willis, and Tim Hobbs declared a potential conflict of interest but stated they would vote on behalf of their constituents. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion that the Board acknowledge the Director of Schools placement of Licensed Personnel and authorize such be placed in the minutes of the Board. Tim Hobbs seconded the motion. Tim Hobbs, Vance Willis, and Jane Herron declared a potential conflict of interest but stated they would vote on behalf of their constituents. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion that the Director of Schools re-employment list and placement of support staff for the 2020-2021 school year be placed in the minutes of the Board. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to grant the Executive Committee, with guidance from our State Financial Consultant, Business Officer, and Finance Office Director and Assistant Director authority to close out the financial books including budget amendments. All members are provided with a report at the next board meeting. Steve Gianakos seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the annual agenda. Jane Herron seconded the motion.

Hickman County Board of Education
Annual Agenda 2020-2021

July

Student Discipline Hearing Authority Designation

August

Approval of School Audit Services Contract

September

October

Election of Officers of the Board (3rd meeting of the fiscal year)

Compliance Report

Textbook Certification

Approval of School Calendar

November

Approval of Supplement Splitting

December

January

Set Board Retreat

February

Set Budget Calendar

March

Set School Attendance Zones

April

Adoption of Textbooks

May

Approval of 141, 142, 143 Budgets

Authorize Superintendent Submit Grants, Applications, Reports, Amendments, and Addenda

Personnel Decisions and Placement

Teacher Tenure

June

Adopt Board Meeting Schedule for 2021-2022

Grant Executive Committee authority to close out fiscal year

Report of Director's Evaluation

On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the 2020-2021 Board Meeting Dates. Vance Willis seconded the motion.

2020-2021
Hickman County Board of Education
Board Meeting Dates

July 6, 2020
August 3, 2020
September 21, 2020 (work session only)
October 5, 2020
November 2, 2020
December 7, 2020
January 4, 2021
February 1, 2021
March 1, 2021
April 5, 2021
May 3, 2021
June 7, 2021

On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve the 2020-2021 Differentiated Pay Plan. Jane Herron seconded the motion. Tim Hobbs, Vance Willis, and Jane Herron declared a potential conflict of interest but declared they would vote on behalf of the best interests of their constituents.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the salary schedules for the 2020-2021 school year. Tim Hobbs seconded the motion. Tim Hobbs, Steve Gianakos, Jane Herron, and Vance Willis declared a potential conflict of interest but declared they would vote on behalf of the best interests of their constituents.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the 142 Federal Budget as presented. Tim Hobbs seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
			Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Ron Gammons made a motion to grant tenure to the following educators: Shelby Owens, Cassie Hale, Sara Lawson, Diana Lankford, Connie Graves, Chris Austin, Emily Cross, Robyn Emerson, Savannah Anglin, Jennifer Brewer, Thomas Stanley, Brett Lovett, Eddie Boone, Kristin Carter, Pauline Hibbs, and Courtney Crawford. Amy Bryant seconded the motion. Vance Willis declared a conflict of interest but declared to vote on behalf of the interest of his constituents. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the purchase of 2 Dodge Caravans for \$50,000.00 from the state contract. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
			Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the Bleacher Services bid with FaciliServ. Tim Hobbs seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
			Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Steve Gianakos
Jane Herron
Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Vance Willis made a motion to approve the review of board policies 4.700-4.804. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

The meeting was adjourned at 8:06 p.m.

On a voice vote, the motion to approve the minutes was approved 7-0.

Jane Herron made a motion to approve the minutes for the special called board meeting held on Monday, June 30, 2020. Jim Hudgins seconded the motion.

Tuesday, June 30, 2020

SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special session on Tuesday, June 30, at 6:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Ron Gammons, Jane Herron, and Vance Willis. Steve Gianakos attended the meeting virtually.

Jane Herron made a motion to approve the agenda. Tim Hobbs seconded the motion.

The Hickman County Board of Education will meet in special session on Tuesday, June 30, 2020, at 6:00 p.m. in Room 203 of the Central Office building. A work session will be held after the meeting to discuss the re-opening of school for the 2020-2021 school year in Room 203 of the Central Office Building.

- I. Call to Order
- II. Approval of Agenda
- III. Items Requiring Board Action
 - A. 2020-2021 Consolidated Application--Director of Schools
 - B. 2020-2021 ESSER Application--Director of Schools
- IV. Adjourn

On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the addition of an Academic Technology Assistant in the Federal Budget. Vance Willis seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
Jim Hudgins			
Vance Willis			

On a roll call vote, the motion was approved 7-0.

Jane Herron made a motion to approve the Consolidated Application for the 2020-2021 school year. Jim Hudgins seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
Jim Hudgins			
Vance Willis			

On a roll call vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the ESSER spending plan budget for the 2020-2021 school year. Jane Herron seconded the motion.

Hickman County ESSER Spending Plan (CARES Act Funding)

Plan Component	Allocation
Total Project	\$879,730.25
Purchasing Educational Technology (devices, internet connectivity)	\$477,830.00
Providing Summer and Supplemental Learning	\$126,120.00
Planning for Long-Term Closures	\$41,400.00
Addressing the Unique Needs of Special Populations	\$126,574.00
Conducting Other Necessary Activities to maintain the operation of services, employing existing staff, coordinating activities, or providing principals and school leaders necessary resources	\$107,806.25
Total budgeted	\$879,730.25

On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to accept the Director's Report. Tim Hobbs seconded the motion.

Memorandum

To: Board Members
From: Michelle Gilbert
Date: June 29, 2020
RE: July Director's Report

Leave of Absence

Professional

Lauren Powell

August 10-December, 2020 (FMLA)

Support Staff

Hiring

Professional

Sarah Fraley

EHIS Intervention

Erin Morrow

EHES/EHIS Music Teacher

Abigail Loveless

EHMS Language Arts

Andrea Irwin

EHHS School Counselor

Ryan Harrison

HCMS History/Football

Support Staff

Lena Frazier

HCHS Attendance Secretary

Sheila Plunkett

HCHS Bookkeeper

Shayna Scoggins

Special Education Assistant

Jolean McNatt

Special Education Assistant

Resignation

Professional

Mandy Harrison

CES Teacher

Support Staff

Bernadette Mathis

Food Service

Vickie Middleton

Food Service

Jennifer Buchanan

Food Service

Laura Teet

Food Service

Nikki Tilley

HCHS Attendance Secretary

Retirement

Professional

Karen Bridges

CIS RTI

Peggy McClellan

EHIS Teacher

Support Staff

Transfers

Professional

Bethany Powers

CIS Teacher to CIS Library Media Specialist

Mollie Chessor

CIS Teacher to CIS Interventionist

Debbie Gross

EHIS RTI to HCSS Gifted Instructor

Support Staff

Appointment

Professional

Support Staff

Open Positions

- 1 Secondary English Position
- 1 Secondary History Position
- 1 K-5 ELA Position
- 2 Secondary Math Position
- 4 Special Education Positions
- 2 Intervention Positions
- 1 Regular Education Assistant
- 1 Student Support Project AWARE

On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to accept the Financial Report. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Jennifer Kinney, a parent in the Hickman County School System made public comment to the board regarding her concerns towards nutrition in the school system.

Ron Gammons made a motion to approve Close Out Budget Amendments 19, 20, and 21 to close the financial year. Steve Gianakos seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
Jim Hudgins			
Vance Willis			

On a roll call vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve the recommendation of the appointment of the Student Discipline Hearing Authority members for the 2020-2021 school year. Tim Hobbs seconded the motion.

- Student Discipline Hearing Authority
- 2020-2021
- Beth Robinson--EHHS
- Cynthia Hughes--EHIS
- Bryan Anglin--EHMS
- Eric Cannon--CIS
- Clay Chessor--HCHS
- Julia Thomasson--Special Programs
- Becky Malugin--Chair

On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the traditional portion of the plan to reopen schools for the 2020-2021 school year with the following amendments: under the Transportation component, remove siblings sit together, assigned seats, and unloading one at a time and add assigned seats per driver discretion. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the amended version of the School Re-Opening Plan. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the 2020-2021 prices for School Lunch and Breakfast. Jim Hudgins seconded the motion.

Breakfast \$1.50 for all schools

Lunch \$2.25 for grades PK-5

\$2.50 for grades 6-12

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve the recommendations of tenure for Craig Shelton and Jennifer Lange. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the recommendation of setting out of county tuition at \$1,000 per year for the 2020-2021 school year. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the Memorandum of Understanding with the Town of Centerville for the use of the Centerville Municipal Golf Course. Steve Gianakos seconded the motion. Amy Bryant declared a potential conflict due to her son playing golf but said she would vote on behalf of her constituents.

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Ron Gammons
Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins
Vance Willis

On a roll call vote, the motion was approved 7-0.

The meeting was adjourned at 7:45 p.m.



AMY BRYANT
9589 S. Lick Creek Rd., Lyles, TN 37098

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

TIM HOBBS
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

JIM HUDGINS
1297 E. Grinders Switch Rd., Centerville, TN 37033

JANE HERRON
1222 Hwy. 100., Centerville, TN 37033

STEVE GIANAKOS
9792 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS
2868 Hwy 48 N., Nunnely, TN 37137

Michelle Gilbert
Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

The Hickman County Board of Education will meet in regular session on Monday, August 3, 2020, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Approval of July 6, 2020 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Superintendent of the Year Recognition—Dale Lynch, Executive Director of TOSS (Tennessee Organization of School Superintendents)
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Financial Statement--Director of Schools
- VI. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
 - B. 2020-2021 School Re-Opening Plan--Director of Schools
 - C. 2020-2021 Chromebook Protective Cases--Technology Director
 - D. 2020-2021 Chromebook Charging Carts--Technology Director
 - E. 2020-2021 School Desks Bid--Director of Schools
 - F. 2020-2021 Patch Paving and Paving Services--Maintenance Director
 - G. 2020-2021 Propane Contract--Director of Transportation
 - H. Revised Board Policies 4.205, 6.319, 6.409, 4.2013 (1st Reading)--Director of Accountability
 - I. Revised Board Policies 4.605, 6.3041, 6.305 (2nd Reading)--Director of Accountability
 - J. Board Policy Review 5.1101--5.118--Director of Accountability
 - K. Cooperative Purchasing--Director of Schools
- VII. Announcements
 - A. TSBA Fall District Meeting--Franklin County--September 24, 2020
 - B. TSBA Leadership Conference and Convention--November 12-15, 2020
- VIII. Adjourn



AMY BRYANT
9589 S. Lick Creek Rd., Lyles, TN 37098

JANE HERRON
1222 Hwy. 100., Centerville, TN 37033

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

STEVE GIANAKOS
9792 Dogwood Dr., Bon Aqua, TN 37025

TIM HOBBS
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

VANCE WILLIS
2868 Hwy 48 N., Nunnely, TN 37137

JIM HUDGINS
1297 E. Grinders Switch Rd., Centerville, TN 37033

Michelle Gilbert
Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

Memorandum

To: Board Members
From: Michelle Gilbert
Date: July 27, 2020
RE: August Director's Report

Leave of Absence

Professional

Stacia Anglin July 29-August 19, 2020 (FMLA)

Support Staff

Lisa Gordon August 3-August 10, 2020 (FMLA)

Hiring

Professional

Wynona Constance	EHIS Intervention
Jill Bosarge	HCHS Biology
Sky Kelly	CIS Teacher
Katelyn Lambdin	CIS Teacher
Tracy Rivers	HCHS Intervention
Damien Clayton	HCHS History
Jessica Cook	EHMS English Language Arts

Support Staff

Chris Redden	EHMS Assistant Football Coach
Daren J. Key	HCHS ISS
Ashley Welker	CES Special Education Assistant
Sarah Eisenhuth	CES Special Education Assistant
Beverly Smith	CES Special Education Assistant

Resignation

Professional

Support Staff

Amanda Mayberry CES Special Education Assistant

Retirement

Professional

Darin Cochran Alternative School

Support Staff

Transfers

Professional

Laura Harris

CIS Special Education to HCMS Special Education

Support Staff

Appointment

Professional

Support Staff

Open Positions

Personal Finance/Economics

K-5 Behavior Position

Secondary Math Position

3 Special Education Positions

Bus drivers

Food Service

Template Name: LGC Summary
 Created by: LGC

Hickman County Finance
 Summary Financial Statement
 June 2020

User:
 Date/Time:

Michael Elkins
 8/3/2020 1:05 PM
 Page 1 of 4

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,965,472.00	(3,093,596.15)	104.32 %	247,122.67	(22,630.22)	9.16 %
40120	Trustee's Collections - Prior Year	100,000.00	(80,232.33)	80.23 %	8,333.33	(5,009.63)	60.12 %
40125	Trustee's Collections - Bankruptcy	0.00	(747.39)	0.00 %	0.00	(125.36)	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	55,000.00	(27,980.28)	50.87 %	4,583.33	(9,174.08)	200.16 %
40140	Interest And Penalty	21,000.00	(17,075.35)	81.31 %	1,750.00	(1,641.40)	93.79 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(3,485.27)	87.13 %	333.33	(288.65)	86.60 %
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00 %	500.00	0.00	0.00 %
40210	Local Option Sales Tax	1,600,000.00	(1,822,998.13)	113.94 %	133,333.33	(349,928.75)	262.45 %
40270	Business Tax	30,000.00	(34,466.18)	114.89 %	2,500.00	(15,606.02)	624.24 %
40320	Bank Excise Tax	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
40350	Interstate Telecommunications Tax	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
41110	Marriage Licenses	1,300.00	(1,235.00)	95.00 %	108.33	(256.50)	236.77 %
43513	Tuition - Summer School	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
43517	Tuition - Other	1,000.00	(2,500.00)	250.00 %	83.33	0.00	0.00 %
43570	Receipts From Individual Schools	60,000.00	(27,964.10)	46.61 %	5,000.00	(3,427.76)	68.56 %
43582	Community Service Fees - Adults	200.00	(188.94)	94.47 %	16.67	(6.00)	36.00 %
44120	Lease/Rentals	1,000.00	(680.00)	68.00 %	83.33	0.00	0.00 %
44146	E-Rate Funding	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
44170	Miscellaneous Refunds	28,100.39	(12,232.86)	43.53 %	2,341.70	31,301.46	-1,336.70 %
44530	Sale Of Equipment	5,000.00	(11,401.45)	228.03 %	416.67	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	(2,680.44)	89.35 %	250.00	0.00	0.00 %
44570	Contributions & Gifts	15,000.00	(9,557.37)	63.72 %	1,250.00	0.00	0.00 %
46511	Basic Education Program	22,360,000.00	(22,353,819.20)	99.97 %	1,863,333.33	(2,012,128.65)	107.99 %
46515	Early Childhood Education	419,362.00	(415,781.60)	99.15 %	34,946.83	(162,501.46)	465.00 %
46520	School Food Service	22,000.00	(20,371.60)	92.60 %	1,833.33	0.00	0.00 %
46550	Driver Education	10,000.00	(4,914.19)	49.14 %	833.33	0.00	0.00 %
46590	Other State Education Funds	250,000.00	(240,878.39)	96.35 %	20,833.33	(240,878.39)	1,156.22 %
46591	Coordinated School Health	90,000.00	(90,000.00)	100.00 %	7,500.00	(47,895.85)	638.61 %
46594	Family Resource Centers	59,223.00	(59,223.30)	100.00 %	4,935.25	0.00	0.00 %
46610	Career Ladder Program	60,000.00	(52,684.56)	87.81 %	5,000.00	(1,179.50)	23.59 %
46851	State Revenue Sharing -T.V.A.	250,000.00	(234,357.37)	93.74 %	20,833.33	(58,589.35)	281.23 %
46980	Other State Grants	406,536.00	(299,836.00)	73.75 %	33,878.00	(296,886.00)	876.34 %
46981	Safe Schools	104,023.10	(104,803.10)	100.75 %	8,668.59	(104,803.10)	1,209.00 %
46990	Other State Revenues	25,062.30	(5,407.30)	21.58 %	2,088.53	(345.00)	16.52 %
47640	Rotc Reimbursement	65,000.00	(70,442.64)	108.37 %	5,416.67	(10,713.33)	197.78 %
48990	Other	111,400.00	(146,203.66)	131.24 %	9,283.33	(65,911.90)	710.00 %
49700	Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
49800	Transfers In	25,000.00	(22,095.91)	88.38 %	2,083.33	(22,025.61)	1,057.23 %

Template Name: LGC Summary
 Created by: LGC

Hickman County Finance
 Summary Financial Statement
 June 2020

User:
 Date/Time:

Michael Elkins
 8/3/2020 1:05 PM
 Page 2 of 4

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
	Total Revenues	29,211,178.79	(29,275,840.06)	100.22 %	2,434,264.90	(3,400,651.05)	139.70 %
Expenditures							
71100	Regular Instruction Program	(14,023,399.39)	13,334,563.86	95.09 %	(1,168,616.62)	1,190,065.68	101.84 %
71150	Alternative Instruction Program	(170,436.00)	164,805.46	96.70 %	(14,203.00)	25,006.90	176.07 %
71200	Special Education Program	(3,074,402.00)	2,856,439.90	92.91 %	(256,200.17)	521,508.11	203.55 %
71300	Career and Technical Education	(1,150,695.00)	986,369.86	85.72 %	(95,891.25)	189,374.53	197.49 %
72110	Attendance	(157,047.00)	139,921.21	89.10 %	(13,087.25)	18,999.68	145.18 %
72120	Health Services	(362,746.00)	331,562.73	91.40 %	(30,228.83)	61,715.18	204.16 %
72130	Other Student Support	(944,221.00)	864,326.68	91.54 %	(78,685.08)	230,774.56	293.29 %
72210	Regular Instruction Program	(1,354,356.00)	1,151,499.48	85.02 %	(112,863.00)	209,695.31	185.80 %
72220	Special Education Program	(115,363.00)	112,740.76	97.73 %	(9,613.58)	13,728.55	142.80 %
72230	Career and Technical Education	(114,933.00)	98,705.81	85.88 %	(9,577.75)	17,187.27	179.45 %
72250	Technology	(275,049.00)	248,774.65	90.45 %	(22,920.75)	24,111.02	105.19 %
72310	Board Of Education	(670,000.00)	452,705.27	67.57 %	(55,833.33)	26,796.10	47.99 %
72320	Director Of Schools	(303,179.00)	271,434.33	89.53 %	(25,264.92)	43,691.98	172.94 %
72410	Office Of The Principal	(1,711,905.30)	1,517,237.78	88.63 %	(142,658.78)	322,943.62	226.37 %
72510	Fiscal Services	(45,000.00)	42,235.00	93.86 %	(3,750.00)	42,000.00	1,120.00 %
72610	Operation Of Plant	(2,313,000.00)	1,871,463.48	80.91 %	(192,750.00)	89,025.86	46.19 %
72620	Maintenance Of Plant	(1,114,193.10)	972,959.59	87.32 %	(92,849.43)	72,290.79	77.86 %
72710	Transportation	(2,461,764.00)	2,189,181.30	88.93 %	(205,147.00)	164,403.74	80.14 %
72810	Central And Other	(259,500.00)	186,793.25	71.98 %	(21,625.00)	143,077.34	661.63 %
73100	Food Service	(34,960.00)	27,504.06	78.67 %	(2,913.33)	2,426.67	83.30 %
73300	Community Services	(130,305.00)	125,256.17	96.13 %	(10,858.75)	22,285.98	205.24 %
73400	Early Childhood Education	(448,354.00)	428,078.66	95.48 %	(37,362.83)	82,250.35	220.14 %
76100	Regular Capital Outlay	(331,000.00)	314,245.40	94.94 %	(27,583.33)	86,838.00	314.82 %
99100	Transfers Out	(165,000.00)	165,601.98	100.36 %	(13,750.00)	165,601.98	1,204.38 %
	Total Expenditures	(31,730,807.79)	28,854,406.67	90.93 %	(2,644,233.98)	3,765,799.20	142.42 %
Total	141 General Purpose School	(2,519,629.00)	(421,433.39)	-16.73 %	(209,969.08)	365,148.15	173.91 %

Template Name: LGC Summary
 Created by: LGC

Hickman County Finance
 Summary Financial Statement
 June 2020

User:
 Date/Time:

Michael Elkins
 8/3/2020 1:05 PM
 Page 3 of 4

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.05	0.00 %
47131	Vocational Educ - Basic Grants To	104,022.67	(103,734.77)	99.72 %	8,668.56	(43,558.92)	502.49 %
47141	Title 1 Grants To Local Educ Agencies	1,335,300.94	(1,198,971.27)	89.79 %	111,275.08	(256,362.81)	230.39 %
47143	Special Education - Grants To States	1,027,116.54	(871,779.08)	84.88 %	85,593.05	(169,095.56)	197.56 %
47145	Special Education Preschool Grants	29,322.74	(20,902.86)	71.29 %	2,443.56	(9,879.50)	404.31 %
47146	English Language Acquisition Grants	146,012.83	(40,465.28)	27.71 %	12,167.74	(11,604.56)	95.37 %
47148	Rural Education	121,540.11	(58,885.25)	48.45 %	10,128.34	(15,473.72)	152.78 %
47189	Eisenhower Prof Development State	190,954.66	(106,811.55)	55.94 %	15,912.89	(51,630.91)	324.46 %
47590	Other Federal Through State	297,265.94	(209,846.89)	70.59 %	24,772.16	(87,143.31)	351.78 %
49800	Transfers In	0.00	(2,317.98)	0.00 %	0.00	(2,317.98)	0.00 %
	Total Revenues	3,251,536.43	(2,613,714.93)	80.38 %	270,961.37	(647,067.22)	238.80 %
Expenditures							
71100	Regular Instruction Program	(1,189,907.36)	1,017,786.49	85.53 %	(99,158.95)	263,479.20	265.71 %
71200	Special Education Program	(622,589.15)	583,653.21	93.75 %	(51,882.43)	221,734.87	427.38 %
71300	Career and Technical Education	(94,544.25)	94,256.35	99.70 %	(7,878.69)	7,773.75	98.67 %
72130	Other Student Support	(335,222.69)	237,393.04	70.82 %	(27,935.22)	16,612.44	59.47 %
72210	Regular Instruction Program	(553,558.35)	353,886.59	63.93 %	(46,129.86)	109,378.46	237.11 %
72220	Special Education Program	(425,878.75)	301,297.32	70.75 %	(35,489.90)	78,507.59	221.21 %
72710	Transportation	(7,500.00)	266.92	3.56 %	(625.00)	0.00	0.00 %
99100	Transfers Out	(22,335.88)	22,095.91	98.93 %	(1,861.32)	22,095.91	1,187.11 %
	Total Expenditures	(3,251,536.43)	2,610,635.83	80.29 %	(270,961.37)	719,582.22	265.57 %
Total	142 School Federal Projects	0.00	(3,079.10)	100.00 %	0.00	72,515.00	0.00 %

Template Name: LGC Summary
 Created by: LGC

Hickman County Finance
 Summary Financial Statement
 June 2020

User:
 Date/Time:

Michael Elkins
 8/3/2020 1:05 PM
 Page 4 of 4

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	0.00	(114,180.82)	0.00 %	0.00	(4,511.07)	0.00 %
43522	Lunch Payments - Adults	65,000.00	(34,598.50)	53.23 %	5,416.67	0.00	0.00 %
43523	Income From Breakfast	4,500.00	(37,168.33)	825.96 %	375.00	0.00	0.00 %
43525	A La Carte Sales	145,000.00	(176,967.97)	122.05 %	12,083.33	(60.25)	0.50 %
43570	Receipts From Individual Schools	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44110	Investment Income	200.00	(186.11)	93.06 %	16.67	(13.99)	83.94 %
44530	Sale Of Equipment	0.00	(114.30)	0.00 %	0.00	0.00	0.00 %
46980	Other State Grants	0.00	(6,850.00)	0.00 %	0.00	0.00	0.00 %
46990	Other State Revenues	0.00	(1,092.98)	0.00 %	0.00	0.00	0.00 %
47111	USDA School Lunch Program	1,389,000.00	(1,115,178.30)	80.29 %	115,750.00	(42,105.00)	36.38 %
47112	USDA - Commodities	0.00	(69,622.24)	0.00 %	0.00	(69,622.24)	0.00 %
47113	Breakfast	636,000.00	(534,236.04)	84.00 %	53,000.00	(26,466.00)	49.94 %
47114	USDA - Other	15,000.00	(12,305.54)	82.04 %	1,250.00	0.00	0.00 %
47115	USDA Food Service Equipment Grant -	0.00	(9,679.29)	0.00 %	0.00	0.00	0.00 %
48990	Other	0.00	(10,000.00)	0.00 %	0.00	0.00	0.00 %
	Total Revenues	2,254,700.00	(2,122,180.42)	94.12 %	187,891.67	(142,778.55)	75.99 %
Expenditures							
73100	Food Service	(2,254,699.00)	2,131,971.72	94.56 %	(187,891.58)	116,430.39	61.97 %
	Total Expenditures	(2,254,699.00)	2,131,971.72	94.56 %	(187,891.58)	116,430.39	61.97 %
Total	143 Central Cafeteria	1.00	9,791.30	-979,130.00	0.08	(26,348.16)	31,617,

Template Name: LGC Summary
 Created by: LGC

Hickman County Finance
 Summary Financial Statement
 July 2020

User:
 Date/Time:

Michael Elkins
 8/3/2020 12:58 PM
 Page 1 of 4

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	3,042,197.00	0.00	0.00 %	253,516.42	0.00	0.00 %
40120	Trustee's Collections - Prior Year	100,000.00	0.00	0.00 %	8,333.33	0.00	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	55,000.00	3,064.25	-5.57 %	4,583.33	3,064.25	-66.86 %
40140	Interest And Penalty	21,000.00	364.93	-1.74 %	1,750.00	364.93	-20.85 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	0.00	0.00 %	333.33	0.00	0.00 %
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %
40210	Local Option Sales Tax	1,550,000.00	174,880.85	-11.28 %	129,166.67	174,880.85	-135.39 %
40270	Business Tax	30,000.00	10,694.09	-35.65 %	2,500.00	10,694.09	-427.76 %
40320	Bank Excise Tax	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %
40350	Interstate Telecommunications Tax	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %
41110	Marriage Licenses	1,300.00	142.50	-10.96 %	108.33	142.50	-131.54 %
43517	Tuition - Other	2,000.00	0.00	0.00 %	166.67	0.00	0.00 %
43570	Receipts From Individual Schools	60,000.00	0.00	0.00 %	5,000.00	0.00	0.00 %
43582	Community Service Fees - Adults	200.00	6.00	-3.00 %	16.67	6.00	-36.00 %
44120	Lease/Rentals	1,000.00	0.00	0.00 %	83.33	0.00	0.00 %
44170	Miscellaneous Refunds	40,000.00	0.00	0.00 %	3,333.33	0.00	0.00 %
44530	Sale Of Equipment	5,000.00	0.00	0.00 %	416.67	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	0.00	0.00 %	250.00	0.00	0.00 %
44570	Contributions & Gifts	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
46511	Basic Education Program	22,516,000.00	0.00	0.00 %	1,876,333.33	0.00	0.00 %
46515	Early Childhood Education	419,362.00	0.00	0.00 %	34,946.83	0.00	0.00 %
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %
46550	Driver Education	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
46590	Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %
46591	Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %
46594	Family Resource Centers	59,223.00	0.00	0.00 %	4,935.25	0.00	0.00 %
46610	Career Ladder Program	60,000.00	0.00	0.00 %	5,000.00	0.00	0.00 %
46851	State Revenue Sharing -T.V.A.	250,000.00	0.00	0.00 %	20,833.33	0.00	0.00 %
46980	Other State Grants	300,000.00	0.00	0.00 %	25,000.00	0.00	0.00 %
46981	Safe Schools	88,000.00	0.00	0.00 %	7,333.33	0.00	0.00 %
46990	Other State Revenues	20,000.00	0.00	0.00 %	1,666.67	0.00	0.00 %
47640	Rotc Reimbursement	60,000.00	3,833.64	-6.39 %	5,000.00	3,833.64	-76.67 %
48990	Other	40,000.00	0.00	0.00 %	3,333.33	0.00	0.00 %
49700	Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %
	Total Revenues	29,176,782.00	192,986.26	-0.66 %	2,431,398.50	192,986.26	-7.94 %
Expenditures							

