

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

RONALD GAMMONS
6419 Rick 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., Nunnely, TN 37137

**HCBOE Regular Meeting
Monday, July 1, 2019 7:00 PM
Room 203 Central Office**

- I. Call To Order
- II. Approval of May 30, 2019 Special Called Meeting Minutes and June 3, 2019 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
 - A. Employee of the Month
 - B. Lifetime Transportation Award
 - C. Student Recognition of Athletes Competing at the State Level
- V. Communications to the Board
 - A. Director's Report
 - B. Financial Report
- VI. Items Requiring Board Action
 - A. Trip Requests
 - 1. Football Camp
 - B. Foreign Exchange Student Request
 - C. 2019-2020 School Fees
 - D. 2019-2020 Student Discipline Hearing Authority

E. 2019-2020 BEP Salary Schedule

F. Close Out Budget Amendments

G. Centerville Municipal Golf Course MOU

H. Digital Partnership Policy

I. School Lunch Program 2019-2020

J. Consolidated Application Board Approval for IDEA/ESEA FY 2018-2019

K. Southeast Service Corporation Agreement

L. EHMS Heat Boiler Bid

M. Bleacher Service Bid

N. HVAC Annual Service Contract-Bid

O. Paper Products Bid

P. Visitor Security Entrance Bid

Q. Board Policy Review 1.400--1.503

VII. Announcements

VIII. Adjourn

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---June 3, 2019

The Hickman County Board of Education met in regular session on Monday, June 3, 2019, at 7:00 p.m. in Room 203 of the Central Office Building. Members present were: Chair Amy Bryant, Tim Hobbs, Jane Herron, Ron Gammons, Steve Gianakos, and Jim Hudgins. Vance Willis was absent from the meeting.

Tim Hobbs made a motion to approve the minutes from the regular board meeting held on May 6, 2019. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to amend the minutes from the special called meeting held on May 13, 2019 to correct the 3rd roll call vote from a yes to a no for Steve Gianakos. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to approve the amended minutes from the special called meeting held on May 13 2019. Steve Gianakos seconded the motion.

HICKMAN COUNTY BOARD OF EDUCATION
SPECIAL CALLED MEETING, May 13, 2019

The Hickman County Board of Education met in special session on Monday, May 13, 2019, at 6:00 p.m. in the annex Building B at Hickman County High School. Members present were: Chair Amy Bryant, Tim Hobbs, Jane Herron, Steve Gianakos, and Jim Hudgins. Ron Gammons and Vance Willis were absent from the meeting. Jim Hudgins entered the meeting late after the vote for the budget amendment.

Tim Hobbs made a motion to approve the agenda. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 4-0.

Jane Herron made a motion to approve Budget Amendment 15. 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 4-0.

Jane Herron made a motion to approve the bid for the Maintenance Contractor Services at \$60.00/hour plus mileage. Steve Gianakos seconded the motion. Michelle Gilbert stated for the record that she was not involved in the review or award of the bid and acknowledged that the bidder was an uncle in her family.

<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 5-0.

Steve Gianakos made a motion to consider the 141 School Budget. Tim Hobbs seconded the motion. Discuss regarding the budget included budgeted amounts for salaries, capital projects, and areas that could be budgeted with extra funding.

Jim Hudgins made a motion to approve the 141 School Budget with Salaries for licensed instructional personnel to include the step on the pay scale plus a retention bonus for 2019-2020. Jane Herron 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 4-1.

Amy Bryant made a motion to add additional revenue for the 5 SRO positions and to the expenditures for 5 additional SRO positions, and to request an additional 5.55 cents property tax over what was already being requested. 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 5-0.

Amy Bryant made a motion to approve the 141 School Budget for 2019-2020, based on the amendments passed. Jim Hudgins seconded the motion. Amy Bryant, Tim Hobbs, Jane Herron, and Steve Gianakos disclosed their potential conflict of interest but stated they would vote on behalf and in the best interests of the constituents in their district.

<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 5-0.

Tim Hobbs made a motion to approve the 142 Federal Projects School Budget for 2019-2020. 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 5-0.

Amy Bryant made a motion to approve the 143 Cafeteria School Budget for 2019-2020. 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 5-0.

Amy Bryant announced a special called board meeting is scheduled for Monday, May 20, 2019, at 6:00 p.m. in Room 203 of the Central Office building to reconsider the school budgets, if needed.

The meeting was adjourned at 8:53 p.m.

On a voice vote, the motion to approve the amended minutes was approved 6-0.

Steve Gianakos made a motion to approve the agenda for the June 3, 2019, regular board meeting. Tim Hobbs seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, June 3, 2019, at 7:00 p.m. in Room 203 of the Central Office Building. A work session will be held in Room 203 of the Central Office Building at 6:00 p.m.

- I. Call to Order
- II. Approval of May 6, 2019 Regular Board Meeting Minutes
- III. Approval of May 13, 2019 Special Called Meeting Minutes
- IV. Approval of Agenda
- V. Special Recognition
 - A. Employee of the Month--Jim Hudgins
 - B. Employee of the Year--Ron Gammons
 - C. Principal of the Year--Tim Hobbs
 - D. Supervisor of the Year--Jane Herron
- VI. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Director of Schools
 - C. Family Resource Center End of Year Report--Family Resource Center Directors
 - D. Facilities Report--Dr. Jesse Register
- VII. Items Requiring Board Action
 - A. Director of Schools Evaluation--Board Chair

- B. Annual Agenda--Director of Schools
 - C. Budget Amendments--Director of Schools
 - D. 2019-2020 Board Meeting Dates--Director of Schools
 - E. Resolution to Grant Authority to Designate Reserves--Director of Schools
 - F. Authorize Director to Submit Reports, Applications, and Grants--Director of Schools
 - G. 2019-2020 Professional Personnel Decisions--Director of Schools
 - H. 2019-2020 Notice of Placement of Licensed Personnel--Director of Schools
 - I. 2019-2020 Re-Employment and Placement of Support Staff--Director of Schools
 - J. Grant Executive Committee Authority to Close Out School Year--Director of Schools
 - K. Declaration of Surplus--Director of Schools
 - L. Centerville Municipal Golf Course Memorandum of Understanding--Director of Schools
 - M. 2019-2020 141, 142, 143 School Budgets (if needed)--Director of Schools
 - N. Revised Board Policy 1.405, 3.400 (2nd reading)--Director of Accountability
 - O. Board Policy Review --Director of Accountability
- VII. Announcements
- VIII. Adjourn

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

Amy Bryant recognized Becky Malugin as the June Employee of the Month.

Ron Gammons recognized Jennifer Turpin as the 2018-2019 Employee of the Year.

Tim Hobbs recognized Leigha Coble as the 2018-2019 Principal of the Year.

Jane Herron recognized Katrina Davis as the 2018-2019 Supervisor of the Year.

Michelle Gilbert reported one addition to the Director's Report under Transfers, Professional: Michelle Atkinson from CIS to CES. Steve Gianakos made a motion to accept the Director's Report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to accept the Financial Report as presented. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Alison Brady and Meslissa Orton presented the Year End Report for the Family Resource Centers. Refreshments were provided to celebrate the 25th anniversary of the Centerville Family Resource Center. Jane Herron made a motion to accept the report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Dr. Jesse Register, Joe Edgens, and Brent Ostenmiller presented the Facilities Report and recommendations to the Board. Jim Hudgins made a motion to accept the long-range plan as presented. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

The Director of Schools Evaluation results showed an average of 3.57 from the board members and an average of 4.28 from the administrators. Amy Bryant made a motion to accept the Director of Schools Evaluation Results. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Jane Herron made a motion to approve the 2019-2020 Annual Agenda. Ron Gammons seconded the motion.

Hickman County Board of Education
Annual Agenda 2019-2020

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

Tenure (if available)

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

June

Adopt Board Meeting Schedule for 2020-2021

Grant Executive Committee authority to close out fiscal year

Report of Director's Evaluation

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

Steve Gianakos made a motion to approve budget amendments 16 and 17. Jim Hudgins 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 6-1.

Ron Gammons made a motion to approve the board meeting dates for 2019-2020 with the amendment to January 6, 2020, instead of January 7, 2020. Jim Hudgins seconded the motion.

2019-2020
Hickman County Board of Education
Board Meeting Dates

July 1, 2019
August 5, 2019
September 16, 2019 (work session only)
October 7, 2019
November 4, 2019
December 2, 2019
January 6, 2020
February 3, 2020
March 2, 2020
April 6, 2020
May 4, 2020
June 1, 2020

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

Jim Hudgins made a motion to adopt Resolution 19-17, granting the authority to designate reserves. Steve Gianakos seconded the motion.

Resolution 19-17
Assignment Authority
GASB 54

BE IT RESOLVED by the Board of Education of Hickman County, Tennessee, assembled in regular session this 3rd day of June, 2019, 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, 2019.

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

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 2018-2019 school year and for the rising 2019-2020 school year on behalf of the Hickman County School System. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion that the Board acknowledge receipt of the Director of Schools employment of Licensed Personnel for the 2018-2019 school year and authorize such be placed in the minutes of the Board. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Michelle Gilbert stated the Director of Schools is placing all Licensed Personnel, re-employed for the 2019-2020 school year in the school and position which they currently hold. 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. Jim Hudgins seconded the motion. 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 2018-2019 school year be placed in the minutes of the Board. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to grant the Executive Committee, with guidance from our State Financial Consultant, Business Officer, and Finance Office Director and Assistant Director close out the financial books. All members are provided with a report at the next board meeting. 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 6-0.

Jane Herron made a motion to approve the transportation department list of declaration of surplus as presented. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Jane Herron made a motion to approve the Memorandum of Understanding with the Centerville Municipal Golf Course as presented. Amy Bryant 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 defeated 2-4.

Ron Gammons made a motion for the Director to negotiate terms with Centerville Municipal Golf Course. Tim Hobbs seconded the motion.

Amy Bryant made a motion to amend the motion asking for the Board to pay the \$8,000.00 fee and students in grades 6-8 to play without fees or purchasing a pass. 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 4-2.

A roll call vote was then taken on the motion as amended for the Director to negotiate terms with the Centerville Municipal Golf Course to include an \$8,000.00 fee and students in grades 6-8 to play without fees or purchasing a pass.

<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 5-1.

Tim Hobbs made a motion to approve revised board policy 1.405 on second reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to approve revised board policy 3.400 on second reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to accept the review of board policies 1.200-1.303. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

The meeting was adjourned at 8:35 p.m.

HICKMAN COUNTY BOARD OF EDUCATION
Special Called Board Meeting---May 30, 2019

The Hickman County Board of Education met in special called session on Thursday, May 30, 2019, at 6:00 p.m. in Room 203 of the Central Office Building. Members present were: Chair Amy Bryant, Tim Hobbs, Jane Herron, Ron Gammons, Steve Gianakos, Jim Hudgins, and Vance Willis. Vance Willis attended the meeting electronically. Jane Herron entered the meeting after the approval of the agenda.

Steve Gianakos made a motion to approve the agenda. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the BEP Salary Schedule for 2019-2020 as presented with no change from the previous scale. Jim Hudgins seconded the motion. Amy Bryant, Tim Hobbs, Steve Gianakos, Jane Herron, and Vance Willis declared a potential conflict of interest due to a family member being employed by the Board of Education but stated they would vote in the best interest 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 7-0.

Jim Hudgins made a motion to add a bonus to the salary for teachers based on years of service: 1-5 years \$500.00, 6-10 years \$750.00, 11-15 years \$1,000.00, 16-20 years \$3,000.00, 21-30 years \$4,500.00, and above 30 years \$4,600.00. Amy Bryant seconded the motion. Amy Bryant, Tim Hobbs, Steve Gianakos, Jane Herron, and Vance Willis declared a potential conflict of interest due to a family member being employed by the Board of Education but stated they would vote in the best interest 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 6-1.

Amy Bryant made a motion to approve the 2019-2020 salary schedules and pay scales as presented with the 1.25% increase unless otherwise noted on the scale with the exception of the Principal and Supervisor pay scales. 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.

Vance Willis made a motion to approve Option B on the Principal Pay Scale 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 7-0.

Amy Bryant made a motion to approve Option B on the Assistant Principal pay scale for 2019-2020 as presented. 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.

Ron Gammons made a motion to approve Option C on the Central Office Supervisor Pay Scale for the 2019-2020 school year 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 5-2.

Vance Willis made a motion to approve the differentiated pay plan with the exception of removal of the limits on the performance section of the plan. Jim Hudgins seconded the motion.

Ron Gammons made a motion to amend the motion to leave the plan as presented in the packet and not remove the cap. Jane Herron 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 to amend the motion was defeated 3-4.

<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 original motion was approved 5-2.

Amy Bryant made a motion to remove the additional expenditures for the five Sheriff's Department School Resource Officers from the 141 School Budget for 2019-2020. 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 7-0.

Vance Willis made a motion to add \$80,000.00 for EHMS Boiler replacement to the capital projects in the 2019-2020 school budget. 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 7-0.

Jim Hudgins made a motion to approve the 2019-2020 141 School Budget as amended. Tim Hobbs seconded the motion.

Amy Bryant, Tim Hobbs, Steve Gianakos, Jane Herron, and Vance Willis declared a potential conflict of interest due to a family member being employed by the Board of Education but stated they would vote in the best interest 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 7-0.

The meeting was adjourned at 7:52 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., Nunnally, 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, July 1, 2019, at 7:00 p.m. in Room 203 of the Central Office Building. A work session will be held in Room 203 of the Central Office Building at 6:00 p.m.

- I. Call to Order
- II. Approval of May 30, 2019 Special Called Board Meeting Minutes and June 3, 2019 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Special Recognition
 - A. Employee of the Month--Steve Gianakos
 - B. Lifetime Transportation Award--Amy Bryant
 - C. Student Recognition of Athletes Competing at the State Level--Tim Hobbs
- V. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Director of Schools
- VI. Items Requiring Board Action
 - A. Trip Requests
 1. Football Camp--EHHS Football Coach and Players
 - B. Foreign Exchange Student Request--Principal of HCHS and Deputy Director of Schools
 - C. 2019-2020 School Fees--Director of Schools
 - D. 2019-2020 Student Discipline Hearing Authority--Director of Schools
 - E. 2019-2020 BEP Salary Schedule--Director of Schools
 - F. Close Out Budget Amendments--Director of Schools
 - G. Centerville Municipal Golf Course MOU--Director of Schools
 - H. Digital Partnership Policy--Director of Schools
 - I. School Lunch Program 2019-2020--Director of Schools
 - J. Consolidated Application Board Approval for IDEA/ESEA FY 2018-19--Director of Federal Programs and Special Programs Director
 - K. Southeast Service Corporation Agreement--Maintenance Director
 - L. EHMS Heat Boiler Bid--Maintenance Director
 - M. Bleacher Service Bid--Maintenance Director
 - N. HVAC Annual Service Contract--Maintenance Director
 - O. Paper Products Bid--Maintenance Director
 - P. Visitor Security Entrance Bid--Director of Schools
 - Q. Board Policy Review 1.400-1.503--Director of Accountability
- VII. Announcements
- VIII. Adjourn



Michelle Gilbert
Director of Schools
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

June 24, 2019

Dear Members of the Hickman County Board of Education:

Teamwork and collaboration is a valued and important part of the school system in Hickman County. In order to best serve our students, we must work together on initiatives and goals. During the 2018-2019 school year, the School Nutrition office has worked and collaborated with many departments and schools to provide meals and snacks for our students.

Mrs. Sharon Burns works with our schools to provide not only daily breakfast and lunch choices, but to also provide healthy snacks for students that stay after school for programs and athletics. She collaborated with the Office of Coordinated School Health, Family Resource Center, and the Director of our Read to be Ready summer program to initiate our summer breakfast and lunch program. These efforts have provided our students participating in summer reading camp, ACT Bootcamp, and school athletics the opportunity to eat breakfast and lunch at school.

The collaboration also provided meals for students at site locations. At these locations, our school system was not only able to feed our students lunch, but we were also able to give them free books and provide resources from Friday Friends. Mrs. Burns created summer menus that provided students a variety of options and many hot meals.

Mrs. Burns has demonstrated the willingness to work together, listen to her team, and act in the best interest of our students. I am happy to nominate her for Employee of the Month.

Sincerely,

Michelle Gilbert

Athletes Obtaining State Level Competition

East Hickman High School

- Haley Capps Track and Field
- Olivia Plunkett Track and Field
- Greg Matney Coach
- Cody McNeal Coach

Hickman County High School

- Blanche Ajami Track and Field
- Cynthia Hughes Coach



AMY BRYANT

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Michelle Gilbert

Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

Memorandum

To: Board Members
From: Michelle Gilbert
Date: June 17, 2019
RE: July Director's Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Zach Bentley*
Meghan Bentley*
Cortnie Fitts
Savannah Barber
Daniel Irvine
Matthew Proctor
Landry Wade
Sandy Luna

HCMS Computer
School Psychologist
EHMS 8th Grade Math
CES Special Education
EHHS Physical Education
EHHS Physical Education
EHES K
EHIS Special Education

Support Staff

Resignation

Professional

Melinda Morton
Cody McNeal
Freda Rushton
Jennifer Lange
Lindsay Nieuwenhuis
Christopher Wright
Patty Leonard
Sarah Vander Leest
Terry Webster
Debra Burkhalter
Tavia McLeod, Ed.D.

EHIS Library Media Specialist
EHHS Driver Education
EHIS 5th Grade Math
EHIS 5th Grade Social Studies
CES 1st Grade
HCMS 7th Grade Social Studies
EHES Special Education
EHES 2nd Grade
HCMS CDC
HCHS English
EHHS Assistant Principal

Support Staff

Cailey Collins

EHHS ISS

Retirement

Professional

Support Staff

Transfers

Professional

Karen Cost
Shelda Qualls
Kitty Atencio
Savannah Anglin

HCMS 6th Grade Science to EHMS Interventionist
EHES 2nd Grade to CES School Counselor
CIS Special Education to EHHS English
CIS 5th Grade to CES Special Education

Kendra Mayberry
Jennifer Brewer

CES Special Education to Speech Language
CES 1st Grade to HCMS 6th Grade Science/Math/Social Studies

Support Staff

Appointment

Professional

Support Staff

Zach Bentley*
Eric Gilbert**
Hannah Pendergrass

HCMS Golf Coach
HCHS Assistant Golf Coach
EHMS Volleyball Coach

*denotes a relationship under the nepotism policy 1.108—child of an elected official
The prospective employee(s) is duly qualified by training and licensure to occupy the position.

**denotes a relationship under the nepotism policy 1.108—nephew of Director of Schools
The prospective employee(s) is duly qualified to occupy the position.



Hickman County Schools Board Agenda Item Request

Date: 6-12-19

Name of School: East Hickman High

Item Request: Football Camp

Explanation: Football Camp at East Hickman High School

From 5 PM on July 21 to Noon July 25.

Football team will be using the school
facilities over night for 4 nights.

Attachments (if necessary and appropriate):

X

Signature of Person requesting to be placed on the agenda:

Chris F.

Signature of Building Principal:

Wendy Bevan



East Hickman Elementary School will not have any fees for the upcoming 2019-2020 school year.

Leigha Coble, Principal



June 25, 2019

East Hickman Intermediate School will not be collecting any fees for the 2019-20 school year.

Keri Hanes

Keri Hanes
Principal



EAST HICKMAN MIDDLE SCHOOL

**PRINCIPAL
ERIC CANNON**

**9414 EAST EAGLE DRIVE
LYLES TN, 37098**

**ASSISTANT PRINCIPAL
ROSE KORTE**

**PHONE: (931) 670-4237
FAX: (931) 670-4239**

Mrs. Gilbert,

East Hickman Middle School will not request any school fees for the 2019-2020 school year.

Sincerely,

Eric Cannon

East Hickman High School Fees 2019/2020

1. **Parking Fee** - \$5.00

2. **Graduation**
 - a. Cap and Gown - \$35.00 (may vary depending on Balfour's prices) Balfour provides a limited number of free caps and gowns for those in need.
 - b. Lack of Credits – Students who lack up to two credits may pay \$150.00 per credit to participate in graduation. Upon completion of credit a complete refund of funds is returned to the student.

3. **Club Dues**
 - a. Varies by club – usually under \$20.00
 - b. Voluntary participation

4. **Reward Trips**
 - a. Varies by trip
 - b. Usually under \$20.00
 - c. Voluntary participation

5. **Athletics and Band**
 - a. Students purchase footwear
 - b. \$200.00 Band Camp Fee for 2 weeks
 - c. Cheerleading – shoes, warm-ups, camp wear, squad classes, accessories



CENTERVILLE ELEMENTARY SCHOOL

Jennifer Hudgins, Principal
Ave.
(931) 729-2212

104 Mary Field
Centerville, TN 37033

June 17, 2019

Dear Mrs. Gilbert,

Centerville Elementary School will not be requesting school fees for the 2019-2020 school year.

Sincerely,

Jennifer Hudgins



Centerville Intermediate School

110 Mary Field Avenue

Centerville, TN 37033

Phone 931-729-2748

Fax 931-729-5497

Principal, Dr. Sarah Fraley

Assistant Principal, Bethany Ring



June 17, 2019

To Michelle Gilbert and Hickman County Board Members,

Centerville Intermediate School will not be requesting school fees for the 2019-2020 school year.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Fraley".

Sarah Fraley

Hickman County Middle School

Principal
Tina S. Thigpen

Assistant Principal
Bryan Anglin

Athletic Director
Bill Cude



1639 Bulldog Boulevard
Centerville, TN 37033

Phone: 931-729-4234
Fax: 931-729-5688

Website
HICKMANK12.ORG

June 17, 2019

Hickman County Middle School will require the following student fees for the 2019-2020 school year:

1. Reward Trips

- Usually under \$20 > voluntary participation > assistance provided for families in need.

2. Athletics

- Basketball, Football, Volleyball, Soccer, Cross Country, Baseball and Softball: students are responsible for their own footwear.
- Golf: (TBD after negotiations with the Town of Centerville)
- Cheerleading: New cheerleaders are charged no more than \$400 for a new uniform, shoes, and camp (\$146). Returning cheerleaders will be able to reuse existing uniforms (depending on growth). Assistance is provided if needed.

3. Clubs

- Beta Club: attends the Beta Convention each year at the Opryland Hotel in November. The cost for this year's trip is yet to be determined. The club will raise funds to keep fees low, and this trip is optional.
- Art Club: \$10 for supplies. > assistance provided if needed.

Sincerely,

A handwritten signature in black ink that reads "Tina S. Thigpen". The signature is written in a cursive style.

Tina S. Thigpen

Hickman County High School

Kevin D. Eady, Principal Julie M. Rice, Assistant Principal

1645 Bulldog Boulevard · Centerville, Tennessee 37033

Telephone 931-729-2616 Fax 931-729-2925

HCHS - Fees Requested - 2019 - 2020

1. Parking Fee - \$5.00

2. Graduation

- > Cap and Gown - \$35 (may depend on Balfour's prices)
- > Balfour provides a limited number of free caps and gowns for those in need. > Lack of Credits
- Students who lack up to two credits may pay \$150 per credit to participate in graduation. Refunds are issued when credits are recovered.

3. Club dues

- > Varies by club > Usually under \$20
 - > Voluntary participation

4. Reward Trips

- > Varies by trip > Usually under \$15 > Voluntary participation

Various classes require students to purchase materials

- > This falls under the fee waiver system >

Theater - Actual costs of scripts >

Art I - \$14; Art II- \$100; Art III- \$12 (various supplies)

Biology 1 - \$10 (lab supplies), Biology 11 - \$15 (covers dissections), Anatomy - \$25 >
Accounting - \$25 (covers practice sets)

Computer Applications - \$5 (ink and paper)

> Cosmetology - \$100 - (covers supplies and labs)

> Family and Consumer Science - \$5 (cooking supplies)

> Nutrition and Food - \$10 (cooking supplies)

> Child Development - \$5 (class supplies)

Athletics and Band > Students purchase footwear / Shirt and Camp Fees - \$75

> Tennis players purchase uniforms > Students are responsible for camp fees > Track meet fees - \$25

Student Discipline Hearing Authority
2019-2020

Beth Robinson--EHHS

Cynthia Hughes--HCHS

Bryan Anglin--HCMS

Eric Cannon--EHMS

Julia Thomasson--Special Programs

Becky Malugin--Chair

LICENSED INSTRUCTIONAL PERSONNEL

Effective July 1, 2019

BASE SALARY (BACHELOR'S DEGREE AND ZERO YEARS OF EXPERIENCE

= \$ 36,000

YEARS OF EXPERIENCE	0	1-5	6-10	11-15
BACHELOR'S DEGREE	BASE	BASE + \$ 645	BASE + \$ 3,370	BASE + \$ 6,900
	\$ 36,000	\$ 36,645	\$ 39,370	\$ 42,900
YEARS OF EXPERIENCE	0	1-5	6-10	11-15
ADVANCED DEGREE	BASE	BASE + \$ 3,605	BASE + \$ 7,365	BASE + \$ 11,380
	\$ 36,000	\$ 39,605	\$ 43,365	\$ 47,380

NOTES:

- Figures represent minimum salary requirements. Local education agencies (LEAs) may provide additional compensation increases to the base salary for factors including aiding in staffing hard to staff subject areas and schools and in hiring and retaining highly effective teachers [T.C.A. § 49-3-306(h)]. In addition, LEAs may provide additional increases for years of experience and educational attainment.
- The adoption of the state salary schedule shall not result in a reduction of pay by an LEA for any teacher employed by the LEA at the time of the schedule's adoption [T.C.A. § 49-3-306(a)(1)]. Therefore, the minimum salary required for such personnel may be greater than the figures noted above.