Template Name: LGC Summary
 Created by: LGC

Hickman County Finance
 Summary Financial Statement
 July 2020

User:
 Date/Time:

Michael Elkins
 8/3/2020 12:58 PM
 Page 2 of 4

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
71100	Regular Instruction Program	(14,303,581.00)	260,182.77	1.82 %	(1,191,965.08)	260,182.77	21.83 %
71150	Alternative Instruction Program	(169,526.00)	0.00	0.00 %	(14,127.17)	0.00	0.00 %
71200	Special Education Program	(3,048,933.00)	0.00	0.00 %	(254,077.75)	0.00	0.00 %
71300	Career and Technical Education	(1,104,098.00)	15,544.66	1.41 %	(92,008.17)	15,544.66	16.89 %
72110	Attendance	(155,621.00)	11,107.07	7.14 %	(12,968.42)	11,107.07	85.65 %
72120	Health Services	(362,750.00)	0.00	0.00 %	(30,229.17)	0.00	0.00 %
72130	Other Student Support	(988,313.00)	9,544.84	0.97 %	(82,359.42)	9,544.84	11.59 %
72210	Regular Instruction Program	(1,292,398.00)	18,196.54	1.41 %	(107,699.83)	18,196.54	16.90 %
72220	Special Education Program	(119,202.00)	17,062.91	14.31 %	(9,933.50)	17,062.91	171.77 %
72230	Career and Technical Education	(109,671.00)	14,267.22	13.01 %	(9,139.25)	14,267.22	156.11 %
72250	Technology	(326,901.00)	59,808.74	18.30 %	(27,241.75)	59,808.74	219.55 %
72290	Other Programs	(35,000.00)	0.00	0.00 %	(2,916.67)	0.00	0.00 %
72310	Board Of Education	(669,000.00)	227,477.00	34.00 %	(55,750.00)	227,477.00	408.03 %
72320	Director Of Schools	(283,150.00)	33,915.30	11.98 %	(23,595.83)	33,915.30	143.73 %
72410	Office Of The Principal	(1,693,269.00)	118,234.76	6.98 %	(141,105.75)	118,234.76	83.79 %
72510	Fiscal Services	(45,000.00)	0.00	0.00 %	(3,750.00)	0.00	0.00 %
72610	Operation Of Plant	(2,356,000.00)	287,970.12	12.22 %	(196,333.33)	287,970.12	146.67 %
72620	Maintenance Of Plant	(952,438.00)	133,104.40	13.98 %	(79,369.83)	133,104.40	167.70 %
72710	Transportation	(2,332,170.00)	96,407.76	4.13 %	(194,347.50)	96,407.76	49.61 %
72810	Central And Other	(253,500.00)	703.00	0.28 %	(21,125.00)	703.00	3.33 %
73100	Food Service	(28,110.00)	0.00	0.00 %	(2,342.50)	0.00	0.00 %
73300	Community Services	(132,475.00)	2,825.82	2.13 %	(11,039.58)	2,825.82	25.60 %
73400	Early Childhood Education	(453,163.00)	9,386.39	2.07 %	(37,763.58)	9,386.39	24.86 %
76100	Regular Capital Outlay	(105,000.00)	0.00	0.00 %	(8,750.00)	0.00	0.00 %
99100	Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %
	Total Expenditures	(31,484,269.00)	1,315,739.30	4.18 %	(2,623,689.08)	1,315,739.30	50.15 %
Total	141 General Purpose School	(2,307,487.00)	1,508,725.56	65.38 %	(192,290.58)	1,508,725.56	784.61 %

Template Name: LGC Summary
 Created by: LGC

Hickman County Finance
 Summary Financial Statement
 July 2020

User:
 Date/Time:

Michael Elkins
 8/3/2020 12:58 PM
 Page 3 of 4

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
47131	Vocational Educ - Basic Grants To	115,977.07	0.00	0.00 %	9,664.76	0.00	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,065,166.00	0.00	0.00 %	88,763.83	0.00	0.00 %
47143	Special Education - Grants To States	858,487.00	0.00	0.00 %	71,540.58	0.00	0.00 %
47145	Special Education Preschool Grants	25,971.00	0.00	0.00 %	2,164.25	0.00	0.00 %
47146	English Language Acquisition Grants	73,895.00	0.00	0.00 %	6,157.92	0.00	0.00 %
47148	Rural Education	60,539.18	0.00	0.00 %	5,044.93	0.00	0.00 %
47189	Eisenhower Prof Development State	137,509.00	0.00	0.00 %	11,459.08	0.00	0.00 %
47301	ARRA Grant #1	879,730.25	0.00	0.00 %	73,310.85	0.00	0.00 %
47590	Other Federal Through State	285,000.00	0.00	0.00 %	23,750.00	0.00	0.00 %
	Total Revenues	3,502,274.50	0.00	0.00 %	291,856.21	0.00	0.00 %
Expenditures							
71100	Regular Instruction Program	(1,485,272.38)	357,769.94	24.09 %	(123,772.70)	357,769.94	289.05 %
71200	Special Education Program	(696,245.00)	455.77	0.07 %	(58,020.42)	455.77	0.79 %
71300	Career and Technical Education	(101,976.07)	34,724.00	34.05 %	(8,498.01)	34,724.00	408.61 %
72120	Health Services	(20,000.00)	3,029.00	15.15 %	(1,666.67)	3,029.00	181.74 %
72130	Other Student Support	(327,603.87)	1,032.09	0.32 %	(27,300.32)	1,032.09	3.78 %
72210	Regular Instruction Program	(460,145.42)	14,003.97	3.04 %	(38,345.45)	14,003.97	36.52 %
72220	Special Education Program	(313,873.00)	4,539.30	1.45 %	(26,156.08)	4,539.30	17.35 %
72250	Technology	(50,000.00)	0.00	0.00 %	(4,166.67)	0.00	0.00 %
72610	Operation Of Plant	(30,000.00)	0.00	0.00 %	(2,500.00)	0.00	0.00 %
72710	Transportation	(1,900.00)	0.00	0.00 %	(158.33)	0.00	0.00 %
99100	Transfers Out	(15,258.76)	0.00	0.00 %	(1,271.56)	0.00	0.00 %
	Total Expenditures	(3,502,274.50)	415,554.07	11.87 %	(291,856.21)	415,554.07	142.38 %
Total	142 School Federal Projects	0.00	415,554.07	100.00 %	0.00	415,554.07	0.00 %

Template Name: LGC Summary
 Created by: LGC

Hickman County Finance
 Summary Financial Statement
 July 2020

User:
 Date/Time:

Michael Elkins
 8/3/2020 12:58 PM
 Page 4 of 4

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %
43522	Lunch Payments - Adults	65,000.00	0.00	0.00 %	5,416.67	0.00	0.00 %
43523	Income From Breakfast	65,000.00	0.00	0.00 %	5,416.67	0.00	0.00 %
43525	A La Carte Sales	244,100.00	5,673.17	-2.32 %	20,341.67	5,673.17	-27.89 %
44110	Investment Income	200.00	0.00	0.00 %	16.67	0.00	0.00 %
47111	USDA School Lunch Program	1,065,000.00	0.00	0.00 %	88,750.00	0.00	0.00 %
47113	Breakfast	480,000.00	0.00	0.00 %	40,000.00	0.00	0.00 %
47114	USDA - Other	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %
	Total Revenues	2,174,300.00	5,673.17	-0.26 %	181,191.67	5,673.17	-3.13 %
Expenditures							
73100	Food Service	(2,174,271.00)	240,017.43	11.04 %	(181,189.25)	240,017.43	132.47 %
	Total Expenditures	(2,174,271.00)	240,017.43	11.04 %	(181,189.25)	240,017.43	132.47 %
Total	143 Central Cafeteria	29.00	245,690.60	-847,208.97	2.42	245,690.60	-

*Account Activity Summary
Hickman
04/01/2020 - 06/30/2020*

<i>Beginning Value - Investment Account</i>	\$	1,843,199.22
<i>Beginning Value - Alternative Invest. Acct.</i>	\$	104,617.79
Total Beginning Value ^{1 See Definitions}	\$	1,947,817.01
Additions ²		
Contributions ³	\$	-
Dividends & Interest ⁴	\$	8,224.78
Withdrawals ⁵		
TSBA Fee ⁶	\$	(1,217.39)
MS Fees ⁷	\$	(876.62)
System Distributions ⁸	\$	-
Unadjusted Investment Earnings ⁹	\$	298,204.07
<i>Ending Value - Investment Account</i>	\$	2,115,338.98
<i>Ending Value - Alternative Invest. Acct.</i>	\$	136,812.87
Total Ending Value ¹⁰	\$	2,252,151.85

Definitions:

1. **Beginning Value:** The total account value at the start of business on the first day of the specified reporting period.
2. **Additions:** All credits to the account in which total account value is increased within the specified reporting period.
3. **Contributions:** The sum of total cash deposits and/or other asset transfers into the Morgan Stanley account from outside of the Morgan Stanley account and by instruction of the client within the specified reporting period.
4. **Dividends and Interest:** The sum of all dividend, interest, and capital gain payments credited to the account and those in the which settlement date lies within the specified reporting period. **NOTE:** Any dividend, interest, or capital gain distribution in which a settlement date lies outside of the reporting period or in which was included in the beginning value will not be included 'Dividends and Interest' total for the period.
5. **Withdrawals:** The sum of total cash and/or other asset transfers out of the Morgan Stanley account to any other account whether inside or outside of the firm.
6. **TSBA Fee:** The fee calculated by instruction of the client and is based on the account value at the end of business on the last day of the prior quarter.
7. **MS Fees:** The sum of all quarterly fees charged by Morgan Stanley and any adjustments made to this charge within the specified reporting period in which client is in agreement for investment advisory and brokerage services provided.
8. **System Distributions:** The sum of any distributions to the beneficiary (public school system) of the GASB 45 Trust within the specified reporting period.
9. **Unadjusted Investment Earnings:** The earnings of asset investments in the Morgan Stanley account unadjusted for any fees charged or withdrawals in the account by instruction of Morgan Stanley or the client and within the specified reporting period.
10. **Ending Value:** The Account Value at the end of business on the last day of the specified reporting period.

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

*Account Contribution Summary
Hickman
04/01/2020 - 06/30/2020*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	0.00	

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

*Account Fee Summary
Hickman
04/01/2020 - 06/30/2020*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/07/2020	CASH TRANSFER	FUNDS TRANSFERRED	-1,217.39	Cash
04/07/2020	Service Fee	ADV FEE 04/01-04/30	-269.89	Cash
04/17/2020	Service Fee	NET PLATFORM FEE	-4.74	Cash
05/07/2020	Service Fee	ADV FEE 05/01-05/31	-299.29	Cash
06/05/2020	Service Fee	ADV FEE 06/01-06/30	-302.70	Cash
		Total Withdrawals	-2,094.01	

***Cash Balance Includes Cash, Bank Deposits, MMF Balance, and Unsettled Cash.**

Unless otherwise indicated, this information is not intended to be a substitute for the official account statements that you receive from us. This information is approximate and subject to adjustment, updating and correction and is for illustrative and general reference purposes only. We are not responsible for any clerical, computational or other inaccuracies, errors or omissions. We obtain market values and other data from various standard quotation services and other sources, which we believe to be reliable. However, we do not warrant or guarantee the accuracy or completeness of any such information. The values that you actually receive in the market for any investment may be higher or lower than the values reflected herein. To the extent there are any discrepancies between your official account statement and this information, you should rely on the official account statement. This information should not be considered as the sole basis for any investment decision. The Bank Deposit Program (BDP) is a cash sweep feature whereby clients can choose to have their available free credit balances automatically deposited into interest bearing, FDIC-insured deposit accounts at up to three banks ("Program Banks"): (1) Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association (together, the "Morgan Stanley Banks"), or (2) Citibank, N.A. The Program Banks are FDIC members. Morgan Stanley Smith Barney LLC ("Morgan Stanley") is a registered broker-dealer, not a bank. Morgan Stanley and the Morgan Stanley Banks are affiliates. Unless specifically disclosed to you in writing, other investments and services offered to you through Morgan Stanley are not insured by the FDIC, are not deposits of or other obligations of, or guaranteed by, the Program Banks and involve investment risks, including possible loss of principal amount invested. External Assets - Certain assets listed in this view are based upon information provided by you, your client or other external sources and are not part of accounts that you manage at Morgan Stanley. Assets not held with Morgan Stanley may not be covered by SIPC protection or by additional protection under Morgan Stanley's excess insurance coverage plans. Morgan Stanley may include information about these external assets in this view solely as a service to you, and Morgan Stanley is not responsible for the accuracy of any information provided by external sources, including but not limited to, you, your client or another financial institution. You are responsible for ensuring the accuracy of such information. Generally, any financial institution that holds securities is responsible for year-end reporting (Internal Revenue Service (IRS) Form 1099) and separate periodic statements, which may vary from Morgan Stanley's information due to different tax reporting periods.

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

Hickman County Board of Education
 Budget Amendment No. 1
 General Purpose
 August 3, 2020

Account	Description	Debit	Credit	Justification
71100 - 189	Other Salaries & Wages	250,000.00		To budget Differentiated Pay Plan into Differentiated Pay (DP) Cost Center
71100 - 189 - DP	Other Salaries & Wages		250,000.00	
71100 - 201	Social Security	19,125.00		
71100 - 201 - DP	Social Security		19,125.00	
73300 - 105	Supervisor	31,500.00		To budget Family Resource personnel expenditures into location Cost Center
73300 - 105 - FRC	Supervisor		15,750.00	
73300 - 105 - FRE	Supervisor		15,750.00	
73300 - 189	Other Salaries & Wages	56,802.00		
73300 - 189 - FRC	Other Salaries & Wages		31,185.00	
73300 - 189 - FRE	Other Salaries & Wages		25,617.00	
73300 - 201	Social Security	6,755.10		
73300 - 201 - FRC	Social Security		3,590.53	
73300 - 201 - FRE	Social Security		3,164.57	
72410 - 399	Other Contracted Svc	102,400.00		
72410 - 399 - CES	Other Contracted Svc		12,800.00	
72410 - 399 - CIS	Other Contracted Svc		12,800.00	
72410 - 399 - EHIS	Other Contracted Svc		12,800.00	
72410 - 399 - EHES	Other Contracted Svc		12,800.00	
72410 - 399 - EHMS	Other Contracted Svc		12,800.00	
72410 - 399 - EHHS	Other Contracted Svc		12,800.00	
72410 - 399 - HCMS	Other Contracted Svc		12,800.00	
72410 - 399 - HCHS	Other Contracted Svc		12,800.00	
		\$ 466,582.10	\$ 466,582.10	

Approved:

Attest:

Amy Bryant

Michelle Gilbert

APPROVED VERSION 2020-2021 Hickman County Schools Reopening Plan

Community Spread and School Operations: Determinations about infection rates and moving to any of the three phases will be done in collaboration with the local health and safety officials, using trend data including the percentage of active cases in the community, the percentage of active cases in the schools, the trends of positive cases, orders from Governor Lee, and recommendations from the Department of Health and medical community.

www.hickmank12.org	Traditional Minimal Spread of COVID-19	Integrated Moderate Spread of COVID-19	Remote Substantial Spread of COVID-19
Schedule	<ul style="list-style-type: none"> ● Schools open for in-person learning for students and teachers ● Virtual option available ● Manage student transitions ● Students participate in enrichment classes and physical education and recess 	<ul style="list-style-type: none"> ● Integrated learning plan with modified schedule to reduce capacity in school buildings ● Assigned students in school learning in-person, assigned students learning virtually 	<ul style="list-style-type: none"> ● Remote learning plan with school buildings closed to students except as scheduled by administrators and teachers ● Teachers and staff allowed in schools under health and safety guidelines
Delivery of Learning	<ul style="list-style-type: none"> ● Traditional teaching methods and utilizing the Google online learning platform ● Students participate in enrichment classes, physical education, and recess ● Outdoor learning and play encouraged 	<ul style="list-style-type: none"> ● Traditional teaching methods for in-person learning; online learning through Google online learning platform remotely ● Teacher support available for students through appointment at the school and remotely ● Buses utilized for mobile hotspots in the community ● School parking lot hot spots available for students to complete work 	<ul style="list-style-type: none"> ● Online learning through Google online learning platform remotely ● Required student expectations of attendance and completion of assignments ● Teacher support available for students ● Buses utilized for mobile hotspots in the community ● School parking lot hot spots available for students to complete work
Health and Safety Measures	<ul style="list-style-type: none"> ● Regular cleaning and disinfection protocols for classrooms and common areas ● Proper handwashing and coughing etiquette taught and required ● Manage transitions ● Limit non-essential 	<ul style="list-style-type: none"> ● Regular cleaning and disinfection protocols for classrooms and common areas ● Additional disinfection of areas impacted by illness ● Proper handwashing and coughing etiquette taught and required 	<ul style="list-style-type: none"> ● Regular cleaning and disinfection protocols when teachers, staff, or students are in the building ● Cloth face coverings required when in close contact with others in building

	<ul style="list-style-type: none"> visitors • Cloth face coverings optional for students and staff, but not required • No field trips at the beginning of the year • Water fountains closed; hydration stations open • Students with symptoms of illness placed in sick clinic to wait to be picked up 	<ul style="list-style-type: none"> • Limited transitions for students • Limit non-essential visitors • Cloth face coverings recommended in close contact spaces, but not required • No field trips; only virtual • Water fountains closed; hydration stations open • Students with symptoms of illness placed in sick clinic to wait to be picked up 	
Transportation	<ul style="list-style-type: none"> • Buses run normal routes • Assigned seats on buses per driver discretion • Run at capacity • Face coverings recommended but not required • Buses cleaned with disinfectant after each route • If capable of using transportation other than buses, please do so to reduce capacity 	<ul style="list-style-type: none"> • Buses run normal routes • Siblings/Same household sit together • Assigned seats on buses • Run at capacity • Face coverings recommended but not required • Buses will unload one at a time at schools • Buses cleaned with disinfectant after each route • If capable of using transportation other than buses, please do so to reduce capacity 	<ul style="list-style-type: none"> • Buses will not run
Nutrition	<ul style="list-style-type: none"> • Grab and Go breakfast options to take to class upon arrival • Lunch scheduled and spaced in building to provide physical distance • Students in virtual environment must notify school regarding meals 	<ul style="list-style-type: none"> • Grab and Go breakfast options to take to class upon arrival • Lunch scheduled and spaced in building to provide physical distance • Meals available for pick-up for students that are not learning on campus 	<ul style="list-style-type: none"> • Meals available for pick-up

Current Statistics for Hickman County (7/28/20)

Population: 25,178

72 active cases

.286%

62
7-22-2020

Invitation to Bid

The Hickman County Finance Office is accepting sealed bids for 14" Chromebook Protective Cases.

Bid with specifications are online at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Chromebook Cases". Bids will be opened on Monday August 3, 2020 at 10:30 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

Present Penny Mayberry
Carri Davis

Howard Technology Solutions

Extreme Shell-S - 50 - 28.00
100 - 26.00

4000.00

Explorer 4 Work-in - 50 - 26.00
100 - 24.00

3700.00

Rugged Protection, Inc

V2 Hard Universal Always On - 50 - 23.49
example included with bid

1174.50

Rugged Protection, Inc
Bid was accidental
opened at the Board of
Education.

Letter of Transmittal

July 30, 2020

Hickman County Finance Office
114 North Central Avenue, Suite 203
Centerville, TN 37033

RE: Chromebook Cases

Dear Hickman County Finance Office:

Howard Technology Solutions (a division of Howard Industries, Inc...**Federal ID Number 64-0466143** and SPIN 143022153) is pleased to offer a response to your RFP. Howard Technology Solutions has read and understands the RFP and are able to provide the services requested. Howard Technology Solutions, with its 40+ years of manufacturing experience, is well versed in the manufacturing and production of technology products and services.

Howard Technology Solutions, a division of Howard Industries, Inc., was established in 1998 with our parent company being founded in 1968. Howard Technology Solutions currently employs approximately 4,531 employees. Howard Technology Solutions is driven by helping our customers understand technology products and services that could benefit their organizations.

While Howard clients range from state governments and hospitals to the Kennedy Space Center, HOWARDedu focuses solely on the needs of K-12 schools and higher education facilities, supplying them with affordable, advanced technology—everything from distance learning and interactive 21st Century classroom products to network security and storage solutions.

The office location that will serve as the main point of contact is Howard Technology Solutions at 36 Howard Dr., Ellisville, MS 39437. (Phone) 601.425.3181; (Email) bids@howardcomputers.com. Your point of contact for this RFP is: Krystal Avery: Bids & Contract Manager, (Phone) 601.399.5831 (Fax) 601.399.5077 (Email) kavery@howard.com

36 Howard Drive • Ellisville, MS 39437
P.O. Box 1590 • Laurel, MS 39441

HOWARD[™]
TECHNOLOGY SOLUTIONS

888.912.3151 general • 601.399.5077 fax
888.323.3151 technical support

www.Howard.com

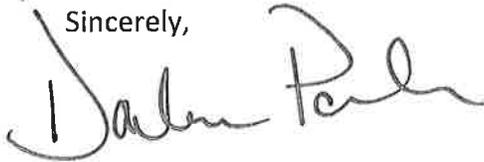
A Division of Howard Industries, Inc.

Sales Contacts

Mike Scherer
TN K12 Inside Sales
601.399.5055
mscherer@howard.com

Mike Mizer
TN Outside Sales
931.472.8740
mmizer@howard.com

Sincerely,



Darlene Parker
Bids Specialist
Phone: 601.425-3181
Fax: 601.399.5077
Email: bids@howardcomputers.com

Invitation to Bid

The Hickman County Finance Office is accepting sealed bids for 14" Chromebook Protective Cases.

Bid with specifications are online at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Chromebook Cases". Bids will be opened on Monday August 3, 2020 at 10:30 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

PROTECTIVE CASES - PART B SPECS

Cases will fit 14 inch chromebooks specifically HP Chromebook 14 G6 and HP Chromebook 14-q0010nr.

All shipping costs will need to be included in bid.

Demo unit can be sent to the school district but is not required. If sending, address is:

Hickman County Schools
Attn:Brad Gilbert
115 Murphree Avenue
Centerville, TN 37033

Bid price can be in increments of lots of 50

Any additional questions, please send to brad.gilbert@hickmank12.org

Phone: 1.888.912.3151
 Fax: 1.601.399.5077
 Online: www.howardcomputers.com



Howard Computers
 P.O. Box 1588
 Laurel, MS 39441

Online Quotation

Quote No:	MS5 1043086.00	Quote Date:	July 30, 2020
Customer Name:	Brad Gilbert	Phone Number:	9317293391
Company Name:	Hickman County Schools	Fax Number:	
Quote Name:	Chromebook Case RFP - Option 1		

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	MAXCases Extreme Shell-S - Notebook shield case - 14' - black - for HP Chromebook Enterprise 14 G6 ONLY MPN: HP-ESS-G6EE-14-BLK	50	\$28.00	\$1,400.00
2:	MAXCases Extreme Shell-S - Notebook shield case - 14' - black - for HP Chromebook Enterprise 14 G6 ONLY - Qty 100+ MPN: HP-ESS-G6EE-14-BLK	100	\$26.00	\$2,600.00
			Sub-Total:	\$4,000.00
			Parts & Accessories Shipping:	Included
			Taxes:	Tax Exempt
			Total for Item 1:	\$4,000.00

This quote will expire August 29, 2020.
 To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total:	\$4,000.00
Parts & Accessories Shipping:	Included
Taxes:	Tax Exempt
Total:	\$4,000.00

Notes:

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Given the current uncertainties related to international trade, Howard hereby reserves the right to unilaterally revise the prices quoted herein in the event its manufacturing or procurement costs for such goods increase due to the imposition by the United States or any other country of new or higher tariff(s) or of any other similar tax, fee or charge.

If Purchaser fails to pay any invoice in full within the time quoted herein, Howard may, without notice, **accelerate** the due date of all outstanding invoices and require that all outstanding invoices, including any interest thereon, be **immediately** due and payable in full.

Howard's product warranties and return policies and related information, which are available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, are fully adopted and incorporated herein by reference. These may also be obtained by calling 1-888-912-3151 or emailing webmaster@howardcomputers.com.

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS SET FORTH OR INCORPORATED HEREIN; HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS.

Phone: 1.888.912.3151
 Fax: 1.601.399.5077
 Online: www.howardcomputers.com



Howard Computers
 P.O. Box 1588
 Laurel, MS 39441

Online Quotation

Quote No:	MS5 1043107.00	Quote Date:	July 30, 2020
Customer Name:	Brad Gilbert	Phone Number:	9317293391
Company Name:	Hickman County Schools	Fax Number:	
Quote Name:	Chromebook Case RFP - Option 2		

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	MAXCases Explorer 4 Work-In Case - Notebook carrying case - 14' - black - FOR BOTH MODELS MPN: MC-EB4P-14-BLK	50	\$26.00	\$1,300.00
2:	MAXCases Explorer 4 Work-In Case - Notebook carrying case - 14' - black - FOR BOTH MODELS - Qty 100+ MPN: MC-EB4P-14-BLK	100	\$24.00	\$2,400.00
			Sub-Total:	\$3,700.00
			Parts & Accessories Shipping:	Included
			Taxes:	Tax Exempt
			Total for Item 1:	\$3,700.00

This quote will expire August 29, 2020.
 To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total:	\$3,700.00
Parts & Accessories Shipping:	Included
Taxes:	Tax Exempt
Total:	\$3,700.00

Notes:

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Given the current uncertainties related to international trade, Howard hereby reserves the right to unilaterally revise the prices quoted herein in the event its manufacturing or procurement costs for such goods increase due to the imposition by the United States or any other country of new or higher tariff(s) or of any other similar tax, fee or charge.