**BEP SALARY SCHEDULE
HICKMAN COUNTY SCHOOLS
FISCAL YEAR 2019-2020
Approved on May 31, 2019**

YEARS	BACHELORS	MASTERS	MASTERS + 30/40	Ed.S.	Ed.D/Ph.D.
0	\$39,100	\$40,100	\$42,600	\$43,100	\$45,800
1	\$39,200	\$41,300	\$43,700	\$44,400	\$47,000
2	\$39,300	\$41,400	\$43,800	\$44,600	\$47,200
3	\$39,400	\$41,600	\$43,900	\$44,700	\$47,400
4	\$39,600	\$42,100	\$44,400	\$45,100	\$47,600
5	\$40,600	\$42,400	\$44,900	\$45,500	\$47,800
6	\$40,900	\$43,200	\$45,300	\$46,000	\$48,500
7	\$41,200	\$43,600	\$45,900	\$46,500	\$49,000
8	\$41,500	\$44,000	\$46,200	\$47,000	\$50,500
9	\$41,900	\$44,500	\$46,700	\$47,400	\$51,500
10	\$42,200	\$44,900	\$47,100	\$47,800	\$51,700
11	\$42,500	\$46,350	\$47,600	\$48,600	\$52,700
12	\$42,800	\$46,500	\$48,000	\$48,800	\$53,000
13	\$43,100	\$46,700	\$48,600	\$49,900	\$54,100
14	\$43,500	\$47,100	\$49,000	\$50,100	\$54,300
15	\$43,800	\$47,200	\$49,500	\$51,200	\$55,500
16	\$44,000	\$47,300	\$49,600	\$51,500	\$55,700
17	\$44,100	\$47,400	\$49,900	\$52,000	\$56,400
18	\$44,300	\$47,800	\$50,000	\$52,100	\$56,500
19	\$44,400	\$47,900	\$50,800	\$52,800	\$57,400
20	\$44,500	\$48,000	\$50,900	\$52,900	\$57,500
21	\$44,600	\$48,100	\$51,000	\$53,000	\$57,600
22	\$44,700	\$48,200	\$51,100	\$53,100	\$57,800
23	\$44,800	\$48,300	\$51,200	\$53,200	\$58,000
24	\$44,900	\$48,500	\$51,300	\$53,300	\$58,200
25	\$45,000	\$48,600	\$51,400	\$53,400	\$58,400
26	\$45,100	\$48,700	\$51,500	\$53,600	\$58,700
27	\$45,200	\$48,800	\$51,600	\$53,700	\$58,900
28	\$45,300	\$48,900	\$51,700	\$53,800	\$59,100
29	\$45,400	\$49,000	\$51,800	\$53,900	\$59,300
30	\$45,800	\$49,100	\$52,000	\$54,100	\$60,400

Yellow highlighted cells are below state minimum salary

**BEP SALARY SCHEDULE
HICKMAN COUNTY SCHOOLS**

FISCAL YEAR 2019-2020

Proposed to Meet State Minimum Requirement

YEARS	BACHELORS	MASTERS	MASTERS + 30/40	Ed.S.	Ed.D/Ph.D.
0	\$39,100	\$40,100	\$42,600	\$43,100	\$45,800
1	\$39,200	\$41,300	\$43,700	\$44,400	\$47,000
2	\$39,300	\$41,400	\$43,800	\$44,600	\$47,200
3	\$39,400	\$41,600	\$43,900	\$44,700	\$47,400
4	\$39,600	\$42,100	\$44,400	\$45,100	\$47,600
5	\$40,600	\$42,400	\$44,900	\$45,500	\$47,800
6	\$40,900	\$43,365	\$45,300	\$46,000	\$48,500
7	\$41,200	\$43,600	\$45,900	\$46,500	\$49,000
8	\$41,500	\$44,000	\$46,200	\$47,000	\$50,500
9	\$41,900	\$44,500	\$46,700	\$47,400	\$51,500
10	\$42,200	\$44,900	\$47,100	\$47,800	\$51,700
11	\$42,900	\$47,380	\$48,400	\$49,400	\$52,700
12	\$43,100	\$47,500	\$48,500	\$49,800	\$53,000
13	\$43,300	\$47,600	\$48,600	\$50,000	\$54,100
14	\$43,500	\$47,800	\$49,000	\$50,100	\$54,300
15	\$43,800	\$47,900	\$49,500	\$51,200	\$55,500
16	\$44,000	\$48,000	\$49,600	\$51,500	\$55,700
17	\$44,100	\$48,100	\$49,900	\$52,000	\$56,400
18	\$44,300	\$48,200	\$50,000	\$52,100	\$56,500
19	\$44,400	\$48,300	\$50,800	\$52,800	\$57,400
20	\$44,500	\$48,400	\$50,900	\$52,900	\$57,500
21	\$44,600	\$48,500	\$51,000	\$53,000	\$57,600
22	\$44,700	\$48,600	\$51,100	\$53,100	\$57,800
23	\$44,800	\$48,700	\$51,200	\$53,200	\$58,000
24	\$44,900	\$48,800	\$51,300	\$53,300	\$58,200
25	\$45,000	\$48,900	\$51,400	\$53,400	\$58,400
26	\$45,100	\$49,000	\$51,500	\$53,600	\$58,700
27	\$45,200	\$49,100	\$51,600	\$53,700	\$58,900
28	\$45,300	\$49,200	\$51,700	\$53,800	\$59,100
29	\$45,400	\$49,300	\$51,800	\$53,900	\$59,300
30	\$45,800	\$49,400	\$52,000	\$54,100	\$60,400

Yellow highlighted cells are required adjustment to meet state minimum salary

Green highlighted cells are adjustment to maintain some level of differentiation between years and degree

**BEP SALARY SCHEDULE
HICKMAN COUNTY SCHOOLS**

FISCAL YEAR 2019-2020

Proposed Increases

YEARS	BACHELORS	MASTERS	MASTERS + 30/40	Ed.S.	Ed.D/Ph.D.
0	\$0	\$0	\$0	\$0	\$0
1	\$0	\$0	\$0	\$0	\$0
2	\$0	\$0	\$0	\$0	\$0
3	\$0	\$0	\$0	\$0	\$0
4	\$0	\$0	\$0	\$0	\$0
5	\$0	\$0	\$0	\$0	\$0
6	\$0	\$165	\$0	\$0	\$0
7	\$0	\$0	\$0	\$0	\$0
8	\$0	\$0	\$0	\$0	\$0
9	\$0	\$0	\$0	\$0	\$0
10	\$0	\$0	\$0	\$0	\$0
11	\$400	\$1,030	\$800	\$800	\$0
12	\$300	\$1,000	\$500	\$1,000	\$0
13	\$200	\$900	\$0	\$100	\$0
14	\$0	\$700	\$0	\$0	\$0
15	\$0	\$700	\$0	\$0	\$0
16	\$0	\$700	\$0	\$0	\$0
17	\$0	\$700	\$0	\$0	\$0
18	\$0	\$400	\$0	\$0	\$0
19	\$0	\$400	\$0	\$0	\$0
20	\$0	\$400	\$0	\$0	\$0
21	\$0	\$400	\$0	\$0	\$0
22	\$0	\$400	\$0	\$0	\$0
23	\$0	\$400	\$0	\$0	\$0
24	\$0	\$300	\$0	\$0	\$0
25	\$0	\$300	\$0	\$0	\$0
26	\$0	\$300	\$0	\$0	\$0
27	\$0	\$300	\$0	\$0	\$0
28	\$0	\$300	\$0	\$0	\$0
29	\$0	\$300	\$0	\$0	\$0
30	\$0	\$300	\$0	\$0	\$0

Yellow highlighted cells are required adjustment to meet state minimum salary

Green highlighted cells are adjustment to maintain some level of differentiation between years and degree

Hickman County Board of Education
 Budget Amendment 18
 Fund 141 - General Purpose
 June 13, 2019

BA# 71

Account			Description	Debit	Credit	Justification
141	71100	399	Other Contracted Services	\$ 1,000.00		
141	71100	499	Other Supplies & Materials		\$ 1,000.00	
141	71200	163	Educational Assitants	1,000.00		E
141	71200	128	Homebound Teachers		1,000.00	
141	72210	129	Librarians	7,000.00		
141	72210	161	Secretary(s)		5,000.00	
141	72210	162	Clerical Personnel		1,000.00	
141	72210	189	Other Salaries & Wages		1,000.00	
141	72220	336	Maintenance & Repair SVC	1,000.00		
141	72220	355	Travel		1,000.00	
141	72110	207	Medical Insurance	6,000.00		
141	72110	105	Supervisor		5,000.00	
141	72110	201	Social Security		1,000.00	
141	72250	189	Other Salaries & Wages	1,100.00		To cover overages in line-items
141	72250	105	Supervisor		1,000.00	
141	72250	499	Other Supplies & Materials		100.00	
141	72320	399	Other Contracted Services	300.00		
141	72320	435	Office Supplies		300.00	
141	72710	299	Other Fringe Benefits	30,000.00		
141	72710	207	Medical Insurance	11,000.00		
141	72710	146	Bus Drivers		41,000.00	
141	72710	338	Maintenance & Repair Svc	6,000.00		
141	72710	453			6,000.00	
141	72810	299	Other Fringe Benefits	100.00		
141	72810	201	Social Security		100.00	
TOTALS				<u>\$ 64,500.00</u>	<u>\$ 64,500.00</u>	

Approved:

Amy Bryant

Amy Bryant

Attest:

Michelle Gilbert

Michelle Gilbert

RECEIVED
 6-18-19
 CF

78

Hickman County Board of Education
Budget Amendment No. 19
Fund 141 - General Purpose
June 26, 2019

Account			Description	Debit	Credit	Justification
141	72710	425	Gasoline	2,000.00		To cover expenditures in line items
141	72710	355	Travel		2,000.00	
141	71100	207	Medical Insurance	10,000.00		To cover expenditures in line items
141	71100	198	Non-Certified Substitutes		10,000.00	
141	72320	336	Maintenance	2,000.00		To cover expenditures in line items
141	72320	399	Other Contracted Svc		2,000.00	
141	72410	204	State Retirement	5,500.00		To cover expenditures in line items
141	72410	207	Medical Insurance		5,500.00	
141	72710	204	State Retirement	2,500.00		To cover expenditures in line items
141	72710	207	Medical Insurance		2,500.00	
141	72120	399	Other Contracted Services	1,000.00		To cover expenditures in line items
141	72120	355	Travel		1,000.00	
141	72310	305	Audit Services	4,000.00		To cover expenditures in line items
141	72310	320	Dues and Memberships		4,000.00	
TOTALS				\$ 27,000.00	\$ 27,000.00	

Approved:

Amy Bryant

Attest:

Michelle Gilbert

Budget Amendment 20
Fund 142 - Federal Programs
June 26, 2019

79

Account				Description	Debit	Credit	Justification
142	71100	189	601	Other Salaries & Wages		8,000.00	
142	71100	201	601	Social Security		612.00	To align with ePlan
142	71100	204	601	State Retirement		837.36	
142	72210	524	601	Inservice	9,449.36		
142	72210	524	201	Inservice	7,000.00		To align with ePlan
142	72210	599	201	Other Charges		7,000.00	
TOTALS					<u>\$ 16,449.36</u>	<u>\$ 16,449.36</u>	

Approved:

Amy Bryant

Amy Bryant

Attest:

Michelle Gilbert

Michelle Gilbert

Hickman County Board of Education
 Budget Amendment 21
 Fund 143 - Food Service
 June 26, 2019

#80

Account			Description	Debit	Credit	Justification
143	73100	599	Other Charges	6,400.00		To cover expenditures in excess of anticipated budget related to summer feeding program
143	73100	165	Cafeteria Personnel		6,000.00	
143	73100	201	Social Security		400.00	
TOTALS				<u>\$ 6,400.00</u>	<u>\$ 6,400.00</u>	

Approved:

Amy Bryant

Amy Bryant

Attest:

Michelle Gilbert

Michelle Gilbert

Hickman County Board of Education
 Budget Amendment 22
 Fund 141 - General Purpose
 June 26, 2019

Account			Description	Debit	Credit	Justification
141	71100	204	State Retirement	68,000.00		
141	71100	217	State Retirement (Stabilization)		68,000.00	To budget Hybrid Stabilization expense
TOTALS				<u>\$ 68,000.00</u>	<u>\$ 68,000.00</u>	

Approved:



Amy Bryant

Attest:



Michelle Gilbert

MEMORANDUM OF UNDERSTANDING

For the Use of Centerville Municipal Golf Course between Hickman County Schools, TN and Town of Centerville

This Memorandum of Understanding (MOU) is between the School Board of the County of Hickman, and the Town of Centerville on behalf of the Centerville Municipal Golf Course, for the use of the golf course facilities by the golf athletic programs at the following schools: East Hickman Middle School, Hickman County Middle School, East Hickman High School, and Hickman County High School.