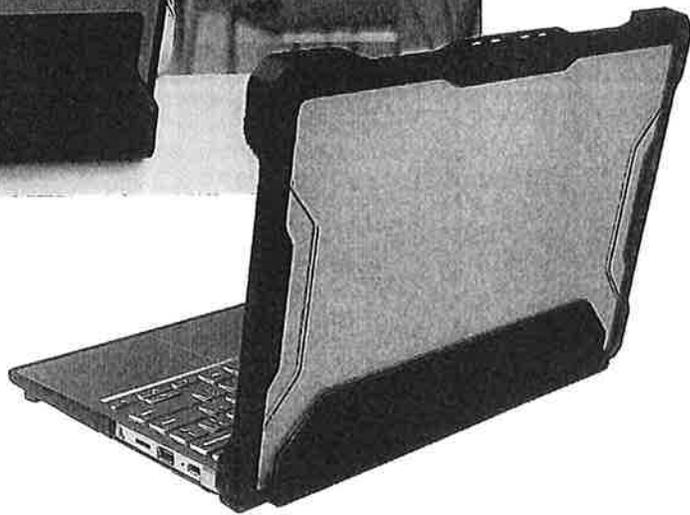
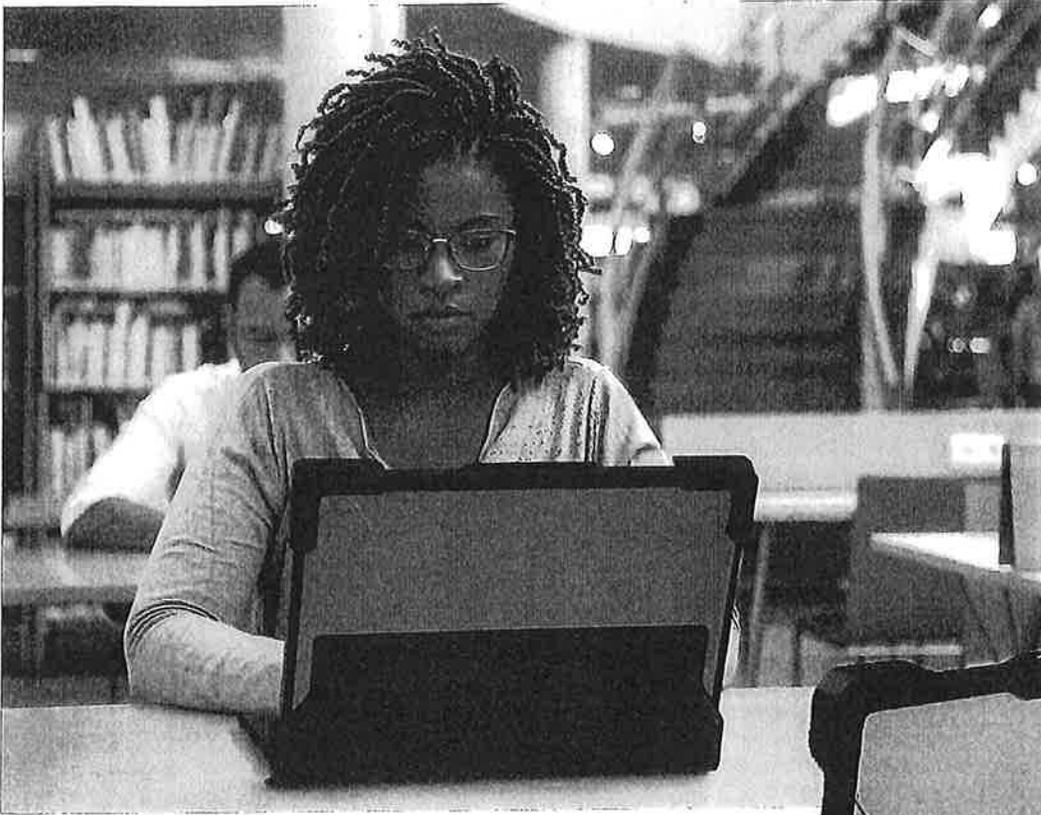
If Purchaser fails to pay any invoice in full within the time quoted herein, Howard may, without notice, accelerate the due date of all outstanding invoices and require that all outstanding invoices, including any interest thereon, be immediately due and payable in full.

Howard's product warranties and return policies and related information, which are available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, are fully adopted and incorporated herein by reference. These may also be obtained by calling 1-888-912-3151 or emailing webmaster@howardcomputers.com.

*THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS SET FORTH OR INCORPORATED HEREIN; HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS.

MAXCASES

Founded in Education.



Featuring a wrap-around “book-cover” design, the Extreme Shell-S delivers rugged, all-around coverage and a solid grip with our new MAXGrip spine, designed to also protect the vulnerable hinge area. Tough TPU bumpers safeguard edges, while corners get extra care with an enhanced, air-cushioned top that overlaps the closed device for added drop protection. Made of compound polycarbonate, thermoplastic and polyurethane, the rigid top and bottom panels add scratch-resistant protection against dings, drops and bumps. The textured, MAXGrip spine gives students a solid grip, helping prevent drops. Non-slip feet plus the textured spine wrap make for super-stable typing, and IT staff will appreciate the fast, one-piece installation and easy visibility to asset tags. With a snug, perfect fit, the Extreme Shell-S supports all device functions and provides easy port access.

Extreme Shell-S

Prevents drops & damage with MAXGrip 360° protection

Extreme Shell-S

Prevents drops & damage with MAXGrip 360° protection

KEY FEATURES

- Wrap-around design delivers full coverage
- Tough TPU bumpers surround edges; overhang corners add protection
- Durable spine wrap protects the vulnerable hinge area while adding a textured, firm-grip surface to help prevent drops
- Book-cover spine adds textured grip area and helps prevent drops
- Clear, rigid top and bottom panels repel scratches & impact damage
- Non-slip feet plus textured spine-wrap deliver super-stable typing
- One-piece design makes installation fast & easy
- Custom fit supports all device functions & port access



Custom design supports all device functions



Prevent drops & protect hinge with the MAXGrip book-cover spine

CUSTOM-FIT DESIGN FOR THESE DEVICES:

AP-ESS-MBA-11-BLK	APPLE MACBOOK AIR 11"
AP-ESS-MBA-13-BLK	APPLE MACBOOK AIR 13"
AP-ESS-MBA-T1D-BLK	APPLE MACBOOK AIR 13" (2019 w/TOUCH ID)
DL-ESS-3100-CBC-BLK	DELL 3100 CHROMEBOOK CLAMSHELL 11.6"
DL-ESS-3100-CBY-BLK	DELL 3100 CHROMEBOOK 2:1 CONVERTIBLE 11.6"
HP-ESS-G5EE-14-BLK	HP G5 EE CHROMEBOOK CLAMSHELL 14"
HP-ESS-G6EE-BLK	HP G6 EE CHROMEBOOK CLAMSHELL 11.6"
HP-ESS-G6EE-14-BLK	HP G6 EE CHROMEBOOK CLAMSHELL 14"
HP-ESS-G7EE-BLK	HP G7 EE CHROMEBOOK CLAMSHELL 11.6"
HP-ESS-G8EE-BLK	HP G8 EE CHROMEBOOK CLAMSHELL 11.6"
LN-ESS-300E-G2-BLK	LENOVO 300E G2 2:1 CHROMEBOOK 11"
LN-ESS-500E-CBY-BLK	LENOVO 500E CHROMEBOOK YOGA 11"
LN-ESS-100E-G2-BLK	LENOVO 100E G2 CHROMEBOOK 11"
LN-ESS-11EYW-G5-BLK	LENOVO 11E WINDOWS YOGA 11" G5

Note, We're continually innovating. For complete device list see: www.maxcases.com/Extreme-Shell-S



www.maxcases.com

Need help? contact us at: (888) 799-6837 or Email: sales@maxcases.com

© 2020 Max Interactive, Inc. All rights reserved. Reproduction or translation of any part of this work beyond that permitted by U.S. copyright laws without the written permission of Max Interactive, Inc. is unlawful and strictly forbidden. MAXCases cannot be responsible for errors in typography or photography. The Apple logo is a trademark of Apple Inc., registered in the U.S. and other countries. All other trademarks are trademarks of their respective owners.

MAXCASES

Founded in Education.



Our best Explorer case yet, now with a handy pocket. With updated form, features and functionality, this always-on case delivers durable 24/7 protection that doubles as a carrying case. The ballistic nylon exterior provides weather-resistant reliability along with a fresh look. More than just great-looking, the molded waves create interior airflow channels that dissipate heat and keep devices cool. Dual carry handles provide a secure grip. The unobtrusive elastic pocket stretches to accommodate accessories – or lays flat when not in use, maintaining the slim profile. The inside-insert ID holder adds security. Of course, you can still count on durable protection against drops, scratches and dirt provided by the rigid exterior and padded soft-touch lining. Perfectly sized for 14" Chromebooks and laptops.

Explorer 4 Work-In Case w/Pocket 14"

Always-on protection plus a handy pocket

Explorer 4 Work-In Case w/Pocket 14"

Always-on protection plus a handy pocket

KEY FEATURES

- Slim design combines cover and carrying case for "always-on" protection
- Rigid exterior with padded, soft-touch lining safeguards against drops, scratches and dirt
- Ballistic nylon exterior for weather-resistant durability
- Sleek elastic pocket stretches to accommodate accessories; lays flat when not in use
- Secures device with non-scratch bezel hooks and stay-put elastic straps with gel microbeads
- Shock-absorbing, molded EVA interior cools device with heat-dissipating air flow channels
- Interior ID insert guards against removal
- Integrated ergonomic top handles for comfortable carrying
- Removable shoulder strap sold separately
- Top quality, no-fail YKK zippers
- Accommodates standard 14" Chromebooks and laptops

DESIGNED FOR 14" CHROMEBOOKS AND LAPTOPS

MC-EB4P-14-BLK EXPLORER 4 WORK-IN CASE W/POCKET 14"



Elastic pocket stretches to hold accessories; lays flat when not in use

www.maxcases.com

Need help? contact us at: (888) 799-6837 or Email: sales@maxcases.com

© 2020 Max Interactive, Inc. All rights reserved. Reproduction or translation of any part of this work beyond that permitted by U.S. copyright laws without the written permission of Max Interactive, Inc. is unlawful and strictly forbidden. MAXCases cannot be responsible for errors in typography or photography. The Apple logo is a trademark of Apple Inc., registered in the U.S. and other countries. All other trademarks are trademarks of their respective owners.



Rugged Protection, INC
 926 A Diablo Ave, STE 107
Novato, CA 94947
 Fed ID: 90-1504563
 Phone: 605-622-0884
 Fax: 605-578-6022

Quote Date: 07/28/2020

Quote Expiration Date: 12/31/20

Hickman County Schools
Attn: Brad Gilbert
115 Murphree Avenue
Centerville, TN 37033

Bill To:

Ship To:

Qty	MPN:	Item Description	Unit	Total
50	RPAOPS14V2	New-V2- Hard Universal Always on Case 14" ,Strap, Handle front zipper with pocket. SHOULDER STRA- Shipping and Handling	\$23.49	\$1,174.50
				\$0.00

Sub	\$1,174.50
Fax	
Total	

For purchasing, please contact me directly at 605-622-0884 or fax purchase orders to 605-578-6022 or email to Jane - sales@ruggedprotection.com

Order Method

Sales Tax		Exp:	
Purchase Order:		Date:	
Sales Tax		Order Total	\$1,174.50

Invitation to Bid

The Hickman County Finance Office is accepting sealed bids for Chromebook Charging Carts.

Bid with specifications are online at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Charging Carts". Bids will be opened on Monday July 27, 2020 at 10:00 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

*Present Penny Mayberry
Candi Dan*

Please see attached



July 27, 2020

Mr. Brad Gilbert and Hickman County Schools:

Virtucom is pleased to provide the Hickman County Schools (HCS) with JAR Systems and LockNCharge charging cart solutions to support your schools and end users.

We will center our partnership with HCS on customizing our services, understanding the impact of evolving technologies on staff, and committing to HCS's vital goal of servicing your end users. We have focused our capabilities on providing a highly efficient installation plan with Chromebook solution that will enable HCS teachers and students to maximize their learning potential.

Experience in K-12 Environment

- Supporting over 250,000 educators and 3.5 million students
- Support and touch over 330,000 devices in K-12 districts every year

Partnership Viability: Why Virtucom

- Exclusive support of K-12 schools and districts for 25 years
- Financially secure
- Management experience at every level of product and project fulfillment
- Virtucom will prepare HCS for current, emerging, and evolving technologies

The Virtucom value proposition to HCS is based on our desire to enhance the education process with technological advantages that are supported and serviced from the District departments to each teacher, student, and support staff.

Our goal is to be your selected solutions provider managing technology advancements in cost-effective manners while attaining the goal of educating students in and out of the classroom. We are confident we will meet your objectives better than any other company and we look forward to delivering this promise of value to HCS.

Sincerely,

Tim Prince, Director of Business Development

tprince@virtucom.com

(800) 890-2611 Ext. 203

Executive Summary

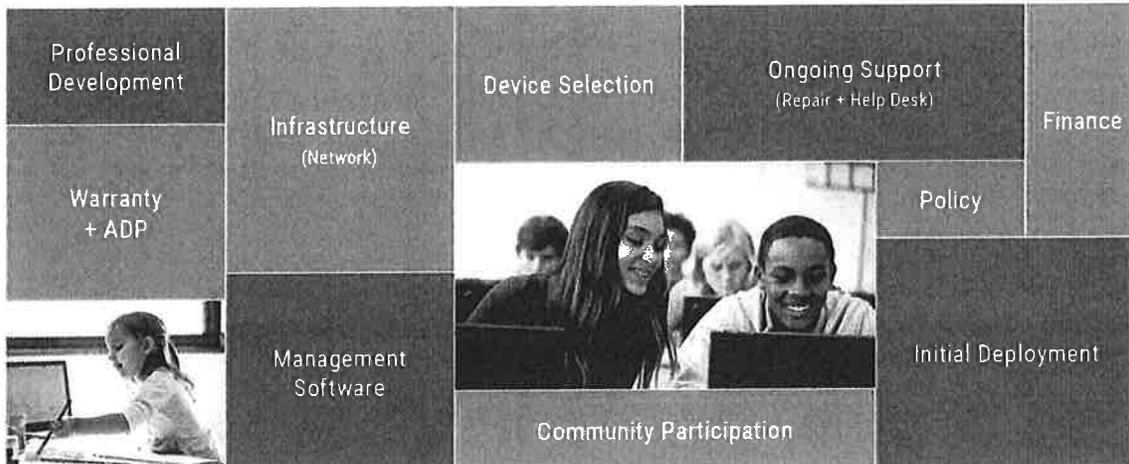
Thank you for the opportunity to provide HCS with our proposal to provide technology and services for your Chromebook needs. Our team has worked diligently with our manufacturer partners to ensure the configurations for the Chromebook charging carts meet or exceed the requirements of HCS for the immediate and future growing technology needs.

Since our inception in 1995, Virtucom has provided for the technology and service needs of K-12 school districts and private schools throughout the country. While any education technology is available to all districts, it is the specific needs of a district that vary. Therefore, we specialize in providing tailored service solutions to every client's specific needs and circumstances.

Virtucom has partnered with the following manufacturers to provide HCS with a complete hardware and services solution.

- JAR Systems
- LockNCharge

To aid HCS in creating and continuing successful technology integrations meeting the necessary timelines, Virtucom will provide deployment and installation staff managed by a dedicated Service Director that will coordinate directly with the HCS project management team to create schedules, check lists, and assign the needed Virtucom deployment staff. While we have provided sample and recommended check lists within the proposal, our desire is to work with HCS and customize how and what the team will perform for HCS.





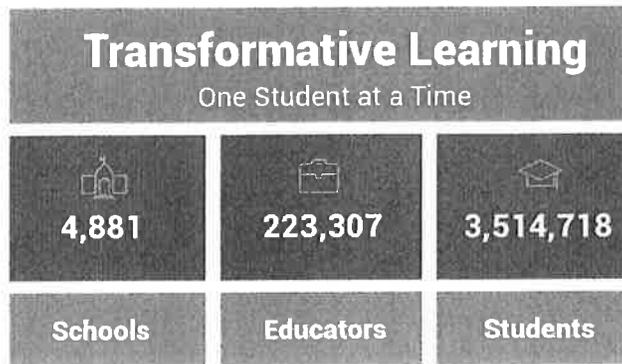
Our goal at Virtucom is to provide a highly adaptable relationship and service team that is able to meet the specific needs of each client. While nearly 100% of our clients are K-12 school districts and many needs are similar, it is the specific needs of your community that create a unique and successful partnership to fulfill your learning programs and initiatives tailored to the needs and experience of the HCS teachers, students, and parents.

Our commitment to HCS is that Virtucom will work diligently through our dedicated Virtucom Relationship Manager and Service Director to foster a strong and growing partnership built on the foundation of supporting your end-users throughout the school district. This includes the technology and support services utilized throughout the learning environment from the procurement and deployment of hardware to the vital ongoing service support and training needs of HCS technology staff and users.



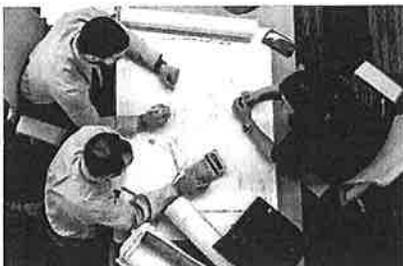
Virtucom Information

Virtucom is devoted to enhancing the K-12 learning experience through the provision of skilled technology services and turnkey solutions. Utilizing technology's newest developments, we strive to benefit the academic process for schools, teachers, administrators, and students. Since our initial foundation in 1995, we have partnered with ten (10) of the nation's top fifty (50) school districts along with over 4,800 additional institutions in the pursuit of continual growth. Since our inception, we have professionally supplied school campuses with the necessary tools for a contemporary and efficient learning environment while satisfying schools' ever-changing technology needs.



Inspired by her passion for education, our founder, current CEO and President Jenny Tang has allowed Virtucom to grow from what started as a computer integrator into a turnkey solutions provider. We focus on the long-term objective of effectively developing districts' technology programs so that instructors and administrators can provide an enhanced learning experience for every level of education. Headquartered outside of Atlanta, GA, we continue to expand our reach by localizing our services for all clients to serve best the needs and expectations of our partnership. In offering solutions for the needs of the K-12 market, we provide a 21st Century program that benefits investors and improves education.

At Virtucom, we also aim to provide for a comprehensive learning experience that resonates with students and extends beyond the classroom. With technology's continued shift towards more improved interactivity and mobility, we desire to create a collaborative learning environment that is hands-on and engaging for students and their instructors. In doing so, we strive to create an experience that aids students in their learning at school and home.



Virtucom Software Solutions
Asset and Device Management
Security Management
Asset Recovery
Classroom Management
Interactive Collaborative Learning Tools



For this reason, mobility and classroom technologies are both essential components to what we provide. We place an emphasis on one-to-one (1:1) computing in order to establish personalized learning opportunities for our end users. Mobilization through a 1:1 program enhances the user's ability to share information and experience device functionality wherever internet access is available. In addition, the implementation of Interactive Flat Panels solutions within the classroom allows students and teachers to share collaborative content through shared device connection.

Virtucom Solutions
Interactive Flat Panels
One-to-One Computing
Desktops and Thin Clients
Managed Print Solutions
CyberSecurity



We provide our expertise in technology selection, procurement, pre-deployment, installation, and ongoing support so that our clients can focus their time and expertise on education. Ultimately, we recognize that these technology solutions are the tools with which leadership, staff, and teachers are able to create effective change in the learning experience. Without the proper understanding, resources, training, and support, it can be difficult to maximize student potential. Our experienced professional service division will provide successful assessment, adoption, and training to teachers and staff. Professional development and services are critical to our client's success, and therefore vital to ours. With managed and outsourced IT, we provide our clients with guidance throughout their journey of digital transformation in the learning process.



Virtucom Support Services
Deployment and Installation
Warranty and Post-Warranty Support
Asset Disposal
Staff Augmentation
Professional Services

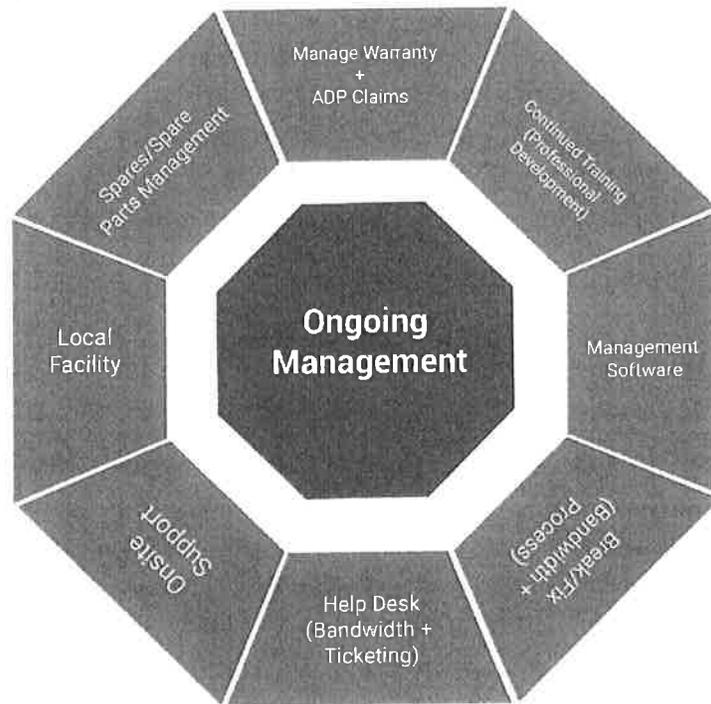


At our core, Virtucom focuses on the K-12 environment, providing solutions for schools, students, teachers, and administrators. While we encompass a multitude of turnkey solutions, our vision and long-term objective centers on the development of a district's technology program and support of your learning process.

The K-12 education community is evolving into a collaborative environment, engaging students to discuss tasks, make shared decisions, and form solutions. Virtucom is committed not only to the integration of technology solutions, but also providing training solutions that allow the teachers to maximize the use of new technology that provide tools and knowledge for all levels of education.

Technology and 1:1 solutions are and will be a key to creating and maintaining a successful learning environment and a more collegiate, real-world atmosphere.

We Manage & Support Your Technology Solutions





Experience

We partner with our schools to provide single computers, large rollouts, and up to 1:1 student and staff deployments. Additional technology such as printer solutions and Interactive Flat Panels are also a part of our K-12 solution. Uniting technology and curriculum is a key focus for clients. This is the reason we now offer an in-house professional development team who works with schools, staff, and teachers to utilize their new technology to help students learn.

Virtucom’s Top Deployments with Technology in Education

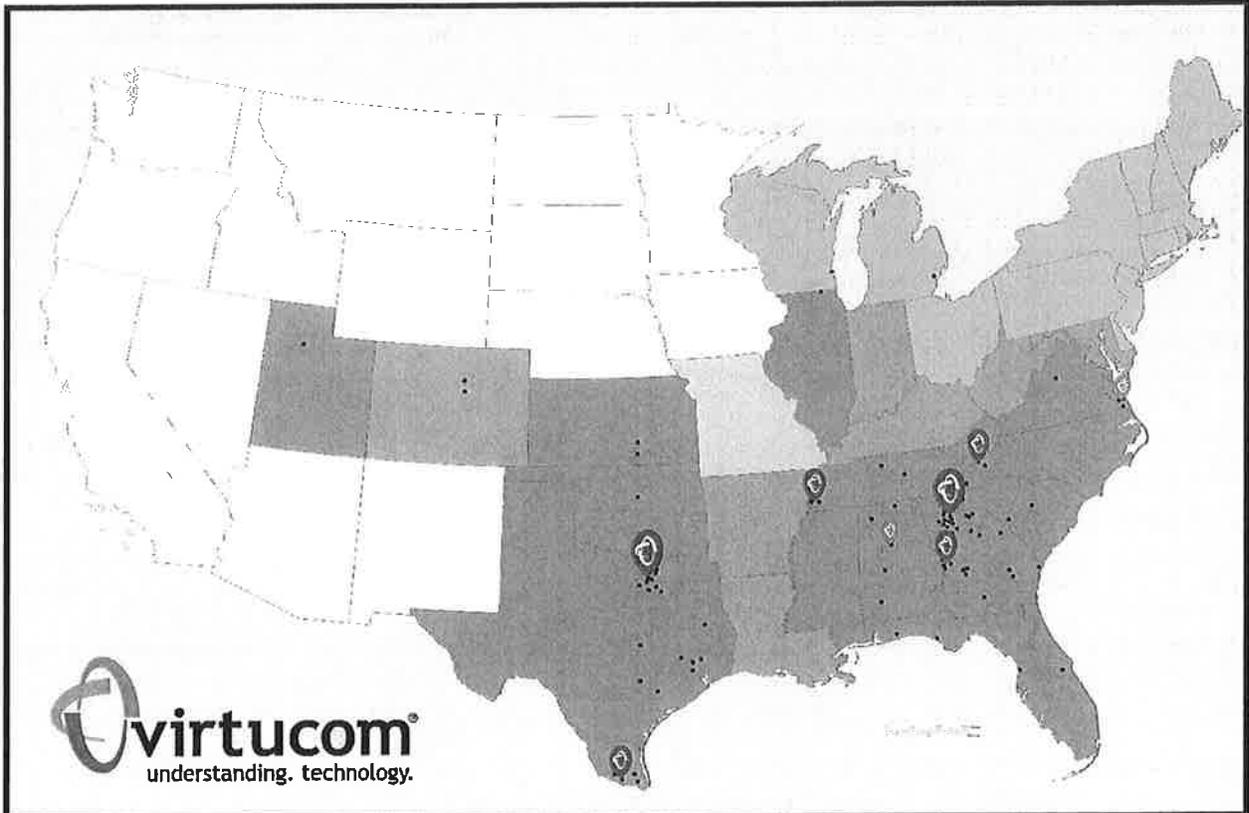
School District	Years of Support	Number of Devices	Completed On-Time	Length as a Customer
Muscogee County Schools, GA	21 Years	46,000	✓	1999 - Present
Henry County Schools, GA	17 Years	49,000	✓	2003 - Present
DeKalb County Schools, GA	8 Years	111,500	✓	2012 - Present
Arlington ISD, TX	8 Years	20,500	✓	2012 - Present
Clarke County Schools, GA	7 Years	17,000	✓	2013 - Present
Coweta County Schools, GA	4 Years	36,500	✓	2016 - Present
Shelby County Schools, TN	3 Years	4,200	✓	2017 - Present
Frisco ISD, TX	3 Years	12,000	✓	2017 - Present
Norfolk City Public Schools, VA	3 Years	7,500	✓	2017 - Present
Harlingen ISD, TX	2 Years	1,000	✓	2018 - Present
Virginia Beach City Public Schools, VA	1 Year	7,500	✓	2019 - Present

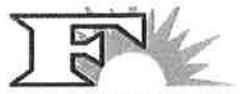
Key lessons that we have incorporated into our support and solutions include:

- Flexibility – No single solution fits every school. That is why we emphasize that our teams remain flexible in structure and design.
- Project Management – Our teams consistently communicate project solutions and resolutions to each other so that lessons learned can be incorporated with other clients.