I. Responsibilities of the Hickman County Board of Education:

The Hickman County Board of Education shall provide:

1. An annual fee of \$8,000.00 payable to the Centerville Municipal Golf Course, due by June 30, 2020.
2. Communicate clearly and consistently with the Golf Course Superintendent regarding the scheduling of practices and matches for the golf teams for each school.
3. Students in grades 6-8 will be asked to pay no more than a \$5.00 fee for each use of the golf course facilities for scheduled practices and matches. Up to ten (10) players will be allowed to use the course facilities free of charge.
4. Students in grades 9-12 that participate on the golf team will be responsible for paying the fee approved by the Centerville Municipal Golf Course for each use of the golf course facilities or purchase a junior or family pass for the use of the Centerville Municipal Golf Course facilities.

II. Responsibilities of the Town of Centerville:

The Town of Centerville shall provide:

1. Use of the facilities at Centerville Municipal Golf Course including the course, clubhouse restrooms, and practice areas during scheduled practices and matches. The golf course will be unavailable for use by the school teams on Thursday and Friday of each week. The range and practice green will be available for school team use on Thursday of each week.
2. Up to ten (10) students in grades 6-8 that participate on the middle school golf teams will be allowed to use the golf course facilities without charge during scheduled practices and matches on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each middle school. Outside of the schedule agreed upon between the Golf Course Superintendent and the golf coaches at each middle school, players will be responsible for paying the fee approved by the Centerville Municipal Golf Course or purchase a junior or family pass for use of the Centerville Municipal Golf Course facilities. Player counts over ten (10) will be required to pay a \$5.00 fee to use the facilities.

3. Closure of the golf course for afternoon golf matches on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.
4. Labor and setup of the golf course for golf matches that are hosted by each school on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.

III. General Terms and Conditions

The agreed upon fee of \$8,000.00, will be paid in a one-time installment, due by no later than June 30, 2020. This signed agreement will remain in effect, with no additional fees to be assessed to the Hickman County Board of Education, or one of its schools listed in the MOU for use of the Centerville Municipal Golf Course and will be reviewed annually.

Any amendments to this Memorandum of Understanding shall be submitted to each party in writing and approved by each party in writing. The parties hereto have executed this Memorandum of Understanding as of June 19, 2019.

READ CAREFULLY BEFORE SIGNING

_____ Centerville Municipal Golf Course Superintendent

_____ Town of Centerville Mayor

_____ Hickman County Board of Education Chair

_____ Hickman County Director of Schools

Hickman County Board of Education

Descriptor Term:

Alternative Credit Options

Descriptor Code:

4.209

Issued Date:

04/01/19

Rescinds:

4.209

Issued:

01/08/18

1 **ONLINE COURSES**

2 High school students may earn credit to be applied toward graduation requirements by completing online
3 courses offered through agencies or institutions approved by the Board. Credit from these online courses
4 may be earned only in the following circumstances:

- 5 1. The course is not offered at the high school, or although the course is offered at the high school,
6 the student has an unavoidable scheduling conflict;
- 7 2. The course will serve as a supplement to homebound instruction;
- 8 3. The student had been served by a recognized home school during the 2018-2019 school year and
9 has re-enrolled in the local education agency;
- 10 4. The student has been expelled from a regular school setting, but educational services are to be
11 continued; or
- 12 5. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines
13 the student requires a differentiated or accelerated learning environment.

14 The express approval of the principal/designee shall be obtained before a student enrolls in an online
15 course. Enrollment in approved online courses will be considered on a case by case basis by the principal
16 and teachers. The school shall receive an official record of the final grade before credit toward
17 graduation will be recognized.

18 Through a supervision plan, the school shall be responsible for providing appropriate supervision and
19 monitoring of students taking online courses.

20 **COURSE ACCESS PROGRAM**

21 Students in grades seven through twelve (7-12) may participate in the statewide course access
22 program. To become eligible to participate, students shall:

- 23 1. Meet all prerequisite requirements for the course access course; and
- 24 2. Be unable to enroll in a comparable course at the student's school because:
 - 25 a. A comparable course is not offered; or
 - 26 b. A legitimate situation exists that prevents the student from enrolling in a comparable
27 course.¹
- 28

1 The Director of Schools shall develop administrative procedures to ensure that students and
2 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access
3 course enrollment in a timely manner.² All appeals shall be submitted in writing to the Board within
4 ten (10) days of a denial.

5 After a timely appeal is made, the Board will provide written notification to the student and
6 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than
7 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
8 an error in denying the student the ability to participate in the course access program.³

Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/M 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

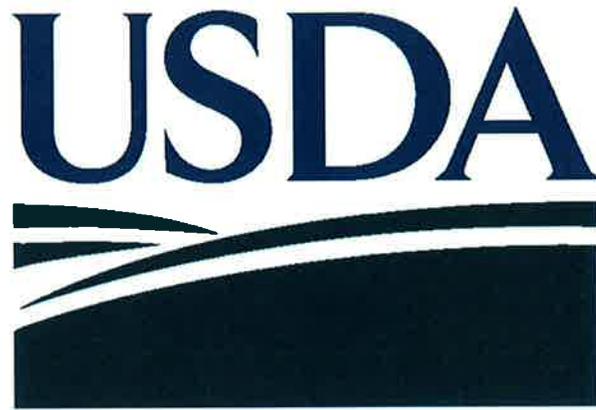
Students requesting alternative credit options under circumstance number 3 of board policy 4.209 will follow the following administrative procedures:

- 1) Students must enroll in the Hickman County School System where their school of record is zoned.
- 2) Students must be on track to graduate with their graduation cohort to be eligible.
- 3) In the subject of math, students must meet the following requirements:
 - a) For freshmen, must have passed 8th grade math
 - b) For sophomores, must have completed and passed Algebra I or Integrated Math I
 - c) For juniors, must have completed and passed Geometry or Integrated Math II
 - d) For seniors, must have completed and passed Algebra II or Integrated Math III
- 4) Students must participate and take enough coursework to remain on track for graduation with their cohort of students.
- 5) Student progress will be monitored throughout the grading period. If a student has not logged in for a period of ten (10) consecutive days, the parent/guardian will be notified and the student must attend the on-site lab for classes to receive additional support for instruction until work is caught up.
- 6) If at any time during the grading period a student's progress shows less than a grade of 75 ("C"), the parent/guardian will be notified and the student must attend the on-site lab for classes to receive additional support for instruction until the grade for the class improves to above 75.
- 7) Students must complete the application for alternative credit options in the administrative procedures of board policy 4.209 in order to be considered for the alternative credit options.
- 8) Applications will be considered by the principal, counselor, and teachers. Previous experience in an online learning environment will be considered.
- 9) Students with a discipline record that includes anything related to cyberbullying, hacking, or other technology offenses will not be considered.
- 10) Parents/guardians will be notified within ten (10) days of application whether the application has been approved.

- 11) Enrollment capability for circumstance number 3 of the alternative credit options in board policy 4.209 will be capped at 20 for the 2019-2020 school year for the school system.
- 12) Students enrolled and participating in online courses that are approved through these procedures will be eligible for extracurricular activities and social events and must follow the guidelines set forth by the school for the event.
- 13) Students enrolled and participating in online courses that are approved through these procedures will be eligible for academic field trips that correspond with the courses they are taking.

Provision 2 Guidance

National School Lunch and School Breakfast Programs



USDA
Food and Nutrition Service

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Provision 2 Guidance

National School Lunch and School Breakfast Programs

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Introduction – The Special Assistance Alternatives

Traditionally, school officials annually distribute free and reduced price meal applications to households of all enrolled children and make determinations of eligibility for free and reduced price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). They also count the number of meals served by type (free, reduced price and paid meals) at the point of service on a daily basis to claim Federal reimbursement. In an effort to reduce paperwork and other administrative burdens at the local level, Congress incorporated into Section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 USC 1759a) three alternative Provisions to the traditional requirements for annual determinations of eligibility for free and reduced price school meals and daily meal counts by type. These alternatives are commonly referred to as Provision 1, Provision 2, and Provision 3.

The Federal regulations for Provisions 1, 2, and 3 are found in 7 CFR 245, Determining Eligibility for Free and Reduced Price Meals and Free Milk In Schools. For a more detailed description of the Provisions, see Appendix A.

- Provision 1 reduces application burdens by allowing schools where at least 80 percent of the children enrolled are eligible for free or reduced price meals to certify children eligible for free meals for a 2 year period. Schools continue to take daily meal counts of the number of meals served to children by type as the basis for calculating reimbursement claims.
- Provision 2 requires that the school serve meals to participating children at no charge but reduces application burdens to once every 4 years and simplifies meal counting and claiming procedures by allowing a school to receive meal reimbursement based on claiming percentages. Additional 4-year extensions to Provision 2 are possible when certain conditions are met.
- Provision 3 requires that the school serve meals to participating children at no charge but reduces application burdens and meal counting and claiming procedures by allowing a school to receive a comparable level of Federal cash and commodity assistance as the school received in the last year in which free and reduced price eligibility determinations were made, adjusted for enrollment, inflation and operating days if applicable, for a period up to 4 years. Additional 4-year extensions to Provision 3 are possible when certain conditions are met.

This guidance addresses Provision 2. The guidance is intended for personnel in State agencies and school food authorities/schools currently participating in the federally assisted school nutrition programs who are familiar with traditional operating procedures. This would include determining free and reduced price meal eligibility and meal counting and claiming procedures for meal reimbursement and review and recordkeeping requirements.

OVERVIEW OF PROVISION 2

A school participating in Provision 2 must serve National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) meals to all participating children at no charge for up to 4 consecutive years. In return, Provision 2 offers schools a reduction in some administrative burdens associated with the distribution of free and reduced price meal applications and the determination of household eligibility and eliminates meal counts by type for all but the base year of Provision 2. Households experience a reduction in burden since they are not required to complete the free and reduced price application material or pay for meals.

Provision 2 operates on a 4-year cycle. During the first year, known as the base year of Provision 2, there is no change in traditional procedures and administrative burden. The school distributes free and reduced price meal applications and makes eligibility determinations for participating children, takes daily meal counts by type (free, reduced price and paid) at the point of service, or approved alternate, reports these counts for claiming meal reimbursement, and receives Federal reimbursement based on these counts as it normally does. However, regardless of the children's free, reduced price or paid eligibility category, all children are served meals at no charge

During years 2, 3 and 4 of the cycle, the school makes no new eligibility determinations and continues to serve all children meals at no charge (this would continue to be the case as long as the school operates under the Provision). The school takes counts of only the total number of reimbursable meals served each day, instead of counting meals by type. Reimbursement during these years is determined by applying the percentages of free, reduced price, and paid meals served during the base year to the total meal count for the claiming period in subsequent years. Federal reimbursement is based on these percentages and the meals are reimbursed at the free, reduced price and paid rates.

Because all meals are served at no charge to children in Provision 2 schools, the school is no longer receiving payment from households who would normally be paying the reduced price and full price for meals. Therefore, the school must make up the difference between Federal reimbursement and meal costs. A school considering Provision 2 must evaluate whether the savings in administrative costs associated with reducing application burdens and simplifying meal counting and claiming procedures under Provision 2 offset the costs of providing meals to all children at no charge. There is no requirement that a minimum percentage of children enrolled are eligible for free or reduced price meals. However, Provision 2 may be a good alternative for schools in the school food authority with a very high percentage of children eligible for free and reduced price meals.

Schools may go back to standard procedures at any time. Also, the school may request a 4-year extension of Provision 2 if the income level of the school's population has remained the same or improved only negligibly.

Chapter 1 – Base Year - Getting Started

Provision 2 operates on a 4-year cycle. During the first year of Provision 2, known as the **base year**, the school serves all children meals at no charge regardless of the children's free, reduced price or paid eligibility category, but otherwise operates the meal programs under standard procedures.

▪ **General**

How do Provision 2 procedures differ from those under standard meal counting/claiming procedures?

The most significant difference between procedures in Provision 2 schools and those schools not operating under Provision 2 is that Provision 2 schools must offer reimbursable meals to all participating children at no charge for as long as they operate Provision 2. Except for offering all meals at no charge and associated adaptation of the household notification, other procedures in the first year of the Provision 2 cycle (base year) are the same as non-Provision 2 schools:

- Free and reduced price meal applications must be distributed;
- Eligibility determinations must be made;
- Meals must be counted and claimed by type at the point of service (or approved alternate), with Federal reimbursement based on these counts; and
- The verification of eligibility requirements must be met.

The major differences between Provision 2 schools and traditional schools occur in non-base years. In the second, third and fourth years of the Provision 2 cycle, Provision 2 schools make no new eligibility determinations. Additionally, Provision 2 schools take point of service counts of only the total number of reimbursable meals served daily, rather than the number of meals by type (free, reduced price and paid). Reimbursement during these years is determined by applying the percentage of free, reduced price, and paid meals served during the base year to the total meal count for the month being claimed.

Are there special criteria that a school or school food authority must meet to participate in Provision 2 and begin a base year?

Yes. You must have approval from your administering State agency prior to beginning Provision 2. There is no requirement that a minimum percentage of children enrolled are eligible for free or reduced price meals. However, the school must be prepared to pay the difference between Federal reimbursement and the cost of providing all meals at no charge from sources other than Federal funds.

▪ **School Food Authority Requirements**

May a school food authority *or a State agency* require all schools in a school food authority to go on Provision 2 in order for any of the schools to go on Provision 2?

Yes.

May Provision 2 schools within a school food authority be on different four-year cycles?

Yes. Provision 2 schools may have different base years.

We operate both a breakfast program and a lunch program; must we implement Provision 2 in both programs?

No. You may operate Provision 2 in the breakfast program only or the lunch program only. However, you will have to obtain new applications each year and continue to take categorical counts for the program not operating under Provision 2.

▪ **Base Year Requirements**

What must we do in the base year?

For Provision 2 schools, the school food authority must:

- Obtain State agency approval to operate the breakfast and/or lunch program using Provision 2 procedures in some or all schools in the school food authority;
- Offer reimbursable breakfasts and/or lunches at no charge to all children, regardless of the children's eligibility status;
- Notify the public of the availability of school meals and distribute free and reduced price applications (If not using the delayed implementation – see “Implementation Dates” - the public notification must announce meals at no charge);
- Make free and reduced price meal eligibility determinations and ensure that applications from the Provision 2 school have an equal chance of being selected for verification in accordance with the school food authority's verification procedures;
- Count meals at the point of service (or approved alternate) and claim those meals according to the eligibility status of the children served;

- Calculate monthly or annual claiming percentages for use in the non-base years; and
- Retain specified base year records for the entire period that the school operates under Provision 2 (base year plus all extensions), plus three years, or longer if there are audit findings and until resolution of the findings.

How do we obtain State agency approval to operate under Provision 2 procedures?

In all cases, in order for your State agency to consider approval for Provision 2, you must operate a system that:

- Accurately determines the eligibility status of students;
- Accurately counts meals, by type, at the point of service or approved alternative; and
- Accurately reports and claims meals for reimbursement.

Each school food authority must have a current and approved Free and Reduced Price Policy Statement on file with the State agency by October 15. Prior to a school implementing Provision 2 procedures, the school food authority must amend its approved policy statement and obtain State agency approval for each of its schools choosing to operate under Provision 2. Check with your State agency for specific requirements and procedures to amend your approved policy statement.

Why must we amend the free and reduced price policy statement for Provision 2?

Regulations require that a school food authority amend its policy statement when there is a significant change in free and reduced price policy and submit the amendment to the State agency for approval. Changing from standard procedures to Provision 2 procedures represents a significant change in free and reduced price policy. Amendments to the policy statement must identify the school(s) that will implement Provision 2 and accurately reflect the meal counting and claiming procedures that will be used in that school(s).

What must we include in the amendment to the policy statement?

Your State agency may have specific requirements; check with them. At a minimum, for each school that will be operating under Provision 2, the policy statement must include:

- The name of the school;
- The program(s) (NSLP, SBP or both) operating under the Provision;
- The initial year and month of implementation;

- The years the cycle is expected to remain in effect;
- The year the Provision must be reconsidered;
- The socioeconomic data that will be used to support any extension of Provision 2; and
- Certification that the school(s) meet the criteria outlined in 7 CFR 245.9(b).

▪ **Implementation Dates**

Must Provision 2 start at the beginning of the school year?

Yes, unless the State agency approves a delayed implementation.

What is delayed implementation?

Schools must implement Provision 2 at the beginning of the school year. However, the State agency may allow a school to delay implementing Provision 2 for a period not to exceed the first claiming period of the base year. Delayed implementation permits Provision 2 schools to charge participating students for reduced price and paid meals in the first claiming period of the base year. This exception is permitted to assist schools in securing completed free and reduced price applications from households which might not otherwise submit an application if there is no charge for meals. Annual claiming percentages (see Appendix B) are applied to the comparable claiming periods in the non-base years.

Can we carry over last year’s eligibility during the delayed implementation period?

Yes. However, carrying over last year’s eligibility would undermine your ability to obtain the free and reduced price applications for the base year. If you choose to carry over prior year’s eligibility status during a delayed implementation, consider using it for a shorter time frame (e.g., one week rather than 30 operating days). Remember, delayed implementation is only available for the first claiming period of the base year.

What is considered the first claiming period?

Generally, Claims for Reimbursement are filed for meal service provided in each month. Regulations allow that if the first or last month of Program operations for any school year contains 10 operating days or less, such month may be combined with the Claim for Reimbursement for the adjacent month. As an example, if a Provision 2 school starts mid-August with 8 operating days and there are 15 operating days in September, these two months could be considered the first claiming period (for a total of 23 operating days). In this example, the State agency could approve delayed implementation of Provision 2 from the August start of school through the month of September, 23 operating days. If there were 11 operating days in August, the State could only approve

delayed implementation for the month of August, 11 operating days.

What is considered the first claiming period for schools that operate as a year-round school?

For schools that operate on a year-round schedule the first claiming period begins with the first operating day that begins on or after July 1.

When a year-round school has different tracks of students, can the school food authority stagger the delayed implementation to correspond to each track?

No, the delayed implementation is only allowed for the first claiming period of the school year.

▪ **Public Notification**

What are the public notification requirements for Provision 2?

When your school is implementing Provision 2, you must notify the media and distribute a letter to parents/guardians about the availability of school meals at no charge under the NSLP and, if applicable, the SBP. This would normally occur at the beginning of the school year unless you are delaying implementation. The school food authority may use the non-pricing public release, which indicates that the school will not be charging any child, regardless of eligibility category, for meals.

The school food authority also must distribute free and reduced price meal applications. The school food authority should modify the letter to parents/guardians, to request that households eligible for free and reduced price meals complete the application so that the school food authority can obtain proper reimbursement in order to continue providing meals to all children at no charge.

If we delay implementation, what are the public notification requirements?

If you delay implementation of Provision 2, you may delay informing households that schools will implement Provision 2. However, you must follow the standard public notification requirements for the period of time the school is not under Provision 2. The school food authority may want to use the standard media release and letter to parents/guardians with a free and reduced price application.

At or about the start of Provision 2 implementation (which must occur at the close of the first claiming period or sooner), schools **must** promptly notify the public and households of the availability of Provision 2 benefits. The public notification may be done through a media release. Each household must also be informed in writing of the availability of meals at no charge. This notice must be provided to all households regardless of eligibility category.

▪ **Determining Free and Reduced Price Eligibility**

Why must we determine children's free and reduced price meal eligibility in the base year?

The eligibility determinations will be used to count and claim meals during the base year and are the basis for claims for reimbursement in non-base years.

How do we determine children's free and reduced price meal eligibility in the base year?

Use standard eligibility determination practices:

- Applications are reviewed for completeness;
- Categorically eligible applications are approved for free benefits;
- Income applications are approved for free or reduced price benefits, or are denied based on the current Income Eligibility Guidelines; and
- Children matched through the direct certification process are approved for free meals.

Must we notify households of their children's eligibility status?

Yes. Households must be notified when they are approved for free or reduced price meal benefits and advised that they must contact the school when their circumstances change as required by regulations. Also, since applications are subject to verification, households need to know that they have been approved and may be selected for verification.

Must we notify households of their child's eligibility status if we delay implementation for the first claiming period?

Yes. You must notify households of their eligibility determination. Households have the right to appeal the eligibility determination of the school food authority. When a household requests an appeal, the hearing procedures outlined in the school food authority's Free and Reduced Price Policy Statement must be followed. However, if an appeal is not resolved at the point the Provision 2 procedures begin, you should continue the hearing procedures even though all meals will be at no charge. In this way, the meals for such students will be claimed in the proper eligibility category during the base year.

- **Verification**

Must we verify free and reduced price meals applications in the base year?

Yes. School officials must ensure that the applications in all schools in the school food authority have an equal chance of being included in the verification pool, including the base year Provision 2 schools. The school food authority is not required to conduct additional verification efforts for these schools. You must make necessary eligibility adjustments as a result of verification and these adjustments must be reflected in the claiming percentages developed for subsequent year usage.

Verification efforts must include all activities as required under standard verification procedures. (You may refer to Part 9 of the USDA Eligibility Guidance for School Meals Manual, August 2001, for detailed information regarding verification.)

- **Meal Counting**

How are meals counted and claimed in the base year?

During the base year, you must offer reimbursable meals at no charge to all enrolled children. Point of service (or approved alternate) meal counts must still be obtained by meal type (free, reduced price, and paid). The meal counts must be taken on a daily basis for each meal service (breakfast and/or lunch). Therefore, Provision 2 schools must use tickets, tokens or other approved methods to identify children's eligibility status at the point of service.

Is the reimbursement rate the same for Provision 2 schools?

Schools on Provision 2 receive the same rate of reimbursements as schools not on Provision 2.

Does Provision 2 require changes to my meal count system?

No. In the base year, the meal counts for the Provision 2 schools are totaled, by type, as in standard meal counting and claiming procedures. The meal count totals are submitted to the State agency through the established claim system. Provision 2 schools will use the number of meals served by type to develop claiming percentages for reimbursement purposes during non-base years, as discussed in Chapter 2.

Can second meals be counted and claimed for reimbursement during the base year?

No. As in standard operations, schools choosing to offer students a second meal may not claim such meals for Federal reimbursement under any category.

▪ **Internal Controls**

What types of internal controls must be in place for Provision 2 schools?

School food authorities with schools under Provision 2 must continue to meet the requirements of 7 CFR 210.8, Claims for Reimbursement. (You may refer to Appendix C for these requirements.)

What are the base year claims review responsibilities?

At a minimum, claims review procedures must be conducted in the base year as required under 7 CFR 210.8. Check with the State agency for guidance on claims review procedures/edit checks.

If the claims review procedures identify problems with a school's counting and claiming procedures, the school food authority must ensure that the meal counts are corrected prior to submission of the monthly Claim for Reimbursement and that improvements are made to ensure that the meal counting system consistently results in lunch counts of the actual number of reimbursable free, reduced price and paid meals served for each day of operation. Schools with meal counting and claiming problems cannot use the year in question as a base year for Provision 2.

What are the base year on-site review requirements?

If your school food authority has more than one school, you must perform no less than one on-site review of the meal counting and claiming system employed by each school under your jurisdiction by February 1 of each year. This is the same review that is required in any school participating in the NSLP. It is recommended that the on-site reviews of the Provision 2 schools be conducted early in the base year. Check with your State agency for additional on-site review requirements.

If the review discloses problems with a school's counting and claiming procedures, the school food authority must ensure that the school implements a corrective action plan within 45 days of the review, and conduct a follow-up on-site review to determine whether the corrective action has solved the problems. If accurate claims cannot be determined, the school cannot use the year in question as a base year for Provision 2.

▪ **Reporting Data**

How is October enrollment and eligibility data reported to the State during the base year?

Enrollment and eligibility numbers for each Provision 2 school in its base year are reported for October, just as they are during standard meal counting and claiming procedures. The State agency may have more frequent reporting requirements for enrollment and eligibility data.

▪ **Severe Need Funding For SBP And Extra Reimbursement For NSLP.**

How is receipt of severe need funding for the SBP calculated in the base year?

Severe need funding in the base year is calculated the same as the standard method prescribed by your State agency to document receipt of severe need funding. However, since students no longer pay for meals, there are no student payments to reduce the cost of producing a breakfast

How is receipt for the extra 2 cents NSLP reimbursement calculated in the base year of Provision 2?

Eligibility for extra reimbursement in the NSLP for the base year is calculated the same as the standard method prescribed by your State agency.

▪ **End of Base Year and Development of Claiming Percentages**

What are “claiming percentages”?

Claiming percentages represent the ratio of each meal category (free, reduced price, or paid) to the total reimbursable lunches and/or breakfasts served. Each claiming percentage is applied to the total lunch and/or breakfast count respectively for the claiming period during the non-base years.

When do I calculate claiming percentages for reimbursement purposes in the non-base year?