Virtucom’s Mission: Our objective is to be recognized as the leading provider of Educational Technology Services, reflecting integrity and professionalism in any activity we undertake.

Sampling of Current Virtucom Partnerships



 <p>Arlington INDEPENDENT SCHOOL DISTRICT <i>More Than a Remarkable Education</i></p>	 <p>Marion County Public Schools <i>Developing Successful Citizens - Every Student, Every Day</i></p>	 <p>MPS MILWAUKEE PUBLIC SCHOOLS</p>	 <p>DeKalb County School District</p>
 <p>VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE</p>	 <p>FRISCO INDEPENDENT SCHOOL DISTRICT</p>	 <p>MUSCOCKEE COUNTY SCHOOL DISTRICT COLUMBUS, GA</p>	 <p>Chesapeake PUBLIC SCHOOLS</p>
 <p>DALLAS INDEPENDENT SCHOOL DISTRICT</p>	 <p>Marietta city schools</p>	 <p>City Schools Of Decatur</p>	 <p>HENRY COUNTY SCHOOLS</p>



Virtucom's Historical Customer Project Information

Virtucom is providing reference information regarding some of our current contracts where Virtucom is managing and servicing K-12 clients.

DeKalb County School District

Natalie Terrell
Project Manager
1701 Mountain Industrial Blvd.
Stone Mountain, GA 30083
(678) 676-1163

[NATALIE D TERRELL@dekalbschoolsga.org](mailto:NATALIE_D_TERRELL@dekalbschoolsga.org)

Muscogee County School District

Eve Davis
Manager Technology Products
2960 Macon Rd.
Columbus, GA 31906
(706) 748-2599

davis.renay.e@muscogee.k12.ga.us

Henry County Schools

Chris Davis
Network Coordinator
396 Tomlinson St.
McDonough, GA 30253
(770) 957-6547

ChristopherR.Davis@henry.k12.ga.us

Coweta County Schools

Jason Olvey
Director of Technology
167 Werz Industrial Blvd.
Newnan, GA 30263
(770) 254-2800

jason.olvey@cowetaschools.net

Clarke County School District

Taylor Duke
Director of Infrastructure Support
240 Mitchell Bridge Rd.
Athens, GA 30606
(706) 546-7721

duket@clarke.k12.ga.us

Oconee County Schools

Ryan White
Director of Technology
34 School St.
Watkinsville, GA 30677
(706) 769-5130, ext. 1308

rwhite@oconeeschools.org

Birmingham City Schools

Vollie Cullen
Technology Support
2015 Park Place North
Birmingham, AL 35203
(205) 231-4600

vollie.cullen@bhm.k12.al.us

Milwaukee Public Schools

Chad Meyer
Director, Department of Technology
5225 W Vliet St.
Milwaukee, WI 53208
(414) 475-8660

meyerca@milwaukee.k12.wi.us

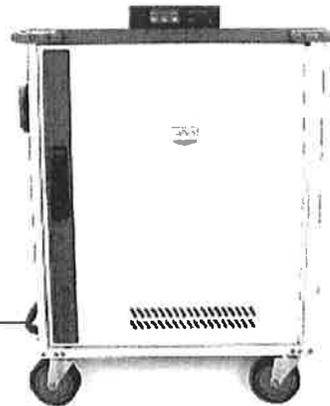
Technical Specifications

Ultra-Light Intelligent Cart Service Plus 28-40 User MD-5150-SP

Ask Your Device Provider
About the Service Plus Cart!

Customize a Total Cart Solution

Intelligent Charging Cart for Chromebooks, Notebooks, or Tablets



Lifetime Warranty
Available,
Including Electrical!
Adjustable From 28
to 40 Device Bays

The Service Plus Cart offers something unique. It helps schools achieve their total cart solution with greater ease, complete with installed chargers or even loaded with asset-tagged devices.



Fully-Loaded

Multiple service levels enable you to choose how your carts are configured including a pre-wired option.



Complete Feature Set

Featuring efficient cable management, all-steel construction, and the industry-leading Intelligent Charging System.



Lifetime Warranty

Service Plus Carts are available with an optional lifetime warranty covering the entire cart including electrical.



How Does it Work?

JAR Systems works with certified service partners nationwide to provide the Service Plus Cart. With multiple service levels, an optional lifetime warranty, and the Intelligent Charging System, investing in the Service Plus Cart just makes sense. Reach out to your IT provider to ask about the Service Plus Cart or contact JAR systems.

Call Today: (866)393-4202 | JAR-Systems.com

JAR SYSTEMS

Powerful Charging in a Small Footprint

Utilize the powerful Intelligent Charging System with a compact, lightweight, and mobile solution that **won't break the bank**. Easy to use, dependable charging, and sturdy steel construction make this cart an **economical solution**.

What's Included		
Intelligent Charging Cart	MD-5150-SP	39.5"H x 30"W x 21.75"D Including Handles & Power Unit 5" Swivel Casters 123.5 lbs Max Devices Size: Up to 10.5"H x 1.5"W x 15.25"D (28 Bays) Up to 10.5"H x 1.25"W x 15.25"D (30 Bays) Up to 10.5"H x 1"W x 15.25"D (40 Bays) (4) 10-Outlet Power Strips (1) 12' power cord to the wall UL rated at 15A Intelligent charging with built-in circuit breaker protection and inrush current limiter.
Services	SKU varies by partner	Can include cart assembly, charging cable installation, or asset tagging of devices.
Lifetime Warranty	MD-50-LW	JAR System's standard warranty extended for the entire life of the cart.

The MD-5150-SP is available through select technology reseller partners. Contact JAR Systems for partner recommendations.

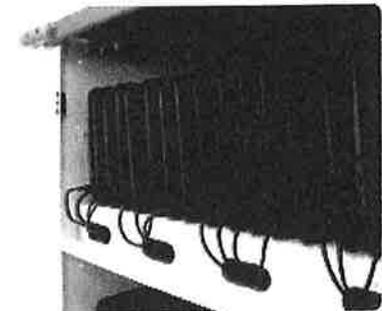
Never Buy Another Charging System

The Intelligent Charging System uses power sensors and charging logic to deliver the **fastest, most efficient charge**. It always charges as many devices at once as possible, charging up to a full cart of devices simultaneously. It connects all devices to a single power source and you never have to worry about tripping a circuit breaker.



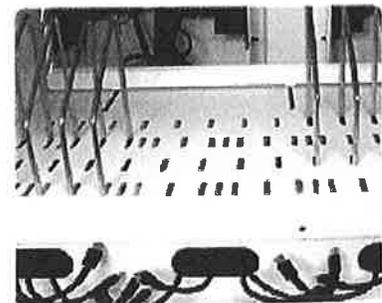
Power for Peripherals

An auxiliary power outlet lets you connect and control power to peripherals alongside the devices. Removable dividers allow for clear shelf space when the cart is not full. **Ask about configuration options for printers.**



Effective Cable Management

Features a simple cable management scheme that endures repeated use. A/C adapters are stowed away beneath the shelf, which can be secured to prevent the removal of cables. The cart supports both in-line and outlet chargers.



Easy to Transport

Secures and transports up to 40 devices with ease. **Weighs in at over 100 lbs less than other carts.** Features top and bottom handles for easy maneuverability. Great for sharing technology between classrooms.

Adjustable Device Bays

Features multiple hole patterns on the trays so that the carts are interchangeable between 28 bays at 1.5" wide, 30 bays at 1.25" wide, and up to 40 bays at 1" wide.

Call Today: (866)393-4202 | JAR-Systems.com

JAR SYSTEMS

Joey 30 & 40 Cart™



Charge, store, secure and transport up to 30 or 40 of almost any device at a more affordable price.



Joey 30 Specs: 32.6" D x 25.5" (W) x 28" (H) | 90 lbs
Joey 40 Specs: 32.6" D x 25.5" (W) x 35" (H) | 110 lbs

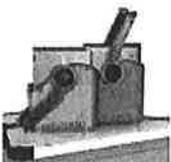
LocknCharge makes life easier.



NEW Top Loading Cart Design. The newly designed lid now folds all the way down to the sides of the Cart, allowing for unrestricted access to devices from all four sides making hand-out and pack-up even quicker. Plus, there's no bending down to remove devices from a bottom shelf. Your back and your sanity will thank you!



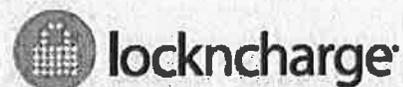
Organized Cables and Hidden Bricks. Our new "tool box" design stores bricks in a removable tray for ultra-easy access to bricks, cords and cables without needing to reach into the Cart. Cords stay even more organized in the newly designed side cable channels that secure those gosh darn cables once and for all.



Baskets by LocknCharge. These ain't your grandma's Longaberger baskets. Slotted device Baskets by LocknCharge make device deployments faster, safer and more efficient, putting valuable time back into your day.



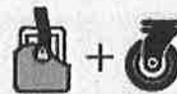
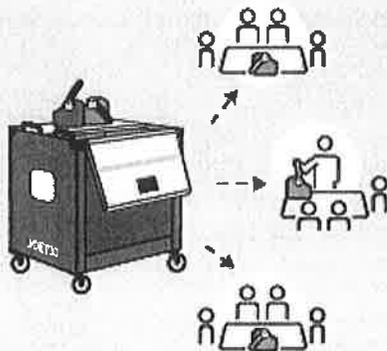
External Charging Status Display. Most of us don't have x-ray vision—but with our Joey Carts, it's super easy to know the charging status of your devices through the external ECO Safe Charge™ display.



Smarter Workflow



Save Time, Save Money. Our goal is to save you valuable time, each and every day, thus putting money back towards your bottom line. Our Baskets enable hand-out and pack-up of devices in less time, allowing you to forget about charging and focus on your goals.



Perfect for Shared Use. Not enough devices to go around? No problem. You can now easily share a small handful or a whole cartload of mobile devices between multiple areas without the fuss. When teamed up with our baskets, our lightweight, easy-to-maneuver Carts allow you to transport mobile devices quickly, safely and easily.

Additional Key Benefits



Magical Unicorn Lifetime Warranty. All of our products are now fully backed by a lifetime warranty on the main frame, electrical and all other components.* It's a one-of-a-kind guarantee that's as unique as a magical unicorn.



World-Class Customer Support. Our helpful and friendly Customer Support team will promptly assist with any product issues or questions that may arise.



Compatible & Efficient.¹ Larger devices never have to feel left out. Joey Carts can accommodate and charge 30 or 40 of almost any device, with or without cases.



Affordable. Enjoy all the great Cart features. LocknCharge is known for at a more entry-level price.



Smaller Footprint. Joey 30 and 40 Cart lids open vertically and fold down completely, leaving a smaller footprint in tight spaces.



Future-Proof. Think inside the box, and you won't be stuck with a bunch of outdated Carts. Removable racks and baskets allow this Cart to adapt to future needs as devices change or new technology is added.



Safe Power Management. Never blow a fuse again. ECO Safe Charge™ handles power requirements of almost any device by staging the availability of power. Plus, it ensures that devices are not overcharged, increasing their longevity.



Secure. Protect your device investment without worry. Lock away devices in the storage area with a padlock. An optional anchor kit locks the whole Cart to the floor.



Lock Included. Our Joey Carts come with a high-quality, stainless steel lock and keys.

www.lockncharge.com
Phone: (888) 943-6803
info@lockncharge.com



lockncharge

Specifications and images are for illustration purposes only. Final product may differ. iPad is a trademark of Apple Inc., registered in the U.S. and other countries. Chromebook is a trademark of Google Inc.
¹ May not fit all devices. Please check the dimensions of the device. Smart Power Adapter may not be compatible. Contact us for details and compatibility.
*Please see www.lockncharge.com/warranty for complete warranty details.





Virtucom's Key Personnel

Virtucom created a team of key personnel, dedicated to exceed the services and customer support expected by HCS. Based on Virtucom's experience with similar K-12 Chromebook projects, this team structure will support all of the District's current and future 1:1 solutions and services.

Key Personnel	Title	Sales or Services Team	Years of Experience	Certifications
Sean Beck	Sales Operation Manager	Sales	25	Google for Education Sales Certified
Tonya Hines	Account Support	Sales	14	N/A
Lee Prince	Vice President of Sales	Sales	15	N/A
Annie Craig	Services Director	Services	20	A+ and Project +

Our Virtucom service team members possess certifications in the following areas and are available for project specific needs:

- A+
- Project +
- Network +
- HP Certified
- Lenovo Certified
- Dell Certified
- Google Certified
- Lexmark Certified
- Promethean Certified Installer
- Microsoft Certified IT Professional
- Microsoft Certified Solutions Associate (MCSA)
- Microsoft Enterprise Administrator on Windows Server
- Microsoft Windows Server
- Microsoft Windows Server Active Directory
- Microsoft Windows Server Network Infrastructure
- Microsoft Windows Server Applications Infrastructure Configuration
- Cisco Certified CCNA
- Cisco Certified CCDA
- CIW Database Design Specialist
- CIW JavaScript Specialist
- CIW Web Design Specialist
- CIW Web Security Associate / Professional / Specialist



Project Kick-Off

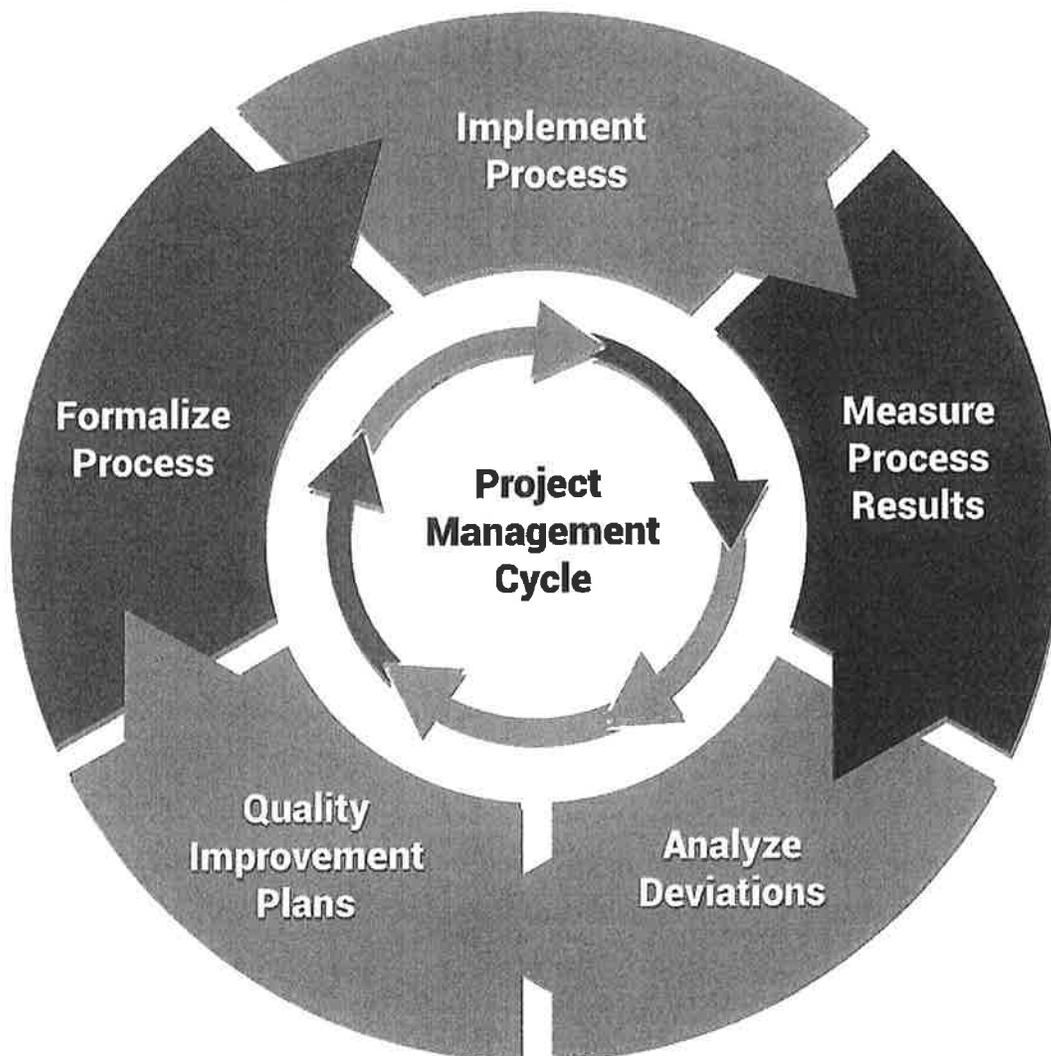
Communication is vital to the success of any deployment. Upon award, we will request a kick-off meeting with our key personnel and HCS project administration to discuss and mutually establish the processes and deployment schedules.

We recommend regularly scheduled meetings weekly or bi-weekly through the initial deployments. During these meetings, we can finalize imaging, asset tagging, reporting, and other service details. Throughout the remaining contract, we would recommend monthly or quarterly meetings to continue communications and future projects.

Project Management Team Review

To ensure the well-organized flow and review of project statuses, processes, procedures, and implementations, Virtucom teams encourage scheduled meetings with our clients. These meetings would consist of HCS administrators and on-site and off-site Virtucom key project personnel. Virtucom will hold such meetings on a quarterly or agreed upon basis, committing to such project meetings as often as needed by the District.

Project Management will begin by coordinating with HCS regarding the finalized specifics and schedules for the project. During the Project Management Team Reviews, we will identify noncompliance of products or service levels, and Quality Improvement Plans submitted to HCS within ten (10) days. Upon approval from HCS, Virtucom will implement any process changes for the project and continually monitor the results and suggest improvements.





Proposal Pricing



5060 Avalon Ridge Parkway
 Suite 300
 Peachtree Corners, GA 30071
 www.virtucom.com

Price Quote

Date	Estimate
7/22/2020	PQ5093231

To
 Hickman County
 114 North Central Ave
 Suite #203
 Centerville TN 37033
 United States

Expires	Sales Rep	Memo
8/21/2020		Hickman Chromebook Charging Carts

Item	Description	Quantity	Unit Price	Amount
**	JAR SYSTEMS, LLC : MD-5150 30/40 Device Cart JAR Onsite Assembly, wiring, device install 5 Yr Warranty	10	1,210.00	12,100.00
**	LockNCharge Joey 30 Charging Cart with Baskets	10	981.00	9,810.00
We appreciate your business.			Total	\$21,910.00

We appreciate the opportunity to quote. If you have any questions, please call us at (800)890-2611 or fax us at (770)908-8007

Unless otherwise noted, prices on this quote are good for thirty (30) days from the above date. This does not promise a delivery date or availability of the product (s). This quote is non-transferable and valid only for the company/individual named above. No refunds on deposits for special order items. Our standard terms are net



**Hickman County Schools
Charging Cart Bid**

Chromebook 14 Charging Cart

Specifications

Type: Custom Education Furniture

Model: EZN-32

Slot Number: 32 slots

Features

- ✦ Cord keeper on front edge for easy cable management
- ✦ Keyed locking door and cord wraps
- ✦ Front pullout shelves for access to surge protector outlets
- ✦ Heavy Duty 5" locking casters

Warranty

- ✦ 10 year parts warranty (not including surface damage)
- ✦ Limited Lifetime Warranty of Surge Protectors
- ✦ Customer to decide color from spec sheet

Unit Price: \$1,325.00 (if less than Qty:8 ordered at a time

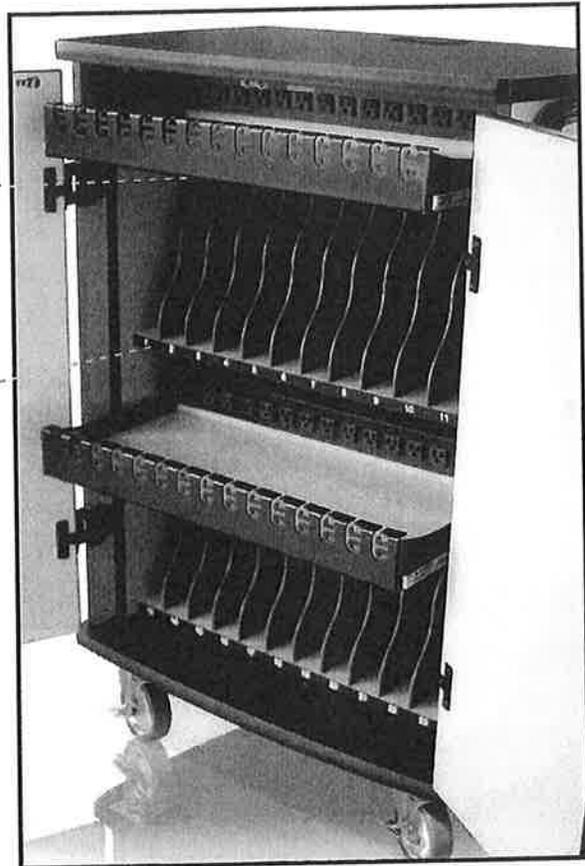
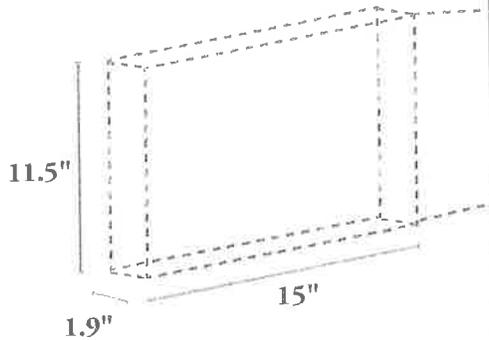
Unit Price: \$1,125.00 (if Qty:8 or more ordered at a time
(unit pricing includes all delivery and shipping costs)

***Includes Inside White Glove Delivery to school of choice**

*****Please review attached specification sheet to ensure Chromebook correctly fits into cart slot WITH charger attached.*****

Chromebook/Netbook Charging

EZN Series: Most devices up to 14" (or smaller)



IDEAL FOR:

- Chromebooks (14" and smaller)
- Laptops (14" and smaller)
- Netbooks
- Tablets (including iPads)

** Check device dimensions with power cord attached to assure fit; CEF not responsible for improper cart size selection.*

4 Finishes available
(Grey Nebula shown on EZN24 model)

16 devices
(EZN16)



Overall:
23.5W x 22.625D x 46H

24 devices
(EZN24)

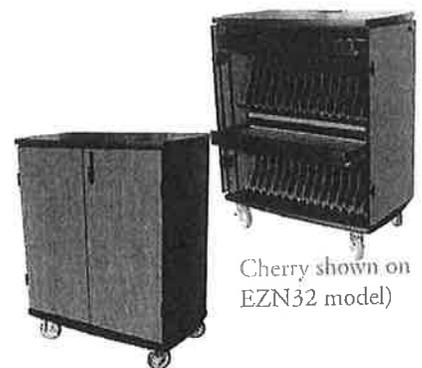


Overall:
32.75W x 22.625D x 46.375H

32 devices
(EZN32)



Overall:
38.625W x 22.625D x 46.375H



Cherry shown on
EZN32 model)



Merging Technology & Furniture

www.cefinc.com

Netbook/Chromebook Charging

EZN Series

STANDARD FEATURES

(options at right)

- Each numbered slot: 1.9W x 15D x 11.5H
- Surge protected outlets on EZ Access pullout(s) with ample space for power cord and AC adapter storage
- Cord keepers above each slot
- Keyed locking door(s)
- Cord wraps
- Handle on one end for easy control
- (4) 5 inch heavy duty ball bearing swivel casters (all locking)
- Integral ventilation gaps throughout

FINISHES



MATERIALS OF CONSTRUCTION

3/4" and 1-1/8" - 45-48 lb. industrial grade core with double faced Melamine laminate throughout. Top & Bottom in black with radius corners for safety and aesthetics. All edges in Black: top/bottom T-mold edging, balance edgebanded. Sturdy PVC slot dividers prevent sagging. Assembled by hand. **Made in USA.**

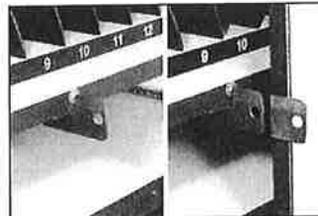
WARRANTY

- 10 years on furniture
- Limited lifetime on surge protector
- 1 year on Programmable Timer

DESCRIPTION / PART NUMBERS

	P/N
CEF 16 Netbook/Chromebook Charging Cart, 16 slots/18 outlets	EZN16
CEF 24 Netbook/Chromebook Charging Cart, 24 slots/28 outlets	EZN24
CEF 32 Netbook/Chromebook Charging Cart, 32 slots/36 outlets	EZN32
Options & Accessories: 'Add' all desired Option Code Letters to P/N, For example: A 32 Netbook/Chromebook Charging Cart (EZN-32) with upgraded soft wheels (P3) would be: EZN32-P3	
ADD 3-point Hasp clasp (customer supplied padlock) for any double door model (EZN24/EZN32)	E7
ADD 2-point Hasp clasp (customer supplied padlock) for any single door model (EZN16)	E8
Upgrade to 6" soft balloon wheels (adds 1.5" to height)	P3
Basic 7-day Programmable Switching Timer	U15

OPTIONS & ACCESSORIES



Hasp Clasp has 2 or 3 connection points respectively (customer supplies padlock for dual or alternate access security use with standard keyed lock). (E7, E8)



Soft balloon wheels help to cushion cart over rough surfaces; all swivel and lock (P3)



*Basic 7-day Programmable Switching Timer: Program to alternate charging between top and bottom rows of devices, with multiple programming options (U15)**

*Switching Timer may also be set up to program the charging of ALL devices simultaneously (weekdays and weekend can be on separate programs). Or, use On/Off switch for weekends and/or extended leave times. Detailed TECH BULLETIN available - contact CEF

CEF (Custom Educational Furnishings, LLC)

PO Box 70, Swannanoa, NC 28778

Phone: 828.664.0007 / 800.255.9189

Fax: 828.664.0006 / 800.687.9230

www.cefinc.com cef@cefinc.com



HICKMAN
COUNTY SCHOOLS



<https://hickmank12.org/>

Chromebook Charging Carts

Invitation to Bid

The Hickman County Finance Office is accepting sealed bids for Chromebook Charging Carts.

Bid with specifications are online at: www.hickmank12.org/request-for-proposal. Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Charging Carts". Bids will be opened on Monday July 27, 2020 at 10:00 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

Specifications for Chromebook Charging Carts

Minimum Cart Slots – 25

Maximum Cart Slots – 40

Rolling Wheels preferred

Locks preferred

Bid price should be good through June 30, 2021. Questions should be directed to Brad Gilbert, Technology Coordinator, at brad.gilbert@hickmank12.org.

District Quick Links

-  [\(https://hickmank12.org/at-home-learning-resources/\)](https://hickmank12.org/at-home-learning-resources/)
[\(https://hickmank12.org/at-home-learning-resources/\)](https://hickmank12.org/at-home-learning-resources/)
- [\(https://hickmank12.org/at-home-learning-resources/Students & Staff](https://hickmank12.org/at-home-learning-resources/Students%20&%20Staff)
[\(https://hickmank12.org/students-2/\)](https://hickmank12.org/students-2/)
- [Parents \(https://hickmank12.org/parents-2/\)](https://hickmank12.org/parents-2/)

Calendars

- [District Calendar \(https://hickmank12.org/district-calendar/\)](https://hickmank12.org/district-calendar/)
- [Color Coded Calendar \(https://hickmank12.org/color-coded-district-calendar/\)](https://hickmank12.org/color-coded-district-calendar/)

School News

[New Student Registration \(https://hickmank12.org/new-student-registration/\)](https://hickmank12.org/new-student-registration/) July 15, 2020

[Remote Learning Form \(https://hickmank12.org/remote-learning-form/\)](https://hickmank12.org/remote-learning-form/) July 8, 2020

[Board Approved Reopening Plan – July 6, 2020 \(https://hickmank12.org/board-approved-reopening-plan-july-6-2020/\)](https://hickmank12.org/board-approved-reopening-plan-july-6-2020/) July 7, 2020

[DRAFT Reopening Plan Parent Survey – July 1, 2020 \(https://hickmank12.org/draft-reopening-plan-parent-survey-july-1-2020/\)](https://hickmank12.org/draft-reopening-plan-parent-survey-july-1-2020/) July 1, 2020

[Hickman County Schools DRAFT Reopening Plan \(https://hickmank12.org/hickman-county-schools-reopening-plan/\)](https://hickmank12.org/hickman-county-schools-reopening-plan/) July 1, 2020

[Parent Update – July 1, 2020 \(https://hickmank12.org/parent-update-july-1-2020/\)](https://hickmank12.org/parent-update-july-1-2020/) July 1, 2020

[2020 Graduation Broadcast Links \(https://hickmank12.org/2020-graduation-broadcast-links/\)](https://hickmank12.org/2020-graduation-broadcast-links/) June 22, 2020

[Hickman County Schools 2020-2021 Parent Survey \(https://hickmank12.org/hickman-county-schools-2020-2021-parent-survey/\)](https://hickmank12.org/hickman-county-schools-2020-2021-parent-survey/) June 16, 2020

[Parent Update – June 16th, 2020 \(https://hickmank12.org/parent-update-6-16-20/\)](https://hickmank12.org/parent-update-6-16-20/) June 16, 2020

[Summer Meals Program \(https://hickmank12.org/summer-meals-program/\)](https://hickmank12.org/summer-meals-program/) May 23, 2020

Hickman County Schools Mission & Vision Statements

Mission:

The Hickman County School System exists to engage and develop the mind, body, and character of every student for success in education, work, and life.

Vision:

We engage and inspire our students from start to finish by setting high expectations for both students and adults. Every student is valued by teachers, leaders, and support staff who provide each one access to instruction and support.

Address

- Hickman County School System
115 Murphree Avenue Centerville, TN 37033

Phone & Fax

Phone

- 931.729.3391

Fax

- 931.729.3834

[HOME \(HTTPS://HICKMANK12.ORG/\)](https://hickmank12.org/)

[/ DEPARTMENTS \(HTTPS://HICKMANK12.ORG/DEPARTMENTS/\)](https://hickmank12.org/departments/)

[/ SCHOOL BOARD INFORMATION / ABOUT US \(HTTPS://HICKMANK12.ORG/ABOUT-US-2/\)](https://hickmank12.org/about-us-2/)

[/ DISTRICT CALENDAR \(HTTPS://HICKMANK12.ORG/THE-DISTRICT-CALENDAR/\)](https://hickmank12.org/the-district-calendar/)

All Rights Reserved: Hickman County School Systems 2017. Site Created & Maintained by:
[Bluegrass Computer Systems, LLC \(http://www.bgcsystems.com\)](http://www.bgcsystems.com)

Continuous Notice Of Nondiscrimination The Hickman County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, or employment; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: | Title VI & IX Complaints Mike Elkins - 115 Murphree Ave. Centerville, TN 37033 931-729-3391 Ext. 2255 mike.elkins@hickmank12.org | Misty Shelton - 115 Murphree Ave. Centerville, TN 37033 931-729-3391 Ext. 2226 misty.shelton@hickmank12.org | Section 504 Complaints Becky Malugin - 115 Murphree Ave. Centerville, TN 37033 931-729-7730 becky.malugin@hickmank12.org | ADA Complaints Julia Thomasson - 115 Murphree Ave. Centerville, TN 37033 931-729-3391 Ext. 2234 julia.thomasson@hickmank12.org



CDI Technologies
 PO Box 95096
 Chicago, IL 60694

Quote Number: QUO-51663-7421
 Created On: 7/21/2020

HICKMAN CO SCHOOL DISTRICT

Contact: Brad Gilbert
 Email: brad.gilbert@hickmank12.org
 Phone: (931) 729-3391
 Fax:
 115 MURPHREE AVE, 115 MURPHREE AVE
 CENTERVILLE, Tennessee, 37033-1443

HICKMAN CO SCHOOL DISTRICT

115 MURPHREE AVE
 115 MURPHREE AVE
 CENTERVILLE, TN, 37033-1443

Terms: Net 30 FOB: Destination Customer #: 51663 Expires: 6/30/2021

Item	Description	Sell Price	Qty	Ext. Price
1	30 Bay - Anywhere Cart AC-Lite - Secure Charging Cart FIRST CART PRICE IN ORDER INCLUDES LIFT GATE PRICE	\$879.00	1	\$879.00 Non-Taxable
2	30 Bay - Anywhere Cart AC-Lite - Secure Charging Cart PRICE FOR ANY OTHER CART IN ORDER,NO SHIPPING CHARGE	\$769.00	1	\$769.00 Non-Taxable
3	30 Bay - Anywhere Cart 30 - Economical Secure Charging Cart FIRST CART PRICE IN ORDER INCLUDES LIFT GATE PRICE	\$729.00	1	\$729.00 Non-Taxable
4	30 Bay - Anywhere Cart 30 - Economical Secure Charging Cart PRICE FOR ANY OTHER CART IN ORDER,NO SHIPPING CHARGE	\$619.00	1	\$619.00 Non-Taxable
5	36 Bay - Anywhere Cart Slim - Secure Charging Cart with Intelli-Sense Smart Timer FIRST CART PRICE IN ORDER INCLUDES LIFT GATE PRICE	\$1,209.00	1	\$1,209.00 Non-Taxable
6	36 Bay - Anywhere Cart Slim - Secure Charging Cart with Intelli-Sense Smart Timer PRICE FOR ANY OTHER CART IN ORDER,NO SHIPPING CHARGE	\$1,089.00	1	\$1,089.00 Non-Taxable
7	45 Bay - Anywhere Cart 45 - Secure Charging Cart with Intelli-Sense Smart Timer FIRST CART PRICE IN ORDER INCLUDES LIFT GATE PRICE	\$1,317.00	1	\$1,317.00 Non-Taxable
8	45 Bay - Anywhere Cart 45 - Secure Charging Cart with Intelli-Sense Smart Timer PRICE FOR ANY OTHER CART IN ORDER,NO SHIPPING CHARGE	\$1,209.00	1	\$1,209.00 Non-Taxable

Subtotal \$7,820.00



CDI Technologies
PO Box 95096
Chicago, IL 60694

Quote Number: QUO-51663-7421
Created On: 7/21/2020

Total **\$7,820.00**

Thank You,

X

Barry Masters

Regional Director

Trox: Formerly Troxell-CDI

Email: bmasters@trox.com

Phone: 905-946-3892 | Fax: 1-905-946-0059

130 South Town Centre Blvd

Markham, Ontario, L6G 1B8, CANADA



1271 Red Fox Road, Saint Paul, MN 55112

July 22, 2020

Hickman County Schools
Attn: Brad Gilbert, Technology Coordinator
115 Murphree Avenue
Centerville, TN 37033

Charging Carts

To Mr. Gilbert and Whom It May Concern,

Introduction

Please accept our enclosed proposal for your *Charging Carts* invitation to bid. FireFly Computers is a top national provider of innovative classroom computing solutions for education. Since 2011, we've reimagined what a technology vendor can do to help school administrators meet their technology goals. FireFly focuses on providing knowledgeable, end-to-end customer support and innovative service options to save schools time, effort, and money. Unlike vendors who just focus on the initial sale, our products and services support you throughout the entire device lifecycle, from finding the right equipment to deployment, teacher professional development, warranty support, parts and repairs, and even buy-back for used devices.

FireFly's unique, customer-focused approach has earned us several awards, including four years in a row on the Inc. 5000 list of the fastest-growing companies in America, the Deloitte 'Fast 500' list, and Inc. Magazine's 'Best Workplaces' list 2018. We currently do business with over 2,500 school districts and organizations across all 50 US states. FireFly is a Google for Education Premier Partner and one of the top 10 vendors of Google Chrome products worldwide.

At FireFly Computers, we pride ourselves on providing the very best customer service in the educational technology industry. You will have direct access to your own dedicated, US-based, FireFly Account Manager who can help with everything from pre-sales questions to warranty support. This means you'll always get reliable service from someone who knows your account and can provide you with the timely assistance you deserve.

Proposal Overview

We are proposing two cart options: The Luxor LLTM30-B Mobile Tablet/Chromebook Charging Cart and the AVerCharge E36c+ 36 Device Economy Charging Cart. All products are brand new and free FOB destination shipping is included. Our pricing is valid through June 30, 2021.

Luxor LLTM30-B

- Charges up to 30 tablets or Chromebooks
- Cable management
- All steel construction with padded top surface
- Four non-marring 4" casters (2 with locking brakes)

AVerCharge E36c+

- Charges up to 36 tablets, Chromebooks, or laptops
- Intelligent charging and cable management
- Four 5" casters (2 with locking brakes)
- Front doors with 3-point mechanism lock



- Front and back doors with key-locks
- Limited lifetime warranty
- Warranty – 10-year mechanical and 5-year electrical components

Conclusion

We hope we've helped show you that our proposal provides the very best solution for your upcoming technology purchase. Please let us know if we can send any additional information or answer any questions. FireFly Computers is proud to be a 100% woman-owned small business. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kari Phillips', is positioned below the word 'Sincerely,'.

Kari Phillips
CEO, FireFly Computers LLC

Primary Sales Contact:

Ryan Lapadat

651-400-1042 (direct)

1-866-950-8868 x 120 (toll-free)

612-392-2155 (fax)

rlapadat@fireflycomputers.com



FireFly Computers
 1271 Red Fox Road
 Saint Paul, MN 55112
 fireflycomputers.com

Quote #: E000026979

Hickman County Schools	Customer Number	Quote Date	Expiration Date	Terms
Brad Gilbert	70338	7/20/2020	6/30/2021	Net 30
brad.gilbert@hickmank12.org				

Ryan Lapadat
 Direct: 651-400-1042
 Fax: 612-392-2155
 Email: RLapadat@fireflycomputers.com

Contract Details:
 Bid Proposal

Luxor Cart Option

Quantity	Item	Unit Price	Extended Price
1	Luxor Cart - LLTM 30 Unit – Laptops, Tablets & Chromebooks - Charges up to 30 tablets or Chromebooks (15 per shelf) - Rubber-coated dividers safeguard devices from damage - Bottom storage shelf for storing additional IT items - Locking front and rear access doors; includes two keys - All-steel construction and padded top surface - Four non-marring 4" casters, two with locking brakes, and handle for easy maneuverability	559.00	559.00

Sale Amount:	559.00
Freight:	0.00
Sales Tax:	0.00
Total Amount:	559.00

Terms And Conditions:

Prices reflect a 3% discount for cash/check payment. Credit card payment is accepted without discount. This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

Ordering:

Please email purchase orders to orders@fireflycomputers.com or fax orders to 612-392-2155

Questions:

If you have any questions regarding this quote, please feel free to contact your FireFly Account Manager listed above at your convenience. We pride ourselves on providing you a quick response.



FireFly Computers
 1271 Red Fox Road
 Saint Paul, MN 55112
 fireflycomputers.com

Quote #: E000026977

Hickman County Schools

Brad Gilbert

brad.gilbert@hickmank12.org

Customer Number	Quote Date	Expiration Date	Terms
70338	7/20/2020	6/30/2021	Net 30

Ryan Lapadat
 Direct: 651-400-1042
 Fax: 612-392-2155
 Email: RLapadat@fireflycomputers.com

Contract Details:
 Bid Proposal

AVer Cart Option

Quantity	Item	Unit Price	Extended Price
1	AVer Charge E36C+ Charging Cart - 36 Device Economy Charging Cart - Laptop/Chromebook/Tablets up to 15" - 5" Swivel Casters - Intelligent Charging	750.00	750.00

Sale Amount:	750.00
Freight:	0.00
Sales Tax:	0.00
Total Amount:	750.00

Terms And Conditions:

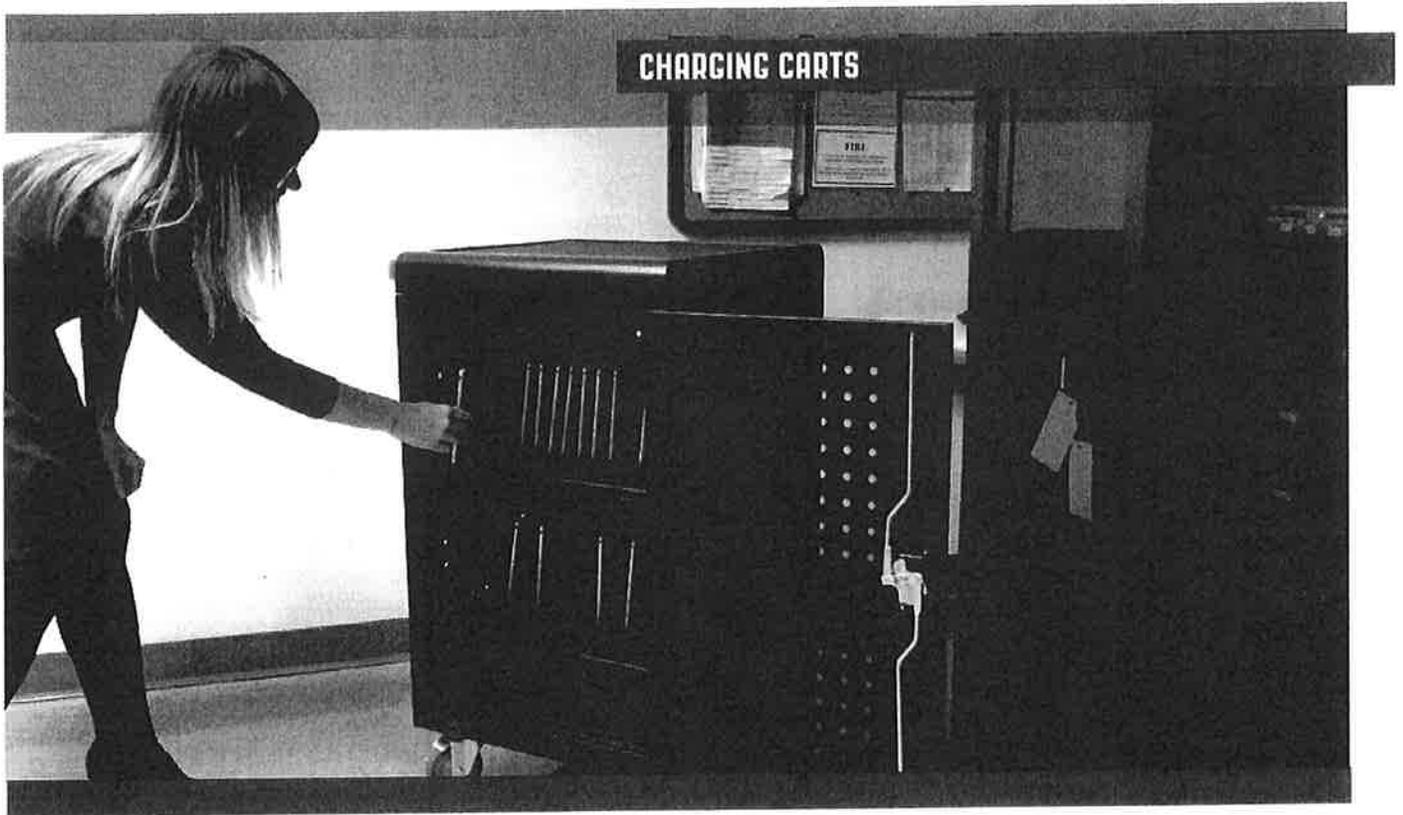
Prices reflect a 3% discount for cash/check payment. Credit card payment is accepted without discount. This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

Ordering:

Please email purchase orders to orders@fireflycomputers.com or fax orders to 612-392-2155

Questions:

If you have any questions regarding this quote, please feel free to contact your FireFly Account Manager listed above at your convenience. We pride ourselves on providing you a quick response.



MOBILE TABLET/CHROMEBOOK CHARGING CART

Luxor's LLTM30-B charging cart is our best-selling modern tool used to charge, store, and transport your tablets and Chromebooks. Whether travelling from the library, down a hospital hallway, or through the corporate office, the durable non-marring casters and long-lasting tread help smoothly guide the charging station to its location. The cart's two 15-outlet 120V/15A vertical electric power strips enable ongoing battery life while also conserving space in storage. Upgrade your workspace with this multi-purpose charging station.

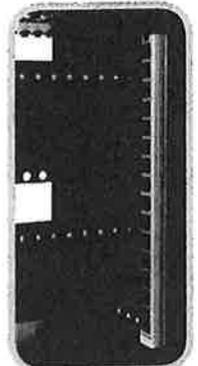
LLTM30-B

FEATURES

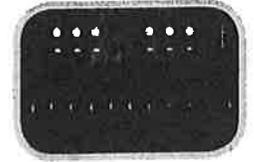
- Meets ANSI/BIFMA standards
- Charges up to 30 tablets or Chromebooks (15 per shelf)
- Four non-marring 4" casters, two with locking brakes, smoothly handle heavy loads
- Cable management for superior interior cord organization
- Bottom shelf offers additional storage
- Rubber-coated dividers spaced 1" apart keep equipment organized and protected
- All steel construction and padded top surface
- Internal UL Listed power strips



Side cord wrap for convenience.



Rear access door of the LLTM30-B open to the power strips.



Coated dividers and non skid casters

2245 Delany Road, Waukegan, IL 60087
800-323-4656 | Fax 847-244-1818 | www.LuxorFurn.com

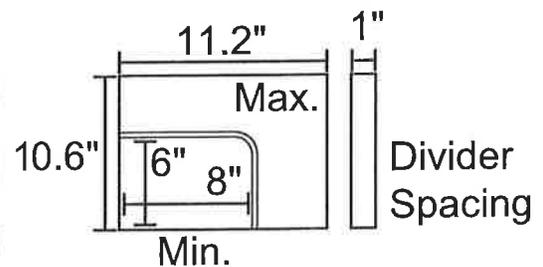
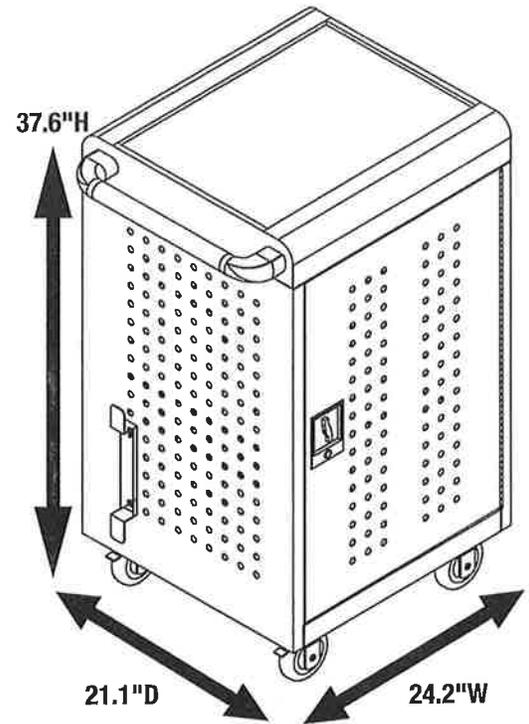
LUXOR

INNOVATIVE WORKSPACE PRODUCT SOLUTIONS

LLTM30-B - TABLET/CHROMEBOOK CHARGING STATION

Product Specifications:

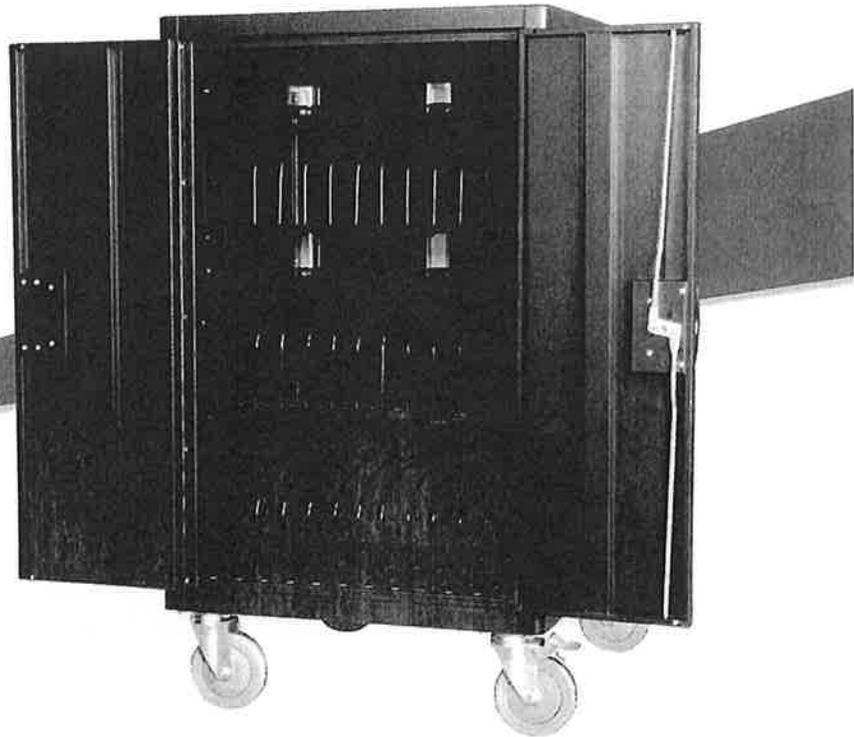
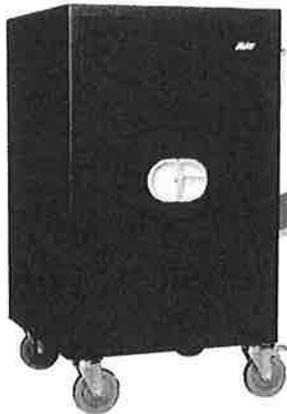
Item Number	LLTM30-B
Material	Powder Coated Steel
Color Finish	Black
Capacity	30 Tablets or Chromebooks
Cart Dimensions (w/handle)	24.2"W x 21.1"D x 37.6"H
Cart Dimensions (w/o handle)	20.9"W x 21.1"D x 32.9"H
Weight	109 lbs.
Shelf Depth	11.2"D
Distance Between Shelves	10.6"H
Divider Make	Rubber Coated Steel
Divider Distance	1"
Doors	2; front & back
Lock	Key-lock on front & back door; 2 keys
Ventilation	All sides
Cord Length	10'
Cord Quantity	2
Cable Management	Internal cord clips; External cable-wrap hook
Casters (4)	4" non-marring; two casters include locking brakes
Weight Capacity	120 lbs.
Power	Two 15-outlet vertical power strips; Internal power strips are UL Listed
Voltage	120V/15A
Meets ANSI/BIFMA	Yes
Ship Method	Freight
Shipping Carton Dims	1 carton; 23"W x 23"D x 35"H
Shipping Weight	127 lbs.
Assembly Required	Minimal; attach handle bar & casters



To Order, Call Your Sales Representative or 800-323-4656

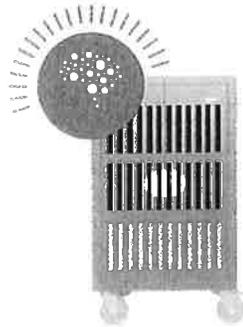
AVerCharge E36c+

36 Device Economy Charging Cart



Intelligent charging and cable management

The E36c+ features easy cable management and knows which devices need to be charged and routes power to these devices.



Easy on the pocketbook

Quality device management does not have to equate to big spending. E36c+ provides all your charging needs at a fraction of the cost.



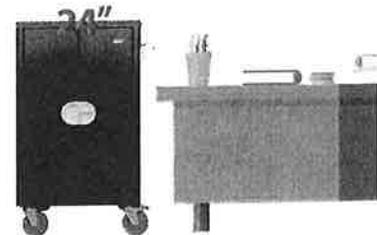
One cart fits all

E36c+ easily supports 36 Laptops, Chromebooks, or Tablet devices with screens up to 15". Need to charge your own laptop while charging your students' tablets? Sure, why not.



Sleek and classy

Internally spacious enough to store 36 devices yet sleekishly designed externally to fit in the most confined spaces. Ideal for any tight areas!



Maneuver with finesse

E36c+'s compact design and 5" swivel casters make it easier to transport devices and provide a smooth mobile experience even in the most crowded corridors or smallest spaces.

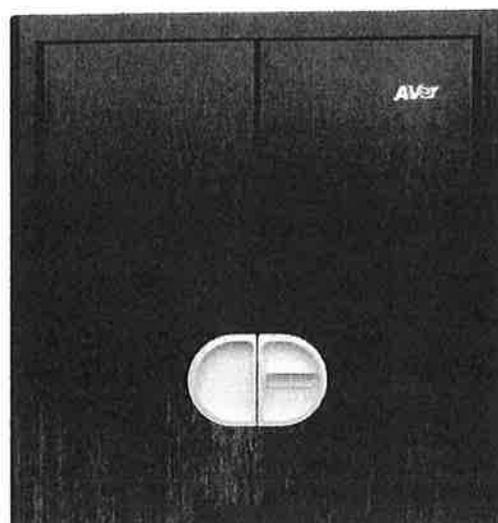


Specifications

Device Capacity	36	Slot Size	W = 3.2cm (1.26") D = 38cm (14.96") H = 26cm (10.24")
Support Device	Laptop/Chromebook/Tablets up to 15"	Charging Type	Intelligent Charging
Sync Type	N/A	External Power Outlets	N/A
LED Indicator	N/A	Sliding Shelves	N/A
Divider type	Metal Bar with Rubber Coating	Foam on Bar	No
Cart Dimension	H = 108.8cm (42.83") W = 68.8cm (27.09") D = 64cm (25.20")	Package Dimension	H = 125.5cm (49.41") W = 77cm (30.31") D = 73cm (28.74")
Net weight	60kg (132.3lbs)	Gross weight	79kg (174.2lbs)
Power Specification	AC IN: 100-120V ~ 50/60Hz, 12A Power Strip: 100-120V ~ 50/60Hz, 12A	Cable Management	AC adaptor holder bin with built-in individual cable management metal clips
Security	Front doors: 3 point mechanism with lock hole	Casters	5" casters x 4 2 among are lockable
Security Hook	Yes	Fan	N/A
Warranty	10 years mechanical components 5 years electrical components	Adaptor holder inner dimension	N/A

AVer Information Inc. Americas
averusa.com
 668 Mission Court,
 Fremont, CA 94539
 T 408.263.3828
 F 408.263.8132
 toll free 1.877.528.7824

©Copyright 2019, AVer Information Inc. All rights reserved.
 Specifications subject to change without notice.