At the end of the base year after the final Claim for Reimbursement has been filed, all of the data is available to calculate the claiming percentages. These claiming percentages will be used for the remainder of the Provision 2 cycle or longer if Provision 2 is extended to subsequent 4-year cycles.

Are there general rules for calculating percentages?

Yes. They are:

- Each category (free, reduced price and paid) must be calculated.
- Carry the calculation to a minimum of two decimal places before rounding (e.g., 86.15%).
- Round the percentages to one decimal place using standard rounding; numbers five and above round to the next higher number, numbers four and below round down (e.g., 86.15% = 86.2%). The percentages rounded to one decimal place will be used to calculate the Claims for Reimbursement.

- If the total percentages for free, reduced price and paid meals do not equal 100, the paid category must be adjusted to make it 100 percent.
- Calculate monthly or annual claiming percentages for each Provision 2 school.

Can we have one set of percentages for all our Provision 2 schools?

No. Each Provision 2 school must have its own set of percentages.

Must a separate set of claiming percentages be developed for each type of meal service?

Yes. The breakfast service must have a set of claiming percentages that are separate and distinct from the lunch service claiming percentages. If a school has an afterschool program that is not area eligible, see Chapter 5.

How are monthly claiming percentages calculated and used in the non-base year?

Monthly claiming percentages are based on the number of reimbursable lunches, by type, served in the Provision 2 school for each month during the base year. Therefore, each month of the base year may have a different percentage of lunches claimed in each category.

The free lunch percentage is derived by dividing the monthly total number of reimbursable free lunches served by the total number of reimbursable lunches served in the same month (free, reduced price and paid). The percentages for the reduced price and paid lunches are calculated using the same method as for free lunches.

These three percentages are applied to corresponding monthly lunch count totals of all reimbursable lunches served in the second, third and fourth consecutive school years, and applicable extensions, in order to calculate reimbursement claims for free, reduced price and paid lunches each month.

The free, reduced price and paid percentages for breakfasts are calculated using the same method. See Chapter 5 for calculating percentages for summer school and afterschool snacks.

How are annual claiming percentages calculated and used in the non-base year?

Annual claiming percentages are based on the total number of all reimbursable lunches by type for the Provision 2 school served over the entire base year. Annual percentages must be calculated using the actual meal counts. Monthly percentages may not be added together and averaged to develop annual percentages. Note: While an annual percentage is always used for the first claiming period in the years following delayed implementation, it need not be limited to delayed implementation situations. An annual

claiming percentage is also useful in certain summer school/afterschool snack situations, as discussed in Chapter 5.

To determine annual percentages, each month's lunch counts for each meal type (free, reduced price and paid) are added together and claiming percentages are calculated. The free lunch percentage is derived by dividing the annual total number of reimbursable free lunches served by the annual total number of reimbursable lunches served for all meal types (free, reduced price and paid). The percentages for the reduced price and paid lunches are calculated using the same method as for free lunches.

These three annual percentages are calculated at the end of the base year after the final Claim for Reimbursement has been submitted to the State agency. The claiming percentages are multiplied by the total number of reimbursable lunches served in each month of the second, third and fourth consecutive school years, and applicable extensions, in order to calculate reimbursement claims for free, reduced price and paid lunches each month.

The free, reduced price and paid percentages for breakfasts are calculated using the same method.

Examples of monthly and annual claiming percentage calculations are provided in Appendix B.

Chapter 2 - Non Base Years

Years two, three, and four of the Provision 2 cycle and any years beyond year four in which Provision 2 has been extended are referred to as non-base years. During the non-base years, Provision 2 schools continue to offer meals at no charge to all children and count only the total number of meals served to children. In non-base years, Provision 2 schools do not conduct the application or direct certification processes or count meals by type (free, reduced price and paid) for the meal services on Provision 2.

▪ Public Notification

Must we amend our free and reduced price policy in non-base years?

Generally no. An amendment to the prior year's policy is usually not required for Provision 2 schools. The school food authority would amend the prior year's policy statement only when there is a significant change in free and reduced price meal policy, such as the Provision 2 schools returning to standard counting and claiming procedures or a change in the point of service counting system used to obtain total daily meal counts.

What are the public notification requirements in non-base years?

The school food authority must continue to notify the public that nutritious meals are available at school, but may use a simplified public release for the Provision 2 schools. Since all meals are served to children at no charge, there are no meal charges or free and reduced price meal eligibility criteria to announce.

▪ Free and Reduced Price Applications

Do we distribute applications and make eligibility determinations?

School officials do not distribute applications, conduct direct certification, or make eligibility determinations of children in Provision 2 schools in the non-base years for the meal services on Provision 2.

Do we provide applications or conduct direct certification for new students in non-base years?

No. Meals served to new students in the non-base years are included in the total daily meal counts and, therefore, included in the claiming percentages when calculating the monthly claim for reimbursement.

Can we collect meal applications in non-base years so that households do not get out of the habit of completing applications or for other program reasons, such as for Title I funding?

No. If you distribute meal applications in a non-base year, you must use the information provided by families to develop claiming percentages (by conducting an entire new base year), or return to standard counting and claiming procedures. The only exception would be for a school taking new applications in the last year of a cycle in order to develop socioeconomic data of the school's population for purposes of requesting an extension (see Chapter 3).

If, however, your school continues to collect household size and income information from enrolled students for other purposes (i.e., Title I, textbook assistance, etc.) during non-base years, applications for these purposes cannot be labeled as meal applications or give any indication that meal benefits are contingent on a return of the application. Additionally, the cost of the application process and staff time cannot be paid for out of the school food service account.

Can we conduct direct certification in non-base years?

No. The National School Lunch Act authorizes schools to obtain information from Food Stamp Program and Temporary Assistance for Needy Families officials only for use in determining eligibility for the NSLP and SBP. During the non-base years, such information is not necessary for operation of the NSLP or SBP and direct certification may not be conducted under National School Lunch Act authority. The only exception would be for schools conducting direct certification in the last year of a cycle in order to develop socioeconomic data of the school's population for purposes of requesting an extension.

If we collect applications or conduct direct certification in the last year of a cycle in order to develop socioeconomic data for purposes of requesting an extension, must we also take meal counts by category and redo our claiming percentages?

No. Schools and school food authorities may collect free and reduced price meal applications and/or conduct direct certification to develop socioeconomic data of the school's population for purposes of requesting an extension. This is a data collection process to establish the socioeconomic level of the school's population and does not require meal counts by category or a recalculation of claiming percentages.

Can I collect applications or conduct direct certification to develop socioeconomic data for extension purposes in the second or third year of a cycle?

No. The collection of free and reduced price meal applications and/or direct certification for extension purposes must be limited to the final school year in the Provision 2 cycle.

▪ **Verification**

Is verification required in the non-base years?

The answer depends on the school's participation in Provision 2. If the school only administers one program (NSLP or SBP) and that program is operating under Provision 2, the school is not subject to verification in the non-base years of the Provision 2 cycle. If the school administers both the NSLP and SBP and both of those programs are operating under Provision 2, the school is not subject to verification in the non-base years of the Provision 2 cycle. However, if the school is administering both the NSLP and SBP, but only one of those programs is operating under Provision 2, the school is subject to verification annually for the non-Provision 2 programs.

For any school starting a new base year or a streamlined base year, as discussed in Chapter 3, or returning to standard counting and claiming procedures, standard verification procedures must be followed.

▪ **Meal Counting**

How are meals counted and claimed for reimbursement in the non-base years?

During the non-base years, Provision 2 schools count the total number of reimbursable meals at the point of service (or approved alternate) on a daily basis. Meal counts by type, i.e., free, reduced price and paid, are not required. Therefore, tickets, tokens and other forms of exchange that identify a child's eligibility status to the cashier are not required.

At the end of the month, the daily meal counts for the Provision 2 school are totaled by program (NSLP/SBP). The meal count totals are then prorated into categories, free, reduced price or paid by applying the base year monthly or annual claiming percentages. See Appendix B for an example of prorating meals by category. After allocating meals to the proper category, the meal counts are consolidated with the meal counts of other schools (both Provision and non-Provision schools) at the school food authority level and submitted to your State agency through the established Claim for Reimbursement system.

What type of medium of exchange must I use under Provision 2 to identify students?

Usually, schools can continue to use their current system with some simplification since there is no need for categorical classification. In fact, continuing to use a medium of exchange (tickets, token, roster, electronic) helps to prevent claiming second meals for reimbursement. For example, if you use theater-style tickets, you can continue using them without the need to track the tickets by eligibility code. For schools that have electronic systems such as a swipe card or personal identification number (PIN) keypads, Provision 2 does not require eligibility status by child in the non-base year but the system

can still be used to count daily participation, prevent claiming of second meals and allow for students to purchase second meals or a la carte items if available.

In all cases, if you plan significant changes in the free and reduced price policy, including counting and the medium of exchange, the changes must be approved by your State agency.

Can second meals be claimed for reimbursement during Provision 2 non-base years as part of the total meal count?

No, second meals may not be included in the total meal counts which are used to develop the Claim for Reimbursement.

Can second meals or a la carte meals be offered to students during the non-base years?

Yes. Schools under Provision 2 may offer students second meals or a la carte meals during the non-base years of operation. These meals may not be included in the total meal count used for reimbursement.

▪ **Internal Controls**

What is the school food authority claims review process in non-base years?

The claims review process is a simplified system for non-base years and streamlined base years of Provision 2. You only need to compare the daily total number of meals served to the attendance-adjusted enrollment. Comparisons by meal type (free, reduced price and paid) are not required.

- First, determine the enrollment, i.e., the total number of students with access to the lunch program, as of the last serving day in October. You may also use the highest number of students enrolled during the month for internal control purposes.
- Then apply an attendance factor to enrollment to determine the average daily attendance for your Provision 2 school.¹
- Each day's total student meal count is compared to the attendance-adjusted enrollment.
- If the comparison shows more total meals claimed than attendance-adjusted enrollment, you need to follow-up with the school to determine the cause prior to submitting the Claim for Reimbursement to your State agency.

¹ While it is not required that the attendance factor be derived for the individual school, since Provision 2 differs from standard procedures it is strongly recommended that the Provision 2 schools develop their factors from their own population.

How do we calculate our edit check numbers for Provision 2?

The following calculations provide the information necessary to conduct the daily edit check for Provision 2 schools:

$$\frac{\text{\# Students with Access to Program}}{\text{Attendance Factor}} \times \text{Attendance Factor} = \text{Attendance-Adjusted Enrollment}$$

Next compare the attendance-adjusted enrollment to the total number of meals claimed for that day:

$$\frac{\text{Attendance-Adjusted Enrollment}}{\text{Total Daily Meal Count}} \text{ Compared to } \frac{\text{Total Daily Meal Count}}{\text{Attendance-Adjusted Enrollment}}$$

If the total daily meal count exceeds the attendance-adjusted enrollment, you need to research the reason(s) why the day's meal counts exceeded the attendance-adjusted enrollment. Prior to submitting the Claim for Reimbursement, you must make corrections or, if necessary, justify the numbers to the State agency. It should be determined if the counting system needs to be changed, and if so, the proper corrective action must be taken.

Do we have to perform the annual on-site review in schools participating in Provision 2 during the non-base years of the Provision or extension?

Yes. You must perform the annual on-site review of all schools in your school food authority, regardless of Provision 2 status or year of cycle, to ensure that meal counts at the point of service (or approved alternate) are being accurately counted and claimed. The exception is that a one-school school food authority does not have to complete the on-site review.

■ Reporting Data

How do we report the October enrollment and eligibility numbers in non-base years?

Federal regulations require that States gather the enrollment and eligibility numbers for each school food authority at least once a year and report it on the October Claim for Reimbursement. The Provision 2 school data are reported for October just as they are during standard meal counting and claiming procedures. However, since eligibility determinations were not made during the non-base years, adjustments are made to the base year numbers of students eligible based on the percentage increase or decrease in enrollment. The following example demonstrates that if the enrollment increased by 20%, the reported number of free and reduced price eligible students should each be

increased by 20% (making sure that the totals do not exceed the new enrollment numbers).