LUXOR

Coverage for the life of each product. Luxor products are covered by a manufacturer's Limited* Lifetime Warranty against defects and workmanship. Any product that is defective in either materials or workmanship will be repaired or replaced at the manufacturer's discretion. This warranty does not cover damage in transit or any modification to the product by the customer. This warranty is for the life of the product provided the product is used for its intended purpose and used with weight loads not exceeding those recommended. This warranty does not cover any problems which result from improper set-up, unauthorized modification, normal wear and tear, abuse, or environmental damages including fire, hurricane or floods.

*Rental Applications: Since rental applications do not fall under the category of normal usage, Luxor will be unable to provide the Lifetime Warranty on units used for rental applications. We will, however, make parts and/or entire units available at a special purchase price upon request.

*Whiteboards: All Whiteboards are covered by a 10-year warranty.

*Limitations: Regardless of how carefully you use or care for your product, it will eventually show age and wear, and coverage does not include expected age and wear of products. Neither the consequential costs of repairing or replacing other property damaged in the event of our product malfunctioning, nor incidental loss of time, loss of use, etc. damages are not recoverable under this warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. Other limitations may apply depending on the model purchased. Inquire with your sales representative for details.

Charge Carts Warranty

- 10-year limited warranty (Mechanical)
- Multi-year limited warranty (Electronics)
- Technical support

Warranty and Return Policy

NOTE: The below policy relates to AVer Charge and Sync Carts.

Parts and Labor Warranty

AVer Information offers a 10 year mechanical and multi-year electronics warranty on its charge and sync solutions. [Click here to view the full warranty program.](#) During this period, AVer will repair or replace components of the product that are tested as defective from manufactured defects. This Parts and Labor Warranty shall not apply to products deemed defective by unreasonable use, accident, negligence or modification done other than by AVer's authorized service technicians. This Parts and Labor Warranty shall not apply to refurbished products (See below for Refurbished Product Limited Warranty) and discontinued products (See below for Discontinued Products). AVer Information Inc. provides one year Parts and Labor Warranty for all Cart Accessories from the date of purchase unless otherwise stated.

* Available for USA and Canada only.

☒ [*Click here for Warranty Service for Canada](#)

Charge Carts Warranty Table

Product	10 Year Mechanical Warranty	5 Year Electrical Warranty	1 Year all other accessories (excluding consumables)
B30	✓	✓	✓
C20i	✓	✓	✓
C30u	✓	✓	✓

Product	10 Year Mechanical Warranty	5 Year Electrical Warranty	1 Year all other accessories (excluding consumables)
C30i	✓	✓	✓
C36i+	✓	✓	✓
E36c	✓	✓	✓
S42i+	✓	✓	✓
T18	✓	✓	✓
X12	✓	✓	✓

Discontinued Charge Carts Warranty Table

Product	10 Year Mechanical Warranty	5 Year Electrical Warranty	2 Year Electrical Warranty	1 Year all other accessories (excluding consumables)
C36i	✓	✓		✓
S40i	✓	✓		✓
L12i	✓	✓		✓
S36i	✓	✓		✓
TabSync	✓		✓	✓
TabChargeCT	✓		✓	✓
TabChargeCT2	✓	✓		✓
TabCharge	✓	✓		✓

Refurbished Product Limited Warranty (Refurbished Product)

The term "Refurbished" is defined as a product or part that has been returned to its original manufacturer's specifications. AVer Refurbished Products have the following warranty period.

- Available for Continental USA/Alaska/Hawaii Only.

Please click [here](#) to view the full refurbished warranty program.

- 3 Year Parts & Labor On Mechanical Limited Warranty*
- 1 Year Parts & Labor On Electrical Limited Warranty

(*affected on products purchased after 1/1/2016)

Discontinued Products

Discontinued AVer charge and sync solutions are covered as long as the warranty period is still valid. Accessories carry a 1-year warranty for discontinued products.

AVer Information Inc. E-Store Purchase Return Guidelines

You may return merchandise purchased from www.averusa.com to AVer Information, Inc. by mail. You will receive a refund for your purchase only if it meets the criteria below. Note: All returns, whether the product is defective or not requires an RMA number. We do not offer merchandise exchanges.

All refurbished products have a non-returnable policy.

14-Day Return Period

Fourteen days from the date merchandise was received, full refunds are available (product value only, not including shipping costs) on all AVer products.

30-Day Return Period

Products may be returned up to 30 days from the date merchandise was received (product value only, not including shipping costs), however any merchandise received 15-30 days from the original date the merchandise was received, a 15% restocking fee will be applied.

Exceptions

- Items that are abused
- Any merchandise missing the original Universal Product Code (UPC) cannot be returned. If the item is damaged or defective, please see details below.

Restocking Fee

A 15% restocking fee will be charged on all returned products received 15 - 30 days after the merchandise was originally received.

Missing Item or Damaged Product Fee

A missing item or damaged product fee will be charged for any product missing the original box, packaging material, contents, accessories and/or manuals (i.e. any product not in "like new" condition).

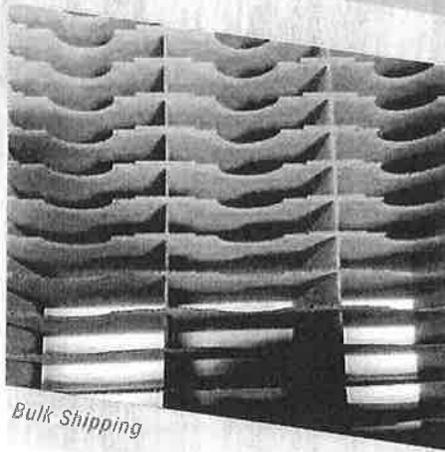
Damaged or Defective Items

If you receive a defective item from an AVer E-Store purchase, please follow the AVer RMA procedures described above and contact technical support at 1-877-528-7824.

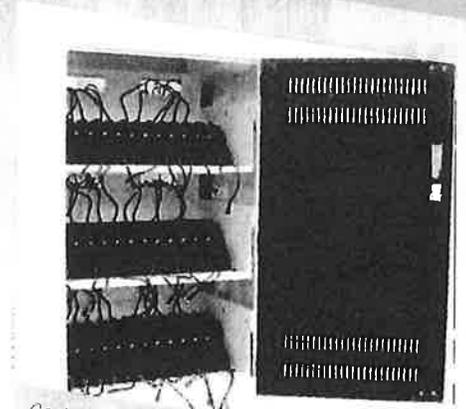
Firefly **PRE-DEPLOYMENT SERVICES**



Premium White Glove Setup



Bulk Shipping



Cart and Cabinet Pre-Wiring

DEPLOYMENT SOLUTIONS

WE DO THE WORK. YOU GET THE CREDIT.



1-TO-1 MADE EASY

Chromebook solutions for a pain-free deployment:

Premium White Glove Setup

- Enroll in Google Apps domain
- Pre-configure WiFi settings
- Update Chrome OS to the latest stable release
- Basic testing to replace defective and DOA units
- Apply district-specific settings and customizations
- Assign subsets of devices to specific OUs, if desired

Etching and Asset Tagging

- Customizable to your district

Bulk Packaging and Shipping

- Eco-friendly packaging saves time, money, and the pain (literally) of opening hundreds of boxes
- Paired with White Glove, it's the fastest way to distribute new devices



CARTS, CASES, AND MORE

More solutions and accessories:

Charging Carts and Cabinets

- Top manufacturers and models for education
- Professionally pre-wired with your adapters
- Devices ship inside carts for easy deployment (by request)

Cases and Shells

- Compare styles and brands with the FireFly Case Demo Box
- Devices pre-installed in cases or shells (by request)

FireFly 48-Hour Chromebook Classroom

- 30-40 HP Chromebooks + Google Licenses shipped in a pre-wired LocknCharge cart and at your school in 2 days

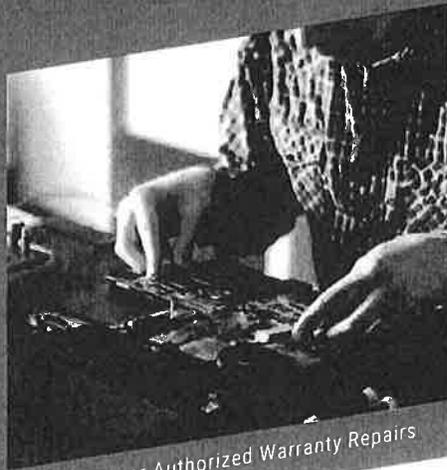
CALL US TOLL FREE | 1-866-950-8868



WARRANTIES, REPAIRS AND MORE



Chromebook Parts + DIY Repair Kit



Manufacturer Authorized Warranty Repairs



Bulk RMA Submissions + Free 2-Way Shipping

AFFORDABLE AND FLEXIBLE CHROMEBOOK MAINTENANCE



SAVE TIME

Solutions for the time-conscious:

Bulk Online RMA Submissions

- File up to 50 serial numbers on a single ticket
- Spreadsheets accepted

Extended Warranties & Accidental Damage

- Authorized Services Provider for most manufacturers
- Fast turn-around times
- We support self-maintainers - get parts for repairs you want to handle yourself and send the rest to us

FireFly Smart RMA Box

- Free shipping both ways for bulk device repairs
- Convenient packaging provided



SAVE MONEY

Solutions for the budget-conscious:

FireFly Smart Repair™

- All the convenience of a warranty, but only pay for the repairs you need
- Cause of breakage doesn't matter. Serial numbers don't matter. **Usable on any device**, even if you didn't purchase it from us
- Unused credits roll-over from year to year. Add more credits at any time.
- Credits good for professional repairs and Chromebook parts

FireFlyRepairZone.com

- Online portal for finding and buying Chromebook parts

DIY Repair Kit

- Professional tools for two or more technicians to complete nearly every Chromebook repair
- Get started with our free FireFly Student Repair Guide

VISIT US ONLINE | fireflycomputers.com



ABOUT FIREFLY

We're a different kind of IT partner



At FireFly, we focus on helping you be less busy, so you can focus on the things that matter most. It's a philosophy we call "Technology Made Easy" and it's what's built us into the company we are today - one of the fastest-growing vendors of education and government technology in the US and one of the top 10 vendors of Google Chrome products worldwide. Whether it's reducing costs, saving time, or simplifying a process (yep, we went there), we're raising the bar on what a true technology partner can do to make deploying, managing, and maintaining your school technology a breeze.

From Chromebooks and Windows PCs, to pre-wired carts and cabinets, to simple setup, warranty, and repair options, your personal, US-based FireFly Account Manager will make sure you always get the fast, convenient service you deserve. Our unique solutions are perfect for everyone from the time-constrained to the budget-minded. At FireFly we're not just another technology vendor, we're Technology Made Easy... and we look forward to welcoming you to our FireFly Family!



Google for Education
Partner
Premier



FOCUSED

FireFly is all about schools and government, which means our most important customer is *you*. We specialize exclusively in selling, configuring and supporting public sector technology.



INNOVATIVE

We listen hard to the struggles IT departments face and we flip those pain points into unique solutions designed to make your job easier. We're not just a vendor, we're a partner.



PERSONAL

We build relationships, not prospects. Our fast, dedicated Account Managers will give you the personalized service you deserve and make sure your experience is always fantastic.

ONLINE
FIREFLYCOMPUTERS.COM

TOLL-FREE
866-950-8868

PARTS STORE
FIREFLYREPAIRZONE.COM

AG PARTS

E D U C A T I O N

AGParts
 220 Huff Avenue
 Suite 400
 Greensburg, PA 15601

844-706-5084
 sales@agpartsworldwide.com

Please Make All Payments Payable and Remit To:

ASSETGENIE, INC.
 220 Huff Avenue, Suite 400
 Greensburg, PA 15601

Quote		Sold To		Ship To	
Quotation Number	1435422	HICKMAN COUNTY SCHOOLS		HICKMAN COUNTY SCHOOLS	
Customer	HICKMAN COUNTY SCHOOLS	115 MURPHREE AVE		115 MURPHREE AVE	
Customer ID	HICKMANCOUNTY	CENTERVILLE, TN 37033		CENTERVILLE, TN 37033	
Quotation Date	07/21/20				
Reference Number				(931) 729-3391 Ext:	
Quote Expiration	8/4/2020				

Purchase Order	Reference	Ordered By	Terms	Sales Rep	Shipping Method	Scheduled Ship
Quote 07.21.2020			Net 30 Days	TP1		07/21/20

Line	QTY	Item Number	Description	Warehouse	Unit Price	Line Total
1	1	32NMJ Price Per Unit	COMPACT CHARGING CART W/POWER SUPPLY AND LOCKS - 36 DEVICES	AGI-PA	\$499.95	\$499.95
2	1	Freight/Liftgate TBD	FREIGHT AGP	AGI-PA	\$0.00	\$0.00

Subtotal	\$499.95
Tax	\$0.00
Payments Received	\$0.00
Balance	\$499.95

Limited Lifetime Warranty, visit our website for details.
 Quote valid for 30 days.

www.agpartsworldwide.com | www.aggrouponline.com

Invitation to Bid

The Hickman County Finance Office is accepting sealed bids for School Desks.

Bid with specifications are online at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "School Desks". Bids will be opened on Monday August 3, 2020 at 11:00 a.m. in the Finance Office. The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

Present Penny Mayberry
Candace

No Bids rec'd

Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for "Patching and Paving Repairs" at Hickman County Schools for the 2020-2021 school year.

Specifications are available at the Maintenance Office located at 115 Murphree Ave, Centerville TN 37033; by calling 931-729-3391 Ext. 3 or online at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville TN 37033 and clearly marked on the outside of the envelope "Annual Patching and Paving Repairs". Bids will be opened on Monday, August 3, 2020 at 10:00 a.m. in the Finance Office.

The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids, and to waive any informalities that would prevent its acceptance of a better bid.

Present Renny Mayberry
Candi Davis

Sessions Paving Company

Four Star Paving, LLC

	Sessions Paving Company
A)	
a) Curtain drain EHS	85600.00
b) Additional per foot	49.00
B)	
b) Per sq. foot Patch	18.00
C)	
c) Per sq overlays	1.85

62751.00

45.00

11.50

1.69

See Attached for Painting for both bids

FOUR STAR PAVING, LLC

CONT LIC NO: 00050045

LIC STATUS: ACTIVE

EXPIRATION DATE: 1/31/2021

HRA-B,E (.3): MU-D:

UNLIMITED

Approximately 1244 linear feet leader curtain drains at 4 inch perforated socked.

Approximately 519 linear feet of feeder storm drain 6 inch perforated socked.

a.) **Total cost of Curtain Drain Repair EHHS project : \$ 62,751.00**

b.) **Any additional per foot added: \$ 45.00**

B.)

Patch paving repair of pot holes or ground water repair in various locations and campuses as needed during the fiscal year:

Patch paving is to consist of saw cutting, removal of all loose or broken materials to include binder, or wet earth material to insure a solid dry compacted layer is exposed. To include up to 4 inches pug or rock material compacted, 2 inches of commercial grade binder, and 1 1/2 inch topcoat pavement rolled to level. Said patches to be level and rolled to finish grade.

b.) **Per square foot Patch paving repair: \$ 11.50**

C.)

Paving overlay repairs at various locations as needed during the fiscal year:

Paving overlay is to include the scraping of all vegetation, cleaning, sweeping, blowing off of all granular and loose debris, grinding, cutting, scarfing in all sides to tie in at proper level to any entrances, lots, curbs and or sidewalks.

Laying if a T-dot grade Hot tar tack coat, and adding adequate paving overlay to insure a finished thickness of a full rolled to a 1 1/2 inch thick finished, paved top coat overlay of hot mix. Paving to be smooth and level in finish, free of any open voids and tracks.

c.) **Per square foot of paving overlays: \$ 1.69**

D.)

Parking Lot lines and traffic Painting:

Pricing to be listed as follows: Using high Quality based Acrylic "traffic paint" and to include cleaning, scraping vegetation, or loose sand granular debris from the paved surfaces.

by: *David M. Vaughan*
DAVID M. VAUGHAN
07/30/2020

AIA Document 310 - 2010 Bid Bond

CONTRACTOR (Name, legal status and address):

Four Star Paving LLC
1441 Elm Hill Pike
Nashville, TN 37210

SURETY (Name, legal status and principal place of business):

Fidelity and Deposit Company of Maryland
1299 Zurich Way
Schaumburg, IL 60196

OWNER (Name, legal status and address):

Hickman County Board of Education
115 Murphree Avenue
Centerville, TN 37033

Bond Amount: Amount of Base Bid or a Minimum of \$50,000.00

PROJECT : (Name, location or address, and Project number, if any):

Patching & Paving for 2020-2021 School Year, Hickman County Board of Education, Hickman County,
Tennessee

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters in to a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed by the Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 3rd day of August, 2020

(Witness) (Seal)

Jeni Bain
(Witness) (Seal)

Four Star Paving LLC
(Principal) (Seal)

(Title),
Fidelity and Deposit Company of Maryland
(Surety)

Mark Neal
(Title) Mark Neal
Attorney-in-Fact

Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for "Patching and Paving Repairs" at Hickman County Schools for the 2020-2021 school year.

Specifications are available at the Maintenance Office located at 115 Murphree Ave, Centerville TN 37033; by calling 931-729-3391 Ext. 3 or online at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville TN 37033 and clearly marked on the outside of the envelope "Annual Patching and Paving Repairs". Bids will be opened on Monday, August 3, 2020 at 10:00 a.m. in the Finance Office.

The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids, and to waive any informalities that would prevent its acceptance of a better bid.

Present Penny Mayberry
Candi Davis

FOUR STAR PAVING, LLC

CONT LIC NO: 00050045

LIC STATUS: ACTIVE

EXPIRATION DATE: 1/31/2021

HRA-B,E (.3): MU-D:

UNLIMITED

Approximately 1244 linear feet leader curtain drains at 4 inch perforated socked.

Approximately 519 linear feet of feeder storm drain 6 inch perforated socked.

a.) **Total cost of Curtain Drain Repair EHHS project : \$ 62,751.00**

b.) **Any additional per foot added: \$ 45.00**

B.)

Patch paving repair of pot holes or ground water repair in various locations and campuses as needed during the fiscal year:

Patch paving is to consist of saw cutting, removal of all loose or broken materials to include binder, or wet earth material to insure a solid dry compacted layer is exposed. To include up to 4 inches pug or rock material compacted, 2 inches of commercial grade binder, and 1 1/2 inch topcoat pavement rolled to level. Said patches to be level and rolled to finish grade.

b.) **Per square foot Patch paving repair: \$ 11.50**

C.)

Paving overlay repairs at various locations as needed during the fiscal year:

Paving overlay is to include the scraping of all vegetation, cleaning, sweeping, blowing off of all granular and loose debris, grinding, cutting, scarfing in all sides to tie in at proper level to any entrances, lots, curbs and or sidewalks.

Laying if a T-dot grade Hot tar tack coat, and adding adequate paving overlay to insure a finished thickness of a full rolled to a 1 1/2 inch thick finished, paved top coat overlay of hot mix. Paving to be smooth and level in finish, free of any open voids and tracks.

c.) **Per square foot of paving overlays: \$ 1.69**

D.)

Parking Lot lines and traffic Painting:

Pricing to be listed as follows: Using high Quality based Acrylic "traffic paint" and to include cleaning, scraping vegetation, or loose sand granular debris from the paved surfaces.

by: *David M. Vaughan*
DAVID M. VAUGHAN
07/30/2020

AIA Document 310 - 2010 Bid Bond

CONTRACTOR (Name, legal status and address):

Four Star Paving LLC

1441 Elm Hill Pike

Nashville, TN 37210

SURETY (Name, legal status and principal place of business):

Fidelity and Deposit Company of Maryland

1299 Zurich Way

Schaumburg, IL 60196

OWNER (Name, legal status and address):

Hickman County Board of Education

115 Murphree Avenue

Centerville, TN 37033

Bond Amount: Amount of Base Bid or a Minimum of \$50,000.00

PROJECT : (Name, location or address, and Project number, if any):

Patching & Paving for 2020-2021 School Year, Hickman County Board of Education, Hickman County, Tennessee

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters in to a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed by the Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 3rd day of August, 2020

(Witness)

Jeni Bain

(Witness)

(Seal)

(Seal)

Four Star Paving LLC

(Principal)

(Seal)

(Title)

Fidelity and Deposit Company of Maryland

(Surety)

(Title) Mark Neal

Attorney-in-Fact

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray**, President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint, **Frank E. NEAL, III, Mark NEAL, Brent W. NEAL, Michael B. MATTOX, Robert A. DAVIDSON and Jerri BAIN, all of Nashville, Tennessee**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 14th day of November, A.D. 2019.



By: *Robert D. Murray*
Vice President

By: *Dawn E. Brown*
Secretary

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

**State of Maryland
County of Baltimore**

On this 14th day of November, 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

11366825
350841

State of Tennessee

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

FOUR STAR PAVING, LLC

This is to certify that all requirements of the State of Tennessee have been met.

ID NUMBER: 50045
LIC STATUS: ACTIVE
EXPIRATION DATE: January 31, 2021
UNLIMITED; HRA-B; HRA-E.3; MU-D



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF TENNESSEE

COUNTY OF DAVIDSON

The undersigned, principal officer of FOUR STAR PAVING LLC, an employer of five(5) or more employees contracting with Hickman County government to provide construction services states under oath as follows:

1. The undersigned is a principal officer of FOUR STAR PAVING LLC (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A.~ 50-9-113. Further affiant saith not.

MG Maynard
Principal Officer

STATE OF TENNESSEE

COUNTY OF DAVIDSON

Before me personally appeared MG Maynard with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained. Witness my hand and seal at office, this 28 day of July 2020

[Signature]
Notary Public



My commission expires: 5/27/22

Sessions Paving Company

Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for "Patching and Paving Repairs" at Hickman County Schools for the 2020-2021 school year.

Specifications are available at the Maintenance Office located at 115 Murphree Ave, Centerville TN 37033; by calling 931-729-3391 Ext. 3 or online at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville TN 37033 and clearly marked on the outside of the envelope "Annual Patching and Paving Repairs". Bids will be opened on Monday, August 3, 2020 at 10:00 a.m. in the Finance Office.

The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids, and to waive any informalities that would prevent its acceptance of a better bid.

Sessions Paving Company

Part B: Patching & Paving Bid Specs.

Photo Drawing/Measurements On **LAST PAGE**.

Specifications and BIDDER form to be used to bid 2020-2021 school year.

All prices shall be good for the July 1, 2020 thru June 30, 2021 fiscal school year.

All bidders must comply with **TCA 49-5-406** NO prior felons, drug offenders and or registered sex offenders may work in school campuses, and all federal, state, and local laws and or BOE policies will be adhered to while working on any Hickman County School property.

Any sub-workers must be listed in the bid proposals, and fall under same requirements as the primary bidder they are subbing for, and if awarded both sub and primary bidder shall be liable for proper completion of all work and insured as such. Any sub-contractor not in the bid, must be approved prior to work on Hickman County School properties.

Hickman County Board of ED does require Bid bonds:

A "bid bond" is to be attached for each bidder ^{5% of Amount Bid} and each bid to the submitted bid, of not less than the ~~face of the bid, and or \$50000. Minimum.~~

Debris, Clean up and Haul offs or credit back for dumping waste fill in site:

Unless maintenance approves an area needing filled on campus, and the contractor is able to place the material, to include a leveling off (not leaving debris such as paving chunks and stone in the finish grade). Area must be smooth enough to seed, and prevent erosion of soil.

Prices are to include **mobilizations, excavations, removal or haul off of the debris.**

The maintenance director may arrange and find a suitable, designated, fill area, to his discretion, and avoid costs, by receiving a credit back for not hauling. This final fill area leveling is to meet the satisfaction of the Maintenance Supervisor. In event, this arrangement can be made, a credit **will be expected for fuel and haul time**, and is to be noted on a discounted final payment invoice.

Scope: "Approximation of 1763' linear feet of Drain installation"

A.)

Curtain drain patch pave of weeping/ crumbling asphalt from ground water:

This bid is a "Set Completed Project Price for EHHS curtain drain construction" to include: saw cut 24 inch wide, with a 24- minimum depth, remove and excavate material, add minimum to a "14" inch depth of "2" limestone or #57 type stone", installing a 4 inch perforated drain within the 14 inch lift socked (slotted or holed) drain pipes, adding 6 inches compacted pug mix to finish lift, topping with 4 inches of CW grade mix.

Drains to run and tie together where possible and multiple ends for all piping within the drain field, for equalization. Other non-connecting leader pipes to drain into same 6 inch main large piping together and provide subsurface water removal. Directing all into the closest main "3 storm drains" in the bottom of the paved parking lot. Said patch is to be rolled in, and finish level smooth to grade. All main 6 inch lateral drains are to be tied to the existing storm drains at the foot of lowest by center drains by cutting holes at the top of basins and properly installing adapters, collars, sealing and grouting in to insure water is directed out of main storm water drains in the valley below the ball fields.

There is also line (B) below for any add on drain lines on a per linear foot based (above the project price).

See (line B)

Approximately 1244 linear feet leader curtain drains at 4 inch perforated socked.

Approximately 519 linear feet of feeder storm drain 6 inch perforated socked.

- a.) Total cost of Curtain Drain Repair EHHS project : \$ 85,600⁰⁰
b.) Any additional per foot added: \$ 49.00

B.)

Patch paving repair of pot holes or ground water repair in various locations and campuses as needed during the fiscal year:

Patch paving is to consist of saw cutting, removal of all loose or broken materials to include binder, or wet earth material to insure a solid dry compacted layer is exposed. To include up to 4 inches pug or rock material compacted, 2 inches of commercial grade binder, and 1 ½ topcoat pavement rolled to level. Said patches to be level and rolled to finish grade.

- b.) Per square foot Patch paving repair: \$ 18.00

C.)

Paving overlay repairs at various locations as needed during the fiscal year:

Paving overlay is to include the scraping of all vegetation, cleaning, sweeping, blowing off of all granular and loose debris, grinding, cutting, scarfing in all sides to tie in at proper level to any entrances, lots, curbs and or sidewalks.

Laying if a T-dot grade Hot tar tack coat, and adding adequate paving overlay to insure a finished thickness of a full rolled to a 1 ½ inch thick finished, paved top coat overlay of hot mix. Paving to be smooth and level in finish, free of any open voids and tracks.

- c.) Per square foot of paving overlays: \$ 1.85

D.)

Parking Lot lines and traffic Painting:

Pricing to be listed as follows: Using high Quality based Acrylic "traffic paint" and to include cleaning, scraping vegetation, or loose sand granular debris from the paved surfaces.

Sessions Paving Company
by Robert A. Hutchinson
President

1.)

ADA Blue/white wheel chair box, for Van parking complete to 2010 ADA standard codes.

\$ 110⁰⁰ Per ADA parking space with yellow lines and hash loading accessibility lines.

2.)

Standard parking lot space and white

\$ 850 per standard parking space, white lined, no numbers

3.)

\$ 1800 per standard parking space, white lined, numbered, with up to 3 numeric digits

4.)

\$ 800 per standard Yellow fire lane markings by linear foot, complete with "Fire Lane" NO parking" at every 75 feet, priced by linear foot.

5.)

\$ 6000 per traffic Arrows, white, 23 x 48, to include straight, left turn, right turn.

6.)

\$ 600 Bold Stop line 24 inches wide by linear foot.

7.)

\$ 060 per L.F. of 4" Line glass bead / option

8.)

\$ 425 lettering: any needed lettering requested such as SRO, Delivery Only, Restricted, Staff, Student Parking, Guest, visitor, etc. (per letter.)

Note: All bid costs must be good for the 2020-21 school year and may include a cost index in event cost of liquid asphalt increases. *T.D.O.T July Bit Index - 432.08*

Hickman County BOE reserves the right that after "All bids" have been reviewed and or parts of better prices, bid may divided and awarded to multiple bidders or to a single bidder, if so determined in the best interest of Hickman County Board of Ed. There shall be no subcontractor used without prior approval of the Maintenance Director, and awarded bidders are responsible, and liable for proper completion all completed work.

SESSIONS PAVING COMPANY
P.O. BOX 90266
NASHVILLE, TN 37209

Contractor's License
ID No. 6962

Paving, surfacing, grading, bridges, structures and work incidental thereto, airports, site grading and excavation.

Expiration Date: 1/31/2022
Limit: AGLM Unlimited
Class: BC; CE-A; CE-B; HC-D; HRA; MU

Sessions Paving Company
By Robert A. Hutcherson
President

(615) 356-0600 Phone
rnhutcherson@sessionspaving.com

CONTRACTOR DRUG-FREE WORKPLACE AFFIDAVIT.

STATE OF TENNESSEE)
)
COUNTY OF DAVIDSON)

1. Now comes Affiant, who being duly sworn, deposes and says:

2. He/She is the principal officer for SESSIONS PAVING COMPANY
(Name and Address of Bidding Entity)
P.O. Box 90266 (6535 Robertson Avenue) Nashville, TN 37209

3. That the bidding entity has submitted a bid to Hickman County Board of Education
(Owner)
for the construction of "Annual Patching and Paving Repairs"
(Name of Project)

4. That the bidding entity employs no less than five (5) employees.

5. That the Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with § 50-9-113, Tennessee Code Annotated.

6. That this affidavit is made on personal knowledge.

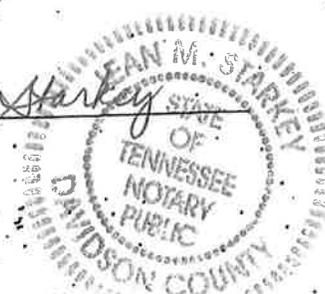
Further Affiant saith not.

Robert A. Hutcherson
AFFILIANT President

STATE OF TENNESSEE
COUNTY OF DAVIDSON

Before me personally appeared Robert N. Hutcherson, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledges that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 3rd day of August, 2020

Jean M. Starkey
Notary Public


My commission expires May 03, 2021

A310™ – 2010 Bid Bond

CONTRACTOR:

(Name, legal status and address)

Sessions Paving Company
PO Box 90266
Nashville, TN 37209

SURETY:

Berkley Insurance Company
475 Steamboat Road
Greenwich, CT 06830

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Hickman County Finance Office
114 North Central Ave, Suite 203
Centerville, TN 37033

BOND AMOUNT: \$ 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Hickman County Board of Education patching and paving repairs @ Hickman County Schools for the 2020-2021 school year.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 3rd day of August, 2020

Jean Starkey

(Witness)

[Signature]

(Witness) Kathryn Byus

Sessions Paving Company

(Principal) (Seal)

By: *Robert A. Hatcher*

(Title) President

Berkley Insurance Company

(Surety)

By: *William R. Carpenter*

(Title) Attorney



POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

No. BI-SurePath-a

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: William R. Carpenter

Surety Bond No.: Bid Bond

Principal: Sessions Paving Company

Obligee: Hickman County Finance Office

Amount of Bond: See Bond Form

Arthur J. Gallagher & Co. (formerly Gale Smith + Company)
Brentwood, TN

its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 25th day of July, 2019.



Attest:
By
Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company
By
Jeffrey M. Hafter
Senior Vice President

STATE OF CONNECTICUT)
) ss:
COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 25th day of July, 2019, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C RUNDRAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES
APRIL 30, 2024

Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 3rd day of August, 2020



Vincent P. Forte

* New Policy *

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in College Level Courses	Descriptor Code: 4.205	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Students who successfully complete college level courses aligned to a graduation requirement course
3 shall receive high school credit.¹

4 These courses may be offered at the high school,² postsecondary institution, or online. If not offered on
5 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due
6 to enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

7 Grades earned in such college level courses shall be used to determine class rank, grade point average,
8 and class valedictorian or salutatorian.

9 **DUAL ENROLLMENT**

10 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
11 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
12 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
13 requirement course.³

Legal References

1. TRR/MS 0520-01-03-.03(8)
2. TRR/MS 0520-01-03-.03(8)(b)
3. TRR/MS 0520-01-03-.03(8)(a)

Hickman County Board of Education

	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 01/07/19
		Rescinds: 6.319	Issued: 04/02/18

1 *General*

2 The Board shall operate an alternative school program for students in grades 6-12 who have been
3 suspended or expelled from regular school programs, or in lieu of suspension or expulsion for students
4 who display inappropriate behavior (Grade 6 - Zero Tolerance only).¹ Attendance in alternative school
5 programs shall be mandatory and students attending an alternative school located other than at their
6 home school shall provide their own transportation.

7 Alternative school programs shall be operated in accordance with state laws and the rules of the State
8 Board of Education, and instruction shall proceed as nearly as practicable in accordance with the
9 instructional programs at the student's home school.²

10 The director of schools shall develop procedures that provide appropriate educational opportunities for
11 all students assigned to an alternative education program. These educational opportunities shall utilize
12 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
13 instructional techniques, and provide the resources necessary to foster student learning and
14 achievement.³

15 Annually, the director of schools/designee shall submit the following information to the Department of
16 Education:³

- 17 1. Alternative school(s) or program(s) currently in operation in the district;
- 18
- 19 2. Number and grade level of students served in an alternative education program;
- 20
- 21 3. Primary reason for student assignment to an alternative education program; and
- 22
- 23 4. Number of faculty and staff serving each alternative education program.

24 **ASSIGNMENT³**

25 Prior to the assignment of the student to an alternative school program, the director of schools/designee
26 shall provide written notice to the student's parent/guardian stating the reason for the student's
27 placement.

28 Placement in an alternative education setting shall be reserved for students who significantly disrupt
29 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
30 suspected of having a disability, all state and federal laws, rules, and regulations related to special
31 education shall be followed. The director of schools/designee shall develop procedures regarding

1 placement of students in the program, taking in to consideration the impact of exclusionary discipline
2 practices.

3 Attendance in alternative school programs shall be mandatory, and students attending an alternative
4 school located outside of the school district shall provide their own transportation.

5 The director of schools/designee shall monitor and regularly evaluate the academic progress of each
6 student enrolled in an alternative education program.

7 **TRANSITION PLANS³**

8 The director of schools/designee shall develop procedures regarding the implementation of transition
9 plans for the integration of students entering and exiting the program.

Legal References

1. TCA 49-6-3402(a); State Board of Education Policy 2.302
2. TCA 49-6-3402(b); TRR/MS 0520-01-02-.09
3. State Board of Education Policy 2.302

Cross References

Special Education 4.202
Suspension/Expulsion/Remand 6.316
Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 The Board shall operate an alternative school and/or program for students in grades seven through
3 twelve (7-12) who have been suspended or expelled from the regular school program.

4 **[If the district maintains both an alternative school and program, adopt both definitions. If your
5 district only has one option, choose the appropriate definition.]**

6 An alternative school is a short-term intervention program designed to provide educational services
7 outside the regular school program for students who have been suspended or expelled. The alternative
8 school is located in a separate facility from the regular school program.

9 An alternative program is a short-term intervention program designed to provide educational services
10 outside the regular school program for students who have been suspended or expelled. Alternative
11 programs may be located within the regular school or be a self-contained program within a school.
12 Alternative programs shall include, but are not limited to, the following: _____ **[e.g. night
13 school or in-school suspension]**.

14 The alternative school and/or program shall be operated in accordance with state laws and the rules of
15 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with
16 the instructional program at the student's regular school. The Director of Schools shall develop
17 procedures that provide appropriate educational opportunities for all students assigned to the
18 alternative school or program. These educational opportunities shall adhere to Tennessee's academic
19 standards.²

20 **ASSIGNMENT**

21 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
22 alternative school or program if there is staff and space available.³ Availability of staff and space shall
23 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
24 make this determination by evaluating factors including, but not limited to, the following:

- 25 1. Level of supervision available;
26
27 2. Safety considerations; and
28
29 3. Type of infraction.

30 Students who have committed zero tolerance offenses are not required to be assigned to alternative
31 schools or programs.⁴

1 Prior to the assignment of the student to the alternative school or program, the Director of
 2 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the
 3 student's placement.⁵

4 Placement in an alternative education setting shall be reserved for students who significantly disrupt
 5 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
 6 suspected of having a disability, all state and federal laws and rules and regulations related to special
 7 education shall be followed. The Director of Schools/designee shall develop procedures regarding
 8 placement of students in the program, taking into consideration the impact of exclusionary discipline
 9 practices.⁶

10 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each
 11 student enrolled in the alternative school.

12 **REMOVAL⁷**

13 A student may be removed from the alternative school or program if:

- 14 1. He/she violates the rules of the alternative school or program; or
- 15
- 16 2. He/she is not benefitting from the assignment and all interventions have been exhausted
- 17 unsuccessfully.

18 **ADDITIONAL OFFENSES⁸**

19 Any new disciplinary offense committed during a student's original suspension or expulsion period
 20 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
 21 original suspension or expulsion.

22 **TRANSITION PLAN⁹**

23 The Director of Schools/designee shall develop procedures regarding the implementation of transition
 24 plans for the integration of students assigned to the alternative school.

Legal References

1. TCA 49-6-3402(a); Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. Public Acts of 2020, Chapter No. 603
4. Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09(6)(a)
5. TRR/MS 0520-01-02-.09(9)(i)
6. TRR/MS 0520-01-02-.09(9)(h)
7. Public Acts of 2020, Chapter No. 603
8. TRR/MS 0520-01-02-.09(9)(g)(2)
9. TRR/MS 0520-01-02-.09(m)

Cross References

- Special Education 4.202
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Special Education Students 6.500

* Model Policy *

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
5
6 2. Require that the Coordinator and the Alternate receive appropriate training;
7
8 3. Supply the Coordinator with all necessary resources;
9
10 4. Ensure that all school personnel annually complete the child abuse training program required
11 by state law.²

12 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
13 child abuse or child sexual abuse.

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
17 immediately with the Coordinator, the Department of Children's Services (DCS), and law
18 enforcement.⁴

19 The report shall include, to the extent known by the reporter:⁵

- 20 1. The name, address, telephone number, and age of the child;
21
22 2. The name, telephone number, and address of the parents or persons having custody of the child;
23
24 3. The nature and extent of the abuse or neglect; and
25
26 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
27 abuse or neglect.

28 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
29 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁶ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁷

Legal References

1. H.B. 2461, 111th Tenn. Gen. Assembly (2020)
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602;
TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); H.B. 2461, 111th Tenn. Gen.
Assembly (2020)
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041

** Replace w/ model policy **

Hickman County Board of Education			
	Descriptor Term: Child Abuse and Neglect	Descriptor Code: 6.409	Issued Date: 02/04/19
		Rescinds: 6.409	Issued: 08/06/18

1 **REPORTING**

2 All personnel shall be alert for any evidence of child abuse or neglect.

3 Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of
4 such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which on
5 the basis of available information reasonably appears to have been caused by such. Staff members
6 having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such
7 harm immediately.^{1,2} The report shall be made to the judge having juvenile jurisdiction, the office of
8 the chief law-enforcement official where the child resides, or to the Department of Children's Services
9 in a manner specified by the department, either by contacting a local representative of the department
10 or by utilizing the department's centralized intake procedure where applicable.¹

11 The report shall include:³

- 12 1. The name, address and age of the child;
- 13
- 14 2. The name and address of the parents or persons having custody of the child;
- 15
- 16 3. The nature and extent of the abuse or neglect; and
- 17
- 18 4. Any evidence to the cause or any other information that may relate to the cause or extent of
- 19 the abuse or neglect.¹

20 The person reporting shall be immune from liability and his identity shall remain confidential except
21 when the juvenile court determines otherwise.⁴

22 Notice that a report was filed, and any other information relevant to the wellbeing of the child, shall be
23 verbally provided to the parent(s)/guardian(s) within twenty-four (24) hours of filing. This notice shall
24 be made in coordination with DCS. Notice shall not be provided if there is reasonable cause to believe
25 that the parent or legal guardian may be the perpetrator or in any way responsible for abuse.⁵

26 The director of schools shall develop reporting procedures, including sample indicators of abuse and
27 neglect, and shall disseminate the procedures to all school personnel. However, nothing in the
28 reporting procedures shall eliminate the staff member's legal responsibility to directly make a report to
29 the authorities stated above.⁶

1 INVESTIGATIONS

2 School administrators and employees have a duty to cooperate, provide assistance and information in
3 child abuse investigations ⁷ including permitting child abuse review teams to conduct interviews while
4 the child is at school; the principal may control the time, place and circumstances of the interview, but
5 may not insist that a school employee be present even if the suspected abuser is a school employee or
6 another student. The principal is not in violation of any laws by failing to inform parents that the child
7 is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605
2. TCA 37-1-403(a)(2)
3. TCA 37-1-403(b); TCA 49-6-1601(b)
4. TCA 37-1-409(a)(1)
5. TCA 37-1-605(d); TCA 49-6-1601
6. TRR/MS 0520-01-03-.08(2)(e)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304

Hickman County Board of Education

Descriptor Term: Family Life Education	Descriptor Code: 4.2013	Issued Date: 05/04/20
	Rescinds: 4.2013	Issued: 02/03/20

1 Boards of education in counties in which the pregnancy rates exceed 19.5 pregnancies per 1,000
2 females ages fifteen (15) through seventeen (17) shall devise, adopt and implement a program of
3 family life education according to the guidelines established by the State Board of Education.¹

4 The Board shall annually evaluate the program and shall conduct public hearings and parental
5 conferences at least once (1) each September as part of the evaluation.

6 A parent who chooses not to have a student participate in the family life education program shall
7 submit such request in writing to the director of schools. A student who is excused from family life
8 instruction shall be assigned alternative activities and shall not be penalized academically.

9 Prior to implementing the family life education curriculum, the Board shall conduct at least one (1)
10 public hearing at which the plan will be explained and parents and community members shall be given
11 the opportunity to express their opinions.

12 The goals of instruction for the family life education program shall be to:²

- 13 1. Provide accurate information about human reproduction, including conception, birth, and
14 prenatal care, with specific emphasis on the family unit and the responsibilities and
15 consequences relating to sexual activity;
- 16 2. Adapt this information to the age and grade level of students;
- 17 3. Promote, encourage and increase communication between parents and students;
- 18 4. Increase decision-making skills;
- 19 5. Offer information that will help students act responsibly; and
- 20 6. Enhance and develop the student's self-esteem.
- 21 7. Provide instruction on the prevention of dating violence.

22 Within these goals and at appropriate age and grade levels, the information presented will include:

- 23 1. Anatomy, physiology, and psychology of adolescence and sexual growth;
- 24 2. Marriage and responsibilities of family life;
- 25 3. Responsibilities of parents and child care;
- 26 4. Legal aspects of sexual conduct;
- 27 5. Self-respect, self-control, and individual differences among people;
- 28 6. Community resources;
- 29 7. Pregnancy and childbirth; and

- 1 8. Instruction on education, intervention, prevention, and treatment of: (A) child sexual abuse,
2 including such abuse that may occur in the home, in accordance with the declarations and
3 requirements of §§ 37-1-601(a) and 37-1-603(b)(3); and (B) Human trafficking in which the
4 victim is a child.
- 5 Instruction on family life education shall emphasize that abstinence from sexual relations is the only
6 method of protection that is 100% effective.
- 7 Personnel involved in instruction regarding human sexuality will conduct such instruction with
8 maturity and discretion. Personnel providing family life instruction shall receive in-service training
9 prior to presenting such instruction.

Legal References

1. TCA 49-6-1302
2. TCA 49-6-1301
3. TCA 49-6-1304 (a)

<BillNo> <Sponsor>

SENATE BILL 2269

By Yarbro

AN ACT to amend Tennessee Code Annotated, Title 49,
Chapter 6, Part 13, relative to the family life
curriculum.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-6-1304(a), is amended by adding
the following language as a new subdivision:

(14) Provide instruction on the prevention of dating violence.

SECTION 2. This act shall take effect July 1, 2020, the public welfare requiring it.

Recommended to Delete

Hickman County Board of Education			
	Descriptor Term: Advanced College Placement	Descriptor Code: 4.203	Issued Date: 02/03/20
		Rescinds: 4.203	Issued: 12/04/17

1 In keeping with the State Board of Education’s endorsement of the Early Admission Program,¹ an
2 academically gifted high school student may complete the twelfth grade at a participating institution of
3 higher learning. The student will earn a year’s credit in college at the same time that he earns credit for
4 his/her senior year in high school.

5 To be considered for this program, the student shall:

- 6 1. Earn a cumulative grade point average of at least 95.00 through three (3) years of high school;
7
- 8 2. Earn an ACT composite of at least 25;
9
- 10 3. Submit a written request to the high school principal at the end of the eleventh year of school,
11 signed by student and parents;
12
- 13 4. With parents, meet with principal and counselor for consultation;
14
- 15 5. Submit a letter stating educational and vocational goals, his/her plans for attaining them, and
16 ways in which early admission will assist in reaching these goals;
17
- 18 6. Secure the recommendation to the program by the principal, counselor and two classroom
19 teachers;
20
- 21 7. Be accepted into an early admission program by an accredited institution of higher learning;
22 and
23
- 24 8. Not be required to participate in the graduation program.

Legal References

1. TRR/MS 0520-01-03-.06(4)

Cross References

Enrollment in College Level Courses 4.205

Hickman County Board of Education			
	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 05/04/20
		Rescinds: 4.605	Issued: 12/02/19

1 *General*

2 The program of studies shall include areas required by the State Board of Education.

3 Before high school graduation, every student shall:¹

- 4 1. Achieve the specified ~~twenty-eight~~ ^{four 24} (28) units of credit;
- 5 2. Have satisfactory records of attendance and conduct;
- 6 3. Take the ACT or SAT prior to graduation;² and
- 7 4. Pass a United States civics test.³

8 Students achieving the minimum twenty-two credits will be awarded a state diploma. In order to receive
9 a Hickman County diploma, students shall obtain ~~twenty-eight~~ ^{four} credits.

10 **SPECIAL EDUCATION STUDENTS⁴**

11 Special education students who earn the prescribed ~~twenty-eight~~ ^{four 24} (28) credit minimum shall be awarded
12 a regular high school diploma.

13 *Special Education Diploma*

14 A special education diploma shall be awarded to students who have not met the requirements for a regular
15 high school diploma,⁵ but have:

- 16 1. Completed four (4) years of high school;
- 17 2. Made satisfactory progress on their IEP; and
- 18 3. Maintained satisfactory records of attendance and conduct.

19 *Occupational Diploma*

20 Special education students who do not meet the requirements for a regular high school diploma may be
21 awarded an occupational diploma if the student has:^{1,4}

- 22 1. Completed at least four (4) years of high school;
- 23 2. Made satisfactory progress on their IEP;
- 24 3. Maintained satisfactory records of attendance and conduct;
- 25 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
26 (SKEMA); and
- 27 5. Has two (2) years of paid or non-paid work experience.

1 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
2 year or two (2) academic years prior to the expected graduation date.

3 Students who have received a special education diploma or an occupational diploma shall continue to
4 make progress towards a regular high school diploma until the end of the school year in which they turn
5 twenty-two (22) years old.

6 *Alternate Academic Diploma*

7 Special education students who do not meet the requirements for a regular high school diploma may be
8 awarded an alternate academic diploma if the student has:⁴

- 9 1. Completed at least four (4) years of high school;
- 10 2. Participated in the high school alternate assessments;
- 11 3. Earned the prescribed twenty-two (22) credit minimum;
- 12 4. Made satisfactory progress on their IEP;
- 13 5. Maintained satisfactory records of attendance and conduct; and
- 14 6. Completed a transition assessment that measures postsecondary education and training,
15 employment, independent living, and community involvement.

16 **STUDENT LOAD**

17 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
18 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal
19 this requirement to the director of schools and then to the board.⁶

20 **EARLY GRADUATION⁷**

21 High school students shall be permitted to complete an early graduation program. Students intending to
22 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
23 soon thereafter as the intent is known.

24 In order to graduate early, students must meet the following requirements:

- 25 1. Earn the required eighteen (18) credits;
- 26 2. Achieve a benchmark score for each required end-of-course exam;
- 27 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 28 4. Meet the minimum ACT or SAT benchmark score;
- 29 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 30 6. Complete at least two (2) types of the following courses:
 - 31 a. AP;
 - 32 b. IB;
 - 33 c. Dual enrollment; or
 - 34 d. Dual credit.

35 The director of schools shall develop administrative procedures to ensure that the early graduation
36 program is conducted in accordance with state law.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

Cross References

Basic Curriculum Program 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

* New Policy *

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date:
		Rescinds:	Issued:

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR**⁵

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 **Title:**

18 **Mailing address:**

19 **Phone number:**

20 **Email:**

21 **DEFINITIONS**⁴

22 "Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 "Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

26 "Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:³

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
5 objectively offensive that it effectively denies a person equal access to the education program
6 or activity; or
- 7 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

23 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
24 opposite sex or the same sex.

25 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered
26 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
27 to, the following:

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

35 The measures offered to the complainant and the respondent shall remain confidential to the extent that
36 maintaining such confidentiality would not impair the ability of the school district to provide the
37 supportive measures.

38 **GRIEVANCE PROCESS**

1 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
2 Title IX Coordinator shall:

- 3 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 4
- 5 2. Consider the complainant's wishes with respect to supportive measures;
- 6
- 7 3. Inform the complainant of the availability of supportive measures; and
- 8
- 9 4. Explain the process for filing a formal complaint.¹⁰

10 While the school district will respect the confidentiality of the complainant and the respondent as much
11 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
12 be consistent with the school district's legal obligations and the necessity to investigate allegations of
13 harassment and take disciplinary action.

14 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
15 process has been completed. Unless there is an immediate threat to the physical health or safety of any
16 student arising from the allegation of sexual harassment that justifies removal, the respondent's
17 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
18 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
19 keep the Director of Schools informed of any employee respondents so that he/she can make any
20 necessary reports to the State Board of Education in compliance with state law.¹³

21 **Complaints**

22 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
23 immediately report such information to the Title IX Coordinator, however, nothing in this policy
24 requires a complainant to either report or file a formal complaint within a certain timeframe. If the
25 complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

26 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
27 notification shall be made per the board policy on reporting child abuse.

28 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 29 1. Provide written notice of the allegations, and the grievance process to all known parties to give
30 the respondent time to prepare a response before an initial interview;
- 31
- 32 2. Inform the parties of the prohibition against making false statement or knowingly submitting
33 false information;
- 34
- 35 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 36
- 37 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
2 shall be provided to both parties simultaneously.¹⁵

3 **Investigations**¹⁶

4 **[NOTE: While the Title IX Coordinator may serve as the investigator, the investigator, decision-**
5 **maker, and the entity that hears appeals must all be separate persons/entities. If the Title IX**
6 **Coordinator serves as the investigator in your district, modify the language accordingly.]**

7 The **[insert title of employee]** shall serve as the investigator and be responsible for investigating
8 complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The
9 burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the
10 school district and not the complainant or respondent.

11 Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48)
12 hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
13 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the
14 reasons why the investigation was not initiated within the required timeframe.

15 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
16 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
17 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
18 investigation has not been completed.

19 All investigations shall:

- 20 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 21
- 22 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
23 and present relevant evidence;
- 24
- 25 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
26 seek disclosure of information protected under a legally recognized privilege unless such
27 privilege has been waived;¹⁷
- 28
- 29 4. Provide the parties with the same opportunities to have others present during any grievance
30 proceeding;
- 31
- 32 5. Provide to parties whose participation is requested written notice of the date, time, location,
33 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
34 for the party to prepare to participate;
- 35
- 36 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
37 the allegations in the formal complaint; and
- 38
- 39 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
- 40

- 1 a. Prior to the completion of the investigative report, the investigator shall send to each
2 party the evidence subject to inspection and review. All parties shall have at least ten
3 (10) days to submit a written response which shall be taken into consideration in
4 creating the final report.

5 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
6 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
7 process. At the close of the investigation, a written final report on the investigation will be delivered to
8 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
9 Director of Schools.

10 **Determination of Responsibility¹⁹**

11 The respondent is presumed not responsible for the alleged conduct until a determination regarding
12 responsibility is made at the conclusion of the grievance process.²⁰ The [insert either the
13 preponderance of the evidence standard OR the clear and convincing evidence standard] shall
14 be used in making this determination.²¹

15 [Insert title of employee] shall act as the decision-maker. He/she shall receive the final report of the
16 investigation and allow each party the opportunity to submit written questions that he/she wants asked
17 of any party or witness prior to the determining responsibility.

18 The decision-maker shall make a determination regarding responsibility and provide the written
19 determination to the parties simultaneously along with information about how to file an appeal.

20 A substantiated charge against a student may result in corrective or disciplinary action up to and
21 including expulsion. A substantiated charge against an employee shall result in disciplinary action up
22 to and including termination.

23 After a determination of responsibility is made, the Title IX Coordinator shall work with the
24 complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall
25 also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

26 **APPEALS²²**

27 Either party may appeal from a determination of responsibility based on a procedural irregularity that
28 affected the outcome, new evidence that was not reasonably available at the time of the determination
29 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator
30 or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
31 Coordinator within ten (10) days of a determination of responsibility.

32 Upon receipt of an appeal, the Title IX Coordinator shall:

- 33 1. Assign an impartial hearing officer [or insert other entity that may hear the appeal] within
34 five (5) days of receipt of the appeal; and
35
36 2. Notify the parties in writing.

1 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
 2 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
 3 the result of the appeal and the rationale for the result. The written decision shall be provided
 4 simultaneously to both parties.

5 **RETALIATION**²³

6 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 7 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Child Abuse and Neglect 6.409

Replace with updated model
policy

Hickman County Board of Education			
	Descriptor Term: Student Concerns, Complaints and Grievances	Descriptor Code: 6.305	Issued Date: 11/05/18
		Rescinds: 6.305	Issued: 08/02/99

1 **STUDENT CONCERNS AND COMPLAINTS**

2 Decisions made by school personnel — such as assistants, teachers, or assistant principals — which
3 students believe are unfair or in violation of pertinent policies of the Board or individual school rules
4 may be appealed to the school principal or a designated representative. To appeal, students will contact
5 the principal's office in their school and provide their name, the issue and the reason for their appeal on
6 a printed form available at the school office within two days. The appeal will usually be decided
7 confidentially and promptly, preferably within five (5) school days.