Example:

In the base year, a school has the following enrollment and eligibility data that were reported as part of the base year's October Claim for Reimbursement:

<p>Enrollment: 100 (actual number as of last operating day in October)</p> <p>Eligible Free: 80 (actual number determined free as of last operating day in October)</p> <p>Eligible Reduced Price: 10 (actual number determined reduced price as of last operating day in October)</p> <p>Eligible Paid: 10 (enrollment minus the sum of free and reduced price eligibles) $100 \text{ (Enrolled)} - 90 \text{ (80 free and 10 reduced price)} = 10 \text{ paid eligibles}$</p>
--

In the following year, the first non-base year, enrollment has increased to 120 children. This represents a 20% increase in enrollment ($20 \div 100 = 20\%$). Since the eligibility determinations are not made in a non-base year, adjustments are made to the base year numbers of children eligible for free and reduced price meals. As a result, the non-base year October Claim for Reimbursement numbers for this school would be:

<p>Enrollment: 120 (actual enrollment on last operating day in October during the non-base year)</p> <p>Eligible Free: 96 $80 \text{ free from base year} \times .20 \text{ (20\%)} = 16.$ $16 + 80 = 96 \text{ free for non-base year October reporting}$</p> <p>Eligible Reduced Price: 12 $10 \text{ reduced price from base year} \times .20 \text{ (20\%)} = 2.$ $2 + 10 = 12 \text{ reduced price for non-base year October reporting}$</p> <p>Eligible Paid: 12 $120 - 96 - 12 = 12 \text{ paid from base year October reporting.}$</p>

Final Check: $96 \text{ free} + 12 \text{ reduced price} + 12 \text{ paid} = 120 \text{ enrollment}$
If on the final check, the number of free plus reduced price plus paid does not equal the enrollment, an adjustment is made to the paid category. Use standard rounding procedures for calculations.

For each non-base year for schools operating under Provision 2, adjustments (upward or downward) are made to the base year numbers of students eligible based on the

percentage increase or decrease in enrollment from the base year. Your State agency may have more frequent reporting requirements for enrollment and eligibility data requiring adjustments to the numbers of students eligible for meal benefits.

▪ **Severe Need Funding For SBP And Extra Reimbursement For NSLP.**

How is receipt of severe need funding for the SBP calculated in the non-base years?

Generally, severe need reimbursement in non-base years is calculated in the same manner for Provision 2 schools as for non-Provision 2 schools.

Schools are eligible for severe need reimbursement if 40% or more of lunches were served free and reduced price in the second preceding school year, and if the cost of producing free and reduced price breakfasts, less the payments received from students for reduced price breakfasts, exceeds the regular free and reduced price reimbursement received for these meals. The ratio of free and reduced price lunches claimed to total lunches claimed in the second preceding year is used to determine if the school meets the 40% requirement. Therefore, in the base year and the second year of a Provision 2 cycle, severe need eligibility will be based on the lunch claims for the school in the second year before the base year and the year before the base year, respectively. Beginning in the third year of a Provision 2 cycle, SBP eligibility is determined based on the free/reduced price to total lunches ratio calculated from the base year data, which would remain the same for the each year of the rest of the cycle plus any extensions. In addition, since a school which operates Provision 2 in the breakfast program does not collect any payments from students for reduced price breakfasts, it does not have to subtract any income from the cost of producing free and reduced price breakfasts when determining if it meets the cost requirement for severe need eligibility.

How is receipt for the extra 2 cents NSLP reimbursement calculated in the non-base year of Provision 2?

Eligibility for the 2 cents extra reimbursement for NSLP meals is determined at the school food authority (SFA) level; an SFA is eligible for the extra reimbursement if 60% or more of lunches are served free or reduced price in the second preceding year. The same principle applies as for severe need eligibility. The eligibility is determined based on actual meal claims for the SFA for the second preceding year; meals from Provision 2 schools are included in this calculation in the categories in which they were claimed, as determined based on each schools' claiming percentages.

Chapter 3 - End of Provision 2 Cycles

You may operate the Provision for up to four successive years. At the end of the initial four-year cycle and each subsequent four-year cycle, you have several options to consider.

▪ **General**

What are my options at the end of a 4-year cycle?

In general, at the end of each four-year cycle, schools on Provision 2 must choose to do one of the following:

- Revert to standard meal counting and claiming procedures;
- Apply to the State agency for an extension of Provision 2;
- Apply to the State agency to operate a new Provision 2 base year in the next school year;
- Apply to the State agency to operate a Provision 3 base year in the next school year;
or
- Apply to the State agency to convert to Provision 3 using the original Provision 2 base year as the base year for Provision 3.

Regardless of the option chosen, you must inform your State agency of your planned activity at the end of the Provision 2 cycle. In addition, extensions, new base years or streamlined base years require the approval of your administering State agency prior to conducting these activities. The timeline diagram in Appendix D describes the procedures available to schools as the cycle ends.

What does it mean to get an extension to my current Provision 2 cycle?

An extension allows you to continue Provision 2 for a new cycle, or to convert to Provision 3 using the original Provision 2 base year as the base year for Provision 3. You continue offering meals to all children at no charge without the need to return to a base year; i.e., without having to take new free and reduced price applications, make eligibility determinations, or conduct standard counting and claiming procedures.

At the end of each four-year cycle, the school food authority may apply to the State agency for an extension. The State agency may approve four-year extensions if the income level of the school's population, as adjusted for inflation, has remained stable, declined or had only negligible improvement since the base year. If an extension is not approved, you may apply to operate a streamlined base year, start a new base year or

revert back to standard meal counting/claiming procedures.

What claiming percentages are used during the four years of an extension?

During an approved extension, the claiming percentages that were calculated during the most recent base year are used for reimbursement purposes.

▪ Obtaining an Extension

How do we obtain an extension of the current Provision 2 cycle?

You must apply to your State agency in writing for an extension of your Provision 2 cycle.

How many extensions can we get?

You may apply for an extension every four years. You may continue to be granted an indefinite number of extensions, as long as you can demonstrate that the income level of your school's population has remained the same, declined, or had only a negligible improvement, when comparing the originally approved base year data and comparable current data for the year in which you are requesting the extension.

What information must we submit to the State agency to be considered for an extension?

You must establish to the State agency, through available and approved socioeconomic data, that the income level of the school's population, adjusted for inflation, remained stable, declined, or had only negligible improvement since free and reduced price applications and counts by meal type were taken in the most recent base year.

▪ Negligible Improvement

What is considered "negligible improvement"?

Negligible improvement is defined as an improvement in the base year income level of the school's population that is **five percent or less**, as adjusted for inflation.

How is "negligible improvement" applied to an extension request?

If the income level of your school's population improves by more than 5 percent, after adjusting for inflation, between the base year and the comparison year, that is an indication of significant change either in the school's population or in the income level of the population. Such changes preclude the continued use of the original claiming percentages, an extension cannot be approved, and new claiming percentages must be developed in order to continue operating under the Provision.

How is the 5% calculated?

When the socioeconomic data indicates an increase in the income level of the school's population, calculate the percentage by dividing the difference in the improvement by the base year socioeconomic data.

For example:

A Provision 2 school has a base year enrollment of 350 students with access to the meal program. When the school conducted the direct certification process in the base year, 250 of the 350 students were directly certified. Thereby indicating that 71.4% of the base year enrollment was eligible for free meals through direct certification.

$$250 \div 350 = 71.4285 \text{ rounded to } 71.4\% \text{ of enrollment directly certified}$$

The 4th year of the cycle (extension year) the school's enrollment increased to 425 students with access to the meal program. The school conducts the direct certification process and identifies 289 students as directly certified. Thereby indicating that 68% of the enrollment is eligible for free meals through direct certification.

$$289 \div 425 = 68.00\% \text{ of enrollment directly certified}$$

In this example, the direct certification process indicates an improving economic situation in the school (a lower percentage of students (68%) are approved for food stamps when compared with the base year (71.4%)). Since the direct certification process indicates improved socioeconomic conditions, the percent change must be calculated using the difference of the change divided by the base year number.

$$68\% - 71.4\% = -3.4\%$$

$$3.4\% \div 71.4\% = \underline{\mathbf{4.76\% \text{ improvement}}}$$

Since the improvement of 4.76% is less than the 5% allowed, the State has the option to consider this school's request for an extension. The result should not be rounded up since rounding has already taken place in the calculation.

▪ Socioeconomic Data

What is considered "available and approved socioeconomic data"?

Socioeconomic data is the approved source you identified to the State agency on the Free and Reduced Price Policy Statement during the most recent base year. The socioeconomic data used must be equivalent for the most recent base year and the last year, or the year you are requesting the extension, of your current Provision 2 cycle.

At a minimum, any socioeconomic data that is used to request an extension (including the

pre-approved sources listed below) must meet the following criteria:

- Be reflective of the school's population;
- Be equivalent data for both the base year and the last year of the cycle; and
- Effectively measure whether the income level of the school's population (adjusted for inflation) has remained stable, declined or had only negligible improvement.

Provided that the above criteria are met, pre-approved sources of socioeconomic data include: information collected by the city or county zoning and economic planning office; unemployment data; local Food Stamp Program certification data including direct certification; Food Distribution Program on Indian Reservations data; statistical sampling of the school's population using the application or equivalent income measurement process; and Temporary Assistance for Needy Families (TANF) data, provided that the eligibility standards were the same or more restrictive in the base year as the current year with allowance for inflation.

The USDA Food and Nutrition Service must approve any other data. The type of data used for comparison must be the same for the base year and for the last year of the current cycle.

If a school identifies a socioeconomic data source that exceeds the five (5) percent threshold, may the school select another pre-approved socioeconomic data source that does not exceed the five (5) percent threshold?

Yes, as long as the school can provide data from the same data source for the base year to compare against.

May the school select a data source other than one that is pre-approved?

Yes, this is allowed if the State agency and USDA Food and Nutrition Service approve.

Can citywide or countywide data, such as county unemployment data, be used toward granting an extension?

Data sources such as county or city data may be used in consideration for an extension if the data are reflective of the school's population, equivalent for both the base year and the last year of the cycle, and effectively measure whether the income level of the school's population (adjusted for inflation) has remained stable, declined or had only negligible improvement. To be considered reflective of the school's population, the data must directly correspond to the area covered under the school's attendance area. For example, city data that cannot be disaggregated to the school's attendance area is not considered reflective of a school's population.

What data sources should be used for schools that have no defined attendance area, such as a private school or magnet school?

The school must develop a method of establishing the socioeconomic status of their enrolled population. In such cases a statistical sample, utilizing applications, of the eligibility status of the school's population could be conducted utilizing the application process and the current income eligibility guidelines or direct certification process and comparing the results to the base year data.

▪ **Extension Denied**

What happens if my request for an extension is not approved?

You must do one of the following:

- Return to standard counting and claiming procedures;
- Conduct a new base year for Provision 2 or a base year for Provision 3; or,
- Request approval from your State agency to conduct a streamlined base year.

▪ **Return To Standard Procedures**

Can we decide not to renew the Provision 2 cycle, and return to standard counting and claiming procedures?

Yes. You may opt to return to standard counting and claiming procedures at any time during or at the end of the current Provision 2 cycle.

What must we do if we decide to return to standard meal counting and claiming?

You must amend your policy statement on file at the State agency, informing them of changes to the meal counting and claiming system. In general, your tasks will be the same as the standard operating procedures for all non-Provision schools who participate in the NSLP and SBP. Timely public notification is especially important.

▪ **Conduct A New Base Year**

What if we decide to establish a new Provision 2 base year?

You will be required to amend your policy statement, provide a public notice and parent letter, collect and approve applications and direct certification if applicable, conduct verification and count reimbursable meals at the point of service (or approved alternate) by category to establish new claiming percentages. All meals must be served at no charge to participating students (with the exception of the first claiming period if

approval for delayed implementation is granted).

What if we decide to change to Provision 3?

When socioeconomic data does not support an extension, you must conduct a Provision 3 base year in accordance with the Provision 3 regulations and guidance material. Contact your State agency for information on Provision 3.

▪ Streamlined Base Year

What is a streamlined base year?

The State agency has the option whether to approve the use of a streamlined base year for schools that applied for, and did not receive, an extension. In a streamlined base year, the school determines program eligibility for a statistically valid sample of either 1) all enrolled students with access to the applicable meal program as of October 31 or other date approved by the State agency (enrollment-based) or 2) enrolled students participating in the applicable meal program (participation-based). All children must be offered meals at no charge during a streamlined base year.

Using the data obtained, enrollment-based or participation-based claiming percentages representing the proportions of the school's population eligible for free, reduced price and paid meals must be developed and applied to total daily meal counts of reimbursable meals at the point of service. These percentages must be used for claiming reimbursement for each year of the new cycle, including the base year, and any extensions. As with the original base year, separate claiming percentages must be developed for the NSLP and SBP if both programs are operating under Provision 2. The use of a streamlined base year is subject to approval by the State agency.

When can we use a streamlined base year?

A streamlined base year can only be used by Provision 2 schools that have a system to accurately count total meals and which have:

- Completed a minimum of one four-year Provision 2 cycle,
- Requested an extension, and
- Failed to get an extension to the cycle.

How do we determine eligibility for a sample of households?

If your school uses direct certification, the students in the sample who are directly certified are determined eligible for free meals. Applications must be provided to all students in the sample who are not directly certified; eligibility determination for these students are made based on the information on the completed application. The

applications are subject to verification in the base year. The results of the eligibility determinations for the students in the sample are used to calculate claiming percentages.

What is considered a statistically valid sample?

In order to be considered statistically valid, the sample must meet the following standards:

- The sample frame, or pool of students from which the sample of students will be selected, must be limited to enrolled students who have access to the school meals program.
- The students must be randomly selected from the sample frame, using the appropriate procedure for the selected type of sample (enrollment or participation based).
- The response rate to the survey must be at least 80 percent. This means that all information necessary to compute household income as a percentage of the poverty level must be collected from at least 80 percent of the students in the sample.
- The number of households that complete the survey must be sufficiently large so that it can be asserted with 95 percent confidence that the true percentage of students participating in, or who are enrolled in the school that have access to school meals, and are eligible for free, ~~reduced-price and paid~~*meals, is within plus or minus 2.5 percentage points of the point estimate determined from the sample.

What if less than 80% of my sample responds to the survey or application request?

You may not use the results of the survey or income measurement to determine claiming percentages since the response rate did not meet the 80% minimum. To continue on Provision 2, a new base year is required.

What if more than 80% of my sample responds to the survey or application request?

To minimize statistical bias, all data from all households that complete the survey instrument must be used when calculating claiming percentages. For example, if 92 percent of randomly selected children's households responded, the school could not discard 12 percent of the respondents to bring them to the minimally acceptable response rate of 80 percent.

***Revised 8/13/02.**

How many households must I sample?

Use the sample size chart to identify the number of households to select for your sample.

SAMPLE SIZE CHART

UNIVERSE	SAMPLE SIZE	UNIVERSE	SAMPLE SIZE
1-100	All	1251-1500	420
101-619	50%	1501-1750	440
620-700	310	1751-2000	460
701-800	335	2001-3000	490
801-900	355	3001-4000	520
901-1000	380	4001-5000	535
1001-1250	400	5001+	550

How do I select the sample for enrollment-based claiming percentages?

To collect the sample for an enrollment-based claiming percentage:

- A. Identify the children enrolled in the school who have access to the applicable meal program as of October 31 (or other date if approved by your State agency).
- B. Identify the sample size based on the “sample size chart” included in this guidance manual.
- C. Determine the sampling interval ($A \div B$)
- D. Select children from a list of enrolled students based on the sampling interval; remember to randomly pick the starting point. (*A random starting point can be determined by writing down each of the numbers in the sample interval, on a piece of paper, beginning with the number 1. Put the pieces of paper in a container. Mix or shake the container. Select one piece of paper. The number on the paper represents the random starting point.*)
- E. Conduct direct certification (if applicable) of selected households and provide meal eligibility applications to the households of the remaining children selected.

Example of selecting a sample for enrollment-based streamlined base year for NSLP:

- A. Enrollment with access to the NSLP as of October 31: 850 children (determined by school enrollment records).
- B. Required sample size: 355 (from sample size chart)
- C. Sampling interval: 2 ($850 \div 355 = 2.39$ standard rounding = 2)
- D. Randomly pick a starting point and select every 2nd child from the enrollment list (A). To determine the random starting point, write on a piece of paper, #1 and on another piece of paper, write #2. Put the two papers in a container, shake, and then select one of the papers. The number on the paper represents the randomly selected starting point. Continue sampling until the full required sample has been selected. *Note: if you reach the end of the enrollment list, before the full sample is selected, go back to the beginning of the list.*
- E. Provide each selected child's household with a family size and meal application.*

*If your school conducts direct certification, you should conduct direct certification first using the list of selected students, count the directly certified children as "free", then provide applications to the households of students who were not directly certified.

How do I select the sample for participation-based claiming percentages?

To collect the sample for an participation-based claiming percentage:

- A. Identify the total average daily participation (ADP) for reimbursable meals for the first claiming period of the school year for the applicable program (NSLP or SBP).
- B. Identify the sample size for the ADP universe based on the "sample size chart".
- C. Record the name of each participating child **each day** for a minimum of 10 consecutive operating days for the affected program (NSLP/SBP).
- D. Develop a cumulative list that includes the name of each child each time the child participated and received a reimbursable meal. For example, if Johnny Doe ate 9 of the 10 days, you must include "Johnny Doe" on the list 9 times. Count the number of names on the cumulative list. (Count all names individually each time they appear.)
- E. Determine the sampling interval ($D \div B$)
- F. Select student names from the cumulative list by picking a random starting point, then selecting student names based on the sampling interval. (*A random starting point can be determined by writing down, on pieces of paper, the numbers in the sample interval, beginning with the number 1. Put the pieces of paper in a container. Mix or shake the container. Select one piece of paper. The number on the paper represents the random starting point.*)
- G. Conduct direct certification (if applicable) of selected households and provide meal eligibility applications to the households of the remaining children selected.

Example of selecting a sample for participation-based streamlined base year for NSLP:

- A. Average daily participation for the first claiming period: 650 (determined by, “total participation ÷ operating days”).
- B. Required sample size: 310 (from sample size chart).
- C. Day one shows the names of 650 student participants, day two shows 649, day three shows 651 and so on.
- D. Add each operating day’s list of student participants onto a single list to develop a total participation list for the ten operating days. For example, if average daily participation is 650 students, the cumulative list for 10 operating days will show 6,500 names.
- E. Sampling interval: 21 ($6,500 \div 310 = 20.96$ standard rounding = 21).
- F. Select a random starting point and select every 21st name on the list. Continue sampling until the full required sample has been selected. *Note: if you reach the end of the participation list, go back to the beginning of the list.*
- G. Provide each selected child’s household with a family size and meal application.*

*If your school conducts direct certification, you should conduct direct certification first using the list of selected students, count the directly certified children as “free”, then provide applications to the households of students who were not directly certified.

Why do I select my participation-based sample over multiple days?

To select a sample for participation-based claiming percentages, the selection must take place over multiple operating days. This is to reduce bias in the sample. Selecting participating students for the sample on a single day could be influenced by the menu, weather, field trips or visiting students. To reduce the possibility of such bias, the sample of participating students must be drawn over enough operating days that the sample reasonably represents participation. For example, you may want to choose some of the sample from each day of a your cycle menu. At a minimum, there must be 10 consecutive operating days represented in your sample.

How do I list my participating students in a cumulative list?

Each participating child is listed the number of times they participate during the course of operating days from which the sample is taken. Therefore, you must list a child the same number of times they participated in the meal service program and received a reimbursable meal.

For example, Johnny Doe ate 9 days out of the 10 day sample period, Suzie Johnson ate 5 out of the 10 days and Jane Smith ate 3 days out of the 10 days. The cumulative list would appear as follows:

**Day 1 Johnny Doe
Suzie Johnson
Jane Smith**

**Day 2 Johnny Doe
Jane Smith**

Day 3 Johnny Doe

**Day 4 Johnny Doe
Suzie Johnson**

**Day 5 Johnny Doe
Suzie Johnson
Jane Smith**

Day 6 Suzie Johnson

Day 7 Johnny Doe

Day 8 Johnny Doe

Day 9 Johnny Doe

**Day 10 Johnny Doe
Suzie Johnson**

How do I select my sample from the list?

Once you have determined a random starting point, select each student based on the sampling interval by moving down the list. Do not start again each day; simply carry on with the sampling interval across the list of all days of operation.

What if I select a participating student more than once?

If you select a student's name more than one time through the random selection process, the student is counted separately as one member of the sample for each time the name is selected. However, you do not need to provide multiple applications nor request multiple eligibility documents from the household. For example, using the scenario above, the random selection process might identify Johnny Doe 3 times. You would provide Johnny's family with one meal application. If Johnny were determined eligible for free meals, you would count this as 3 free meal participants in the sample size of 310.

Chapter 4 - Changes in the School Year

This section addresses several situations in which a change has occurred. In general, when a Provision 2 school moves its student population to another facility on a permanent basis without co-mingling of other school populations, the Provision 2 procedures may be transferred. However, the Provision 2 procedures do not automatically follow a child(ren) in other transfer or visiting situations of a temporary nature. Likewise, the Provision 2 procedures may not be transferable when schools merge populations.

▪ **Change In Facility**

Scenarios when a new school is constructed

When a school participating in Provision 2 moves into a newly constructed building and the new school's enrollment is made up of the same population as the "old" Provision 2 school, can the new school continue to operate under Provision 2?

Yes. Since the newly constructed school's enrollment consists of the same attendance area and therefore the same enrollment makeup, the base year Provision 2 claiming percentages which were developed in the old facility may be used in the new school.

If the new school draws attendance from various existing schools, some of the existing (sending) schools are Provision 2 while some are not, does the new school have to take new applications for its students?

Yes. New applications must be taken either for standard procedures or for the establishment of a Provision 2 or Provision 3 base year.

If the new school draws attendance from various existing schools and all of the existing (sending) schools operate under Provision 2, does the new school have to take applications for its students?

Yes. The population of the new school is unique; therefore the ratio of meals claimed as free, reduced price and paid will also have changed.

Scenarios when other changes in facilities are conducted

A Provision 2 school's entire student enrollment moves out of their school (school A). If another school's enrollment moves into school A, can they participate under Provision 2 and use the old claiming percentages?

No. The eligibility for Provision 2 is tied to the school population, not the physical school building. If school A wishes to participate under Provision 2 with its new population, State approval must be granted and a new base year conducted.

▪ **Change In Population**

If all schools in a school food authority participate in Provision 2 and the school food authority combines or realigns their population with no changes to the existing overall population or attendance area, must the schools develop new claiming percentages under a new base year?

Yes. The population of the individual schools changed, therefore the ratio of meals claimed as free, reduced price and paid will also have changed.

If there is a realignment of attendance areas for any given Provision 2 school, must the affected school(s) reestablish their base year?

Yes. The requirement to begin a new base year would apply immediately to any school which had a change in attendance area, even if this means dropping the Provision in mid-year. Under such a situation, it is vital that affected students are given sufficient opportunity to apply for free and reduced price meal benefits.

If two or more schools are participating in Provision 2 and there is a realignment of grades, must the affected school(s) reestablish a base year in order to remain on Provision 2?

The Provision 2 schools can continue to use their current claiming percentages only when the realignment of grades does not affect the attendance area of a school. However, if the attendance area of a school changes as part of the grade realignment the current claiming percentages cannot be used in that school (see previous question and answer about changes in attendance area).

What do you do about claiming percentages when two Provision 2 schools merge?

A combined claiming percentage may be developed using base year data from both schools as long as the attendance area for the combined schools is the same as the attendance area for both schools prior to consolidation. The base year meal counts by category, free, reduced price and paid, must be added together and converted to claiming percentages. If the schools were at different points in their Provision 2 cycle, the merged school adopts the earlier school's position in the current 4-year cycle. For example if one school is in the 3rd year of a cycle and the other school is in the 2nd year, the cycle for the merged school is considered to be in the 3rd year.

What happens when a Provision 2 school and a non-Provision 2 school merge their student population, either into a new facility or an existing facility?

If the school, which now consists of the merged student populations, wishes to operate under Provision 2, a new base year must be conducted.

When schools re-align their student populations based on socioeconomic desegregation (i.e., equalizing the enrollment of all schools regarding needy/non-needy students) can we continue to use base year claiming percentages?

No. Realignment based on socioeconomic need requires the establishment of a new base year or return to standard procedures for all Provision 2 schools involved in the realignment.

▪ **Change In Operating Days**

What happens when a Provision 2 school starts or ends school earlier or later than the months for which claiming percentages were developed in the base year?

If the school is using the annualized claiming percentage, the annual claiming percentage by type (F, R, P) is applied to the total meal counts for the earlier/later claim period. If the school is using month-by-month claiming percentages, the school would need to develop an annual claiming percentage from the base year data and apply that percentage to the earlier/later claiming period.

▪ **Change in Scheduling**

What happens when a Provision 2 school goes from a traditional school year to a year-round schedule in a non-base year?

If the grades and attendance area remain the same, annual claiming percentages are calculated and applied to the total meal counts for each claiming period. If the school is using month-by-month claiming percentages, they may continue to use the monthly claiming percentages for respective months of the school year and apply the annual claiming percentage to the new months in the year-round schedule that did not have previous meal count data to calculate claiming percentages.

▪ **Visiting Students**

What is considered a “visiting student”?

A student that is eligible to participate and is visiting a school on an infrequent basis is considered a visiting student. All other visitors (e.g. younger siblings who are not in school, grandparents, etc.) are not considered “visiting students”.

How are visiting students from a non-Provision 2 school counted and claimed when visiting a Provision 2 school?

The school would not take payment from the visiting students and meals served to the visiting students would be included as part of the total count of meals served in the Provision 2 school.

Must there be an adjustment to the claiming percentages due to the visiting students?

No.

If Provision 2 school students visit a non-Provision 2 NSLP school during lunch time, must they be offered a meal at no charge? If so, how are they claimed for reimbursement?

Provision 2 school students visiting