8 However, if the principal does not make a decision within five (5) school days following the date of
9 complaint, students or parents may appeal at that time by contacting the director of schools/designee at
10 the central office. The information provided should include the student's name, the school and a
11 description of the problem.

12 An investigation and decision will be made within two (2) school days and communicated to the school
13 principal and student by telephone. A written copy of the decision also will be sent to the student and
14 the principal.

15 **DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES**

16 *Filing a Complaint* — Any student of this school district who wishes to file a discrimination/harassment
17 grievance against another student or an employee of the district may file a written or oral (recorded, if
18 possible) complaint with a complaint manager.¹ Students may also report an allegation of
19 discrimination/harassment to any teacher or other adult employed in the school who shall inform a
20 complaint manager of the allegation. The complaint should include the following information:

- 21 Identity of the alleged victim and person accused;
- 22 Location, date, time and circumstances surrounding the alleged incident;
- 23 Description of what happened;
- 24 Identity of witnesses; and
- 25 Any other evidence available.

26 *Investigation* — Within twenty-four hours of receiving the student's complaint, the complaint manager
27 shall notify the complaining student's parent/guardian and the principal who shall inform the director of
28 schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a
29 non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview
30 shall take place within five (5) days from the time the complaint was first made. If no parent/guardian
31 attends the interview, another adult, mutually agreed upon by the student and the complaint manager,

1 shall attend and may serve as the student's advocate. After a complete investigation, if the allegations
2 are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The
3 complaint and identity of the complainant will not be disclosed except (1) as required by law or this
4 policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A
5 school representative will meet with and advise the complainant regarding the findings, and whether
6 corrective measures and/or disciplinary action were taken. The investigation and response to the
7 complainant will be completed within thirty (30) school days. Copies of the report will be sent to the
8 student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the
9 complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director
10 of schools shall keep the Board informed of all complaints.

11 *Decision and Appeal* — If the complainant is not in agreement with the findings of fact as reported by
12 the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The
13 director of schools will review the investigation, make any corrective action deemed necessary and
14 provide a written response to the complainant. If the complainant is not in agreement with the director
15 of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days.
16 The Board shall, within thirty (30) days from the date the appeal was received, review the investigation
17 and the actions of the director of schools and may support, amend or overturn the actions based upon
18 review and report their decision in writing to the complainant.

19 APPOINTING COMPLAINT MANAGERS

20 The director of schools shall appoint at least two complaint managers, one of each gender for each school.
21 The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert
22 into this policy the names, addresses and telephone numbers of current complaint managers. (*see note*)

23 This policy shall be published in the parent/student handbook distributed annually to every student.
24 Building administrators are responsible for educating and training their respective staff and students as
25 to the definition and recognition of discrimination/harassment.

26 (*Note: Title IX regulations require districts to identify the name, address and telephone number of the*
27 *person who is responsible for coordinating the district's compliance efforts. A policy should not be*
28 *adopted with a person's name in it; rather, the identifying information can be added and amended as*
29 *necessary.*

Legal References

1. Title IX, Education Amendment of 1972, 20
U.S.C. §1681, et seq.

Cross References

Appeals To & Appearances Before the Board 1.404
Basic Program 4.201
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304

Model Policy

Click here to choose a school board.			
Monitoring: Review: Annually, in March	Descriptor Term: Student Concerns	Descriptor Code: 6.305	Issued Date:
		Rescinds:	Issued:

Decisions made by school personnel, such as aides, teachers, or assistant principals, which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal/designee. To appeal, students shall contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within two (2) days. The appeal shall be decided confidentially and promptly, preferably within 5 school days.

However, if the principal does not make a decision within 5 school days, students or parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at the central office. The information provided should include the student's name, the school, and a description of the problem.

An investigation and decision shall be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also shall be sent to the student and the principal.

Cross References

Appeals To & Appearances Before the Board 1.404
Instructional Program 4.100
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041

Hickman County Board of Education

	Descriptor Term: Differentiated Pay Plan	Descriptor Code: 5.1101	Issued Date: 05/07/18
		Rescinds: 5.1101	Issued: 05/01/17

1 Annually, the director of schools shall recommend a differentiated pay plan to the board for approval.¹
2 The plan shall follow the guidelines established by the State Board of Education and will reflect the
3 needs of the district.

4 Whenever possible, the differentiated pay plan shall include an annual monetary bonus for high
5 performing teachers, based on performance metrics, such as evaluation scale level. This bonus plan
6 shall be effectively communicated to teachers immediately after the differentiated pay plan is
7 approved. This communication will include:

- 8 1. The formula used to determine the amount of the bonus.
- 9
- 10 2. What goals the teachers need to meet to achieve different levels of bonus, and what actions
11 they can take on their part to meet their goals.
- 12
- 13 3. The date the bonus will be paid to the teachers.

14 Once approved by the board, the differentiated pay plan shall be submitted to the Tennessee
15 Department of Education for review and approval.

Legal References

1. TCA 49-3-306(h)

Cross References

Hickman County Board of Education

	Descriptor Term: Utilization of Career Level Educators	Descriptor Code: 5.111	Issued Date: 05/07/18
		Rescinds: 5.111	Issued: 08/02/99

- 1 The director of schools shall be responsible for developing a plan for utilizing Career Level educators
2 beyond their regular responsibilities, and to ensure that local responsibilities are exercised.¹
- 3 All Career Level employees shall perform the duties approved by the Board and consistent with state
4 law and state policy. Responsibilities of Career Level educators who are working additional months
5 shall be over and above the responsibilities which they ordinarily have under a ten (10) month contract.
- 6 Each employee assigned additional work under the Career Ladder program will work under the
7 supervision of a person designated by the Board. If more than one employee is working on the project,
8 one may be designated by the Board as project director responsible for supervising the other
9 employees in the program.
- 10 Current 11- or 12-month teachers who become Level II or III educators or administrators and
11 supervisors who become Level II or III educators shall be eligible for the meritorious portion of the
12 supplement provided through the Comprehensive Education Reform Act.
- 13 The Board considers ten (10) days away from regular duties for evaluative purposes to be a maximum
14 for Career Level III personnel. However, the Board will cooperate with the state and will consider
15 requests for use of Career Level III personnel for more than ten (10) days a year on a case-to-case
16 basis. Such requests will be approved by the Board upon recommendation of the director of schools.
17 The director of schools is empowered to grant such permission if time does not permit Board
18 consideration. However, the director of schools will report each request for use of a Career Level III
19 employee for more than ten (10) days to the Board at its next regular meeting.
- 20 Career Level II administrators and supervisors may be used by the state for more than ten (10) days if
21 approved by the Board. Requests for use of Career Level II administrators and supervisors shall be
22 made to the director of schools who shall make a recommendation to the Board at its next regular
23 meeting.

Legal References

1. TRR/MS 0520-02-02-.06

Hickman County Board of Education

	Descriptor Term: Extended Contracts	Descriptor Code: 5.112	Issued Date: 05/07/18
		Rescinds: 5.112	Issued: 12/01/14

1 Annually, the director of schools shall be responsible for conducting a needs assessment to determine
2 the focus of extended contract activities. The assessment shall be conducted by an extended contract
3 committee, which shall advise on or certify to the need for specific programs served through extended
4 contracts. The committee shall consist of teachers and administrators.

5 Extended contract opportunities shall be available to all educators.

6 The director of schools shall be responsible for devising a plan for Board approval consistent with the
7 needs assessment. The plan shall include as a minimum:

- 8 1. A description of each program and a discussion of the benefits of the program as required by
9 state law;
- 10 2. Time frames within which the program(s) shall be operated;
- 11 3. The number of students who will benefit from the program;
- 12 4. A list of additional duties which may be assigned to educators;
- 13 5. The number and special qualifications of employees desired for each program; and
- 14 6. Local costs to be involved in the program.

Cross References

Extended School Day/Year Programs 1.8012
Summer School 4.204

Hickman County Board of Education

	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 05/07/18
		Rescinds: 5.113	Issued: 04/01/13

1 IN-SERVICE EDUCATION

2 In-service education¹ is a program of planned activities designed to increase the competencies needed
3 by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge,
4 skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness to
5 increase student achievement.

6 *Administrative and Supervisory Employees*

7 Administrative and supervisory employees shall show evidence of continual professional growth by
8 attendance at in-service programs and institutes, studying professional literature, meeting with other
9 professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and
10 student growth and development.

11 Each principal and administrator shall be required to attend the principal-administrator academy for
12 instruction at least once every five (5) years.²

13 *Professional Employees*

14 A system-wide in-service committee, composed of membership from a cross-section of other personnel,
15 shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate
16 the in-service program.¹

17 In-service credit shall not be given while performing duties which are required as part of regular teaching
18 assignments.

19 *Support Personnel*

20 The immediate supervisors of support personnel shall be responsible for providing in-service trainings.
21 Absences to attend meetings relating to the employee's job description may be granted by the director of
22 schools without loss of pay to the employee.

23 PROFESSIONAL LEARNING PROGRAM

24 Professional learning programs and activities shall reflect the Standards for Professional Learning³
25 (Learning Forward, 2011) as listed below and shall reflect the needs identified in school improvement
26 plans.

27 The Board may pay expenses of selected personnel who participate in the training sessions conducted
28 by the State Department of Education.

1 The director of schools shall involve central office personnel and other employees as needed in
2 developing the system-wide professional learning program and shall recommend it to the Board for
3 approval.

4 **Standards for Professional Learning**

5 **LEARNING COMMUNITIES:** Professional learning that increases educator effectiveness and results
6 for all students occurs within learning communities committed to continuous improvement, collective
7 responsibility, and goal alignment.

8 **LEADERSHIP:** Professional learning that increases educator effectiveness and results for all students
9 requires skillful leaders who develop capacity, advocate, and create support systems for professional
10 learning.

11 **RESOURCES:** Professional learning that increases educator effectiveness and results for all students
12 requires prioritizing, monitoring, and coordinating resources for educator learning.

13 **DATA:** Professional learning that increases educator effectiveness and results for all students uses a
14 variety of sources and types of student, educator, and system data to plan, assess, and evaluate
15 professional learning.

16 **LEARNING DESIGNS:** Professional learning that increases educator effectiveness and results for all
17 students integrates theories, research, and models of human learning to achieve its intended outcomes.

18 **IMPLEMENTATION:** Professional learning that increases educator effectiveness and results for all
19 students applies research on change and sustains support for implementation of professional learning for
20 long term change.

21 **OUTCOMES:** Professional learning that increases educator effectiveness and results for all students
22 aligns its outcomes with educator performance and student curriculum standards.

Legal References

1. State Board of Education Policy 5.200; TCA 49-1-214(b); TCA 49-6-3004(c)(1)
2. TCA 49-5-5703(a)
3. State Board of Education Policy 5.200

Cross References

School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601

Hickman County Board of Education

	Descriptor Term: Personnel Records	Descriptor Code: 5.114	Issued Date: 05/07/18
		Rescinds: 5.114	Issued: 12/01/08

1 The director of schools or his designee(s) shall be authorized to maintain personnel records and to permit
2 inspection of the same. The following personnel records shall be maintained for all employees as
3 appropriate:

- 4 1. Employee applications and contracts;
- 5 2. Professional certificates and other documents required by state and federal laws and regulations;¹
- 6 3. Evaluations;
- 7 4. Cumulative information files:
 - 8 a. Age
 - 9 b. Experience
 - 10 c. Qualifications
 - 11 d. Salary
 - 12 e. Physical exams
 - 13 f. Sex
 - 14 g. Race
 - 15 h. Names of schools and grades taught
- 16 5. INS Form I-9.²

17 The following guidelines shall be followed:

- 18 1. Information contained in personnel records shall be limited to job-related matters;
- 19
- 20 2. The director of schools shall be responsible for notifying all employees of the types of records
21 kept and uses made of such records;
- 22
- 23 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 24
- 25 4. Employee records are public records, except medical records, and shall be open for inspection
26 during regular business hours;³
- 27
- 28 5. In accordance with federal law, the district shall release information regarding the professional
29 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents
30 upon request for any teacher or paraprofessional who is employed by a school receiving Title I
31 funds and who provides instruction to their child at that school.⁴
- 32
- 33 6. Members of the public may not obtain the home telephone number, personal cell phone
34 number, bank account information, social security number, residential street address, or driver
35 license information (except where driving or operating a vehicle is considered to be a part of
36 the employee's duties), of an employee or of the immediate family members or household

- 1 members of an employee, unless release of this information is expressly authorized by the
- 2 employee.⁵
- 3
- 4 7. A record of the person inspecting and the date of inspection shall be recorded; and
- 5
- 6 8. Copies of records may be made under rules determined by the director of schools.⁶

Legal References

- 1. TCA 49-2-301(b)(1)(M)
- 2. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
- 3. TCA 10-7-503, 504
- 4. 20 USCA § 6311(g)(2)
- 5. TCA 10-7-504(f)(1)
- 6. TCA 10-7-506; TCA 49-2-301(b)(1)(CC); TCA 8-50-108

Cross References

School District Records 1.407

Hickman County Board of Education

	Descriptor Term: Teacher Effect Data	Descriptor Code: 5.1141	Issued Date: 05/07/18
		Rescinds: 5.1141	Issued: 08/02/99

1 The estimates of specific teacher effects on the educational progress of students will not be a public
2 record and will be made available only to the specific teacher, the teacher's appropriate administrators
3 as designated by the Board and school board members.¹ Designated appropriate administrators will be
4 the principal and/ or full time assistant principal in a direct supervisory role over the individual teacher,
5 the system-wide curriculum director and the director of schools. A list of designated administrators
6 will be sent to the Executive Director, Office of Accountability before October 1 each year. 2

7 The guidelines for distribution, security and application of the teacher effect data will kept on file in
8 the central office and will be given to the teacher, the assigned administrator and all school board
9 members and shall become an administrative procedure to be up-dated as needed by the director of
10 schools.

Legal References

1. TCA 49-1-606(b); TCA 10-7-504(a)(23)

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Assignment / Transfer</h2>	Descriptor Code: 5.115	Issued Date: 05/07/18
		Rescinds: 5.115	Issued: 07/09/12

1 **ASSIGNMENT**

2 The director of schools shall assign personnel to the various schools by June 15 preceding the school
 3 year for which such persons are employed while allowing each principal or immediate supervisor to
 4 assign more specific responsibilities within each school.¹

5 **Licensed Personnel**

6 When personnel certification and qualification are equal, seniority within the system shall be considered
 7 in assignment. Extra assignments for which supplements are provided may not be relinquished in part
 8 by the employee without the approval of the person making the assignment.

9 **REASSIGNMENT / TRANSFER**

10 The director of schools shall transfer and/or reassign employees as he/she deems necessary.² The director
 11 of schools is responsible for developing and disseminating procedures for transfer. All employees
 12 transferred shall receive written notification of the transfer with reasons prior to the transfer.

13

Legal References

1. TCA 49-2-301(b)(1)(L); TCA 49-5-401
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-510; TCA 49-2-303(b)(3)

Cross References

- Nepotism 1.108
- Line and Staff Relations 5.101
- Job Descriptions 5.103
- Recruitment 5.105

Hickman County Board of Education

	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date: 05/04/20
		Rescinds:	Issued:

1 *General*

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

5 The Director of Schools may require an employee to telework if the duties and responsibilities of the
6 position are required during times of emergency. An employee's participation in the program will be
7 determined by the length and duration of the emergency and will be both initiated and ended at the
8 discretion of the supervisor and/or the Director of Schools.

9 **WORK ENVIRONMENT**

10 Employees approved for telework shall maintain a dedicated and safe work environment.

11 An employee who teleworks shall not allow anyone other than district employees to utilize district
12 provided services or equipment. Employees shall keep remote work and information confidential, in
13 accordance with district policies, procedures, and applicable privacy laws.

14

Cross References

Emergency Closings 1.8011

Hickman County Board of Education

	Descriptor Term: Staff Positions	Descriptor Code: 5.116	Issued Date: 08/06/18
		Rescinds: 5.116	Issued: 05/07/18

1 CREATION OF POSITION

2 All staff positions shall be approved through the budget process in accordance with an organizational
3 plan submitted by the director of schools.¹ Before an additional position is established, the director of
4 schools will present to the Board a job description, job title, qualifications, performance responsibilities
5 and the method by which the performance of these responsibilities will be evaluated. This information
6 will be provided to the board in writing before being placed in budget for approval.

7 The director of schools may revise the organizational plan as long as budgetary amounts are not exceeded
8 and board policy is not violated. In the event of reorganization, the director of schools will adhere to all
9 applicable reduction in force guidelines and will inform, in a timely manner, each member of the board
10 of the change and include the change in the director's report at the next board meeting. If change in
11 personnel creates additional encumbrance on a future budget, prior approval of the Board is required.

12 REDUCTION IN FORCE

13 When it becomes necessary to reduce the number of positions in the system because of a decrease in
14 enrollment or for other good reasons, the Board shall abolish the positions. The board or the director of
15 schools, as appropriate, shall dismiss such employees as may be necessary.²

16 Licensed Personnel

17 Reductions in staff will be made according to which have the least detrimental effect on children. In
18 general, this objective dictates a staff reduction policy which:

- 19 1. Retains the most effective teachers;
- 20 2. Avoids undue increases in class size; and
- 21 3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

22 The elimination of a position does not necessarily mean the person occupying the position will be
23 dismissed. When an employee is released, the director of schools shall make the decision about which
24 employee shall be released and to justify the recommendation based upon a composite of the following
25 criteria:

- 26 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher
27 evaluation;
- 28 2. Adaptability to other assignments (academic and extracurricular);
- 29 3. Evidence of professional growth as well as specialized or advanced training;
- 30 4. Previous history of grade levels and subject areas taught; and
- 31 5. Type, length and quality of service made to the teaching profession and the school system.

1 When a teacher is released because of reduction in staff, the teacher shall be given written notice of
2 release explaining the circumstances or conditions making dismissal necessary.

3 **Non-Licensed Personnel**

4 When a non-licensed employee is released because of a reduction in the number of support positions,
5 the director of schools shall give the employee written notice of dismissal explaining the circumstances
6 or conditions making termination of employment necessary.³

7 **RECALL**

8 The director of schools shall maintain a preferred re-employment list for tenured teachers whose position
9 is abolished.³ The fitness of any teacher for re-employment shall be determined on the basis of the
10 teacher's competence, compatibility and suitability to properly discharge the duties required by the
11 position with consideration for the best interests of the students in the school where the vacancy exists.

12 It shall be the responsibility of the separated teacher to notify the director of schools in writing of his/
13 her availability and current address. A professional employee who is placed on the preferred re-
14 employment list and subsequently refuses the offer of a comparable position will be removed from the
15 preferred list.⁴

16 Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall,
17 by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from
18 the list. The director shall send the notice to the last known address of the teacher. A teacher who wishes
19 to remain on the preferred list for re-employment after the second year shall notify the director of schools
20 in writing by April 15 of the second year and each subsequent year of his or her desire to remain on the
21 preferred list for re-employment.

22 Employees returning from lay-off shall have all previously accrued sick leave and seniority reinstated,
23 but shall not receive benefits for the period of the layoff.

Legal References

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(c); TCA 49-2-301(b)(1)(EE); TCA 49-5-511(b)(1).
3. TCA 49-5-511(b)(1)—(4)
4. TCA 49-5-511(b)(4)

Cross References

Recruitment of Employees 5.105
Supervision 5.108

Hickman County Board of Education

	Descriptor Term: Teacher Tenure	Descriptor Code: 5.117	Issued Date: 05/07/18
		Rescinds: 5.117	Issued: 11/06/17

1 *General*

2 To attain tenure status,¹ a teacher must: (1) meet tenure eligibility requirements; (2) be renewed and
3 recommended by the director of schools; and (3) receive a majority vote of the board.

4 **TENURE ELIGIBILITY²**

5 Teachers that meet the following requirements are eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has
7 the equivalent amount of training established and is licensed by the state board of education;
8
- 9 2. Holds a valid teacher license issued by the state board of education, based on training covering
10 the subjects or grades taught;
11
- 12 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)
13 months within the last seven-year period, the last two (2) years being employed in a regular
14 teaching position rather than an interim teaching position; and
15
- 16 4. Has received evaluations demonstrating an overall performance effectiveness level of “above
17 expectations” or “significantly above expectations” as provided in the evaluation guidelines
18 adopted by the state board of education, during the last two (2) years of the probationary
19 period.

20 **ACQUISITION OF TENURE STATUS**

21 Once a teacher is eligible for tenure, he/she shall be either recommended by the director of schools for
22 tenure or nonrenewed. If tenure is denied by the board, the teacher shall be dismissed.³

23 The following additional guidelines shall apply:

- 24 1. The director of schools will recommend persons eligible for tenure at a board meeting in ample
25 time to provide notice of non-renewal to each teacher not recommended for tenure within five (5)
26 business days following the last instructional day for the school year.⁴
27
- 28 2. The decision to grant tenure is solely within the discretion of the board.⁵ Only those teachers who
29 receive a majority vote of the membership of the board will be granted tenure.⁶
30
- 31 3. A teacher who is eligible for tenure, but tenure is denied by the board, shall not be rehired beyond
32 the current contract year.⁷

1 TEACHER RETURNING TO EMPLOYMENT

2 A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year
3 probationary period upon reemployment, unless the probationary period is waived by the board upon
4 request of the director of schools. Upon completion of the two-year period, the teacher shall either be
5 recommended by the director of schools for tenure or non-renewed. If tenure is denied by the board, the
6 teacher shall be dismissed.⁷

7 TEACHER TRANSFERRING FROM ANOTHER SCHOOL SYSTEM⁸

8 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another
9 school system to begin employment in the Hickman County School System shall serve the regular
10 probationary period. The board, upon the recommendation of the director of schools, may waive the
11 probationary period and grant tenure status or shorten the probationary period.

12 If a nontenured teacher with fewer than five (5) years of service transfers from another school system,
13 such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when
14 service in both school systems is counted.

15 All tenure decisions made under this section are subject to the requirements concerning overall teacher
16 performance effectiveness levels.

17 TEACHER RETURNING TO PROBATIONARY STATUS⁹

18 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall
19 performance effectiveness level of “below expectations” or “significantly below expectations” shall be
20 returned to probationary status by the director of schools until the teacher has received two (2)
21 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above
22 expectations” or “significantly above expectations.”

23 When a teacher who has returned to probationary status has received two (2) consecutive years of
24 evaluations demonstrating an overall performance effectiveness level of “above expectations” or
25 “significantly above expectations,” the teacher is again eligible for tenure and shall be either
26 recommended by the director of schools for tenure or nonrenewed; provided, however, that the teacher
27 shall be dismissed if tenure is denied by the board.

28 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. TCA 49-5-504(b)
4. TCA 49-5-409
5. TCA 49-2-203(a)(1)
6. TCA 49-2-202(g)
7. TCA 49-5-504(d)
8. TCA 49-5-509
9. TCA 49-5-504(e), (f)

Hickman County Board of Education

	Descriptor Term: Background Investigations	Descriptor Code: 5.118	Issued Date: 08/06/18
		Rescinds: 5.118	Issued: 05/07/18

1 *General*

2 Background checks shall be required for applicants, employees, contract workers, and volunteers.¹

3 The Director of Schools/designee shall develop any necessary corresponding procedures.

4 **APPLICANTS AND EMPLOYEES**

5 To ensure the safety and welfare of students and staff, the district shall require criminal history
6 background checks and fingerprinting of applicants for teaching positions and any other positions that
7 require proximity to children. Further, applicants who (1) have been identified by the Department of
8 Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child
9 neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are
10 listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall
11 not be employed.² Any costs incurred to perform these background checks and fingerprinting shall be
12 paid by the applicant. The Board shall reimburse the applicant if the position is offered and accepted.³

13 Background checks shall be required of these employees at least once every five (5) years after the date
14 of hire.¹

15 **USE AND DISSEMINATION**

16 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
17 criminal history record checks for non-criminal justice purposes.⁴ The director of schools shall ensure
18 the Originating Agency Identifier number is on file at all times.

19 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be
20 solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered
21 confidential and only accessible to district personnel identified by the director of schools. CHRI shall
22 only be accessed by authorized personnel in the performance of their duties and shall never be released
23 to the public.

24 All persons directly associated with the accessing, maintaining, processing, dissemination or
25 destruction of CHRI must sign an awareness statement and shall indicate that they have been specially
26 trained on the subject. The training shall provide those with access to criminal history record
27 information with a working knowledge of federal and state regulations and laws governing the security
28 and processing of criminal history information. The director of schools is responsible for ensuring that
29 authorized personnel receive such training within 60 days of employment or job assignment and every
30 three years.

1 RETENTION AND SECURITY

2 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas
3 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the
4 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The
5 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,
6 and/or destroy CHRI.

7 DISPOSAL OF CHRI

8 When CHRI is no longer needed, it shall be destroyed by burning, shredding or other method rendering
9 the information unreadable. Record destruction must be conducted under the supervision of the
10 director of schools.

11 MISUSE

12 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
13 including termination. Any employee with knowledge of misuse shall immediately report a violation to
14 the director of schools.

Legal References

1. Public Acts of 2018, Chapter No. 1006
2. TCA 49-5-406(a)(1); TCA 49-5-403;
TCA 49-5-413(a)(2), (e)
3. TCA 49-5-413(c)
4. 34 USCA § 40316

Cross References

School Volunteers 4.501
Application and Employment 5.106

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cheer

Proposed fundraising activities: ~~Cheer account for year~~

Buff City Soap

Purposed Uses of funds raised Uniforms / supplies

Expected student involvement (school-wide or specific school organization) _____

Cheer Squad

Method by which school will receive profit cash

Requested by Beth Copley coach Date 7/6/20
Name/Title

Approved by Ima S. Shug Date 7/6/20
Principal

Approved by Don June Date 7/14/2020
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Golf

Proposed fundraising activities: Golf "My team shop"
through BSN Sports

Purposed Uses of funds raised
Jerseys/equipment/general

Expected student involvement (school-wide or specific school organization) Students
pass out flyers to friends & family

Method by which school will receive profit Online sales

Requested by Zach Bentley / golf coach Date 7-8-20
Name/Title

Approved by Ina S. Shupien Date 7-8-20
Principal

Approved by Don Gunn Date 7/14/2020
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

AMY BRYANT
9599 S Lick Creek Rd., Lyles, TN 37098

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

TIM HOBBS
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

JIM HUDGINS
1297 E Grinders Switch Rd., Centerville, TN 37033



Michelle Gilbert
Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS
9792 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS
2868 Hwy 48 N., Nunnally, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization HCHS DB Club

Proposed Fundraising Activity spirit wear

Date(s) all season

Location(s) FB page, community at games

Requested By Mitzi Wolcott 7/23/20
President/Chair of Organization Date

Recommended By Ken D. Searf 7/24/2020
Principal Date

Approved Michelle Gilbert 7/27/20
Director of Schools or Designee Date

Not Approved _____ Date
Director of Schools or Designee

**** A signed copy will be mailed to the organization and forwarded to the school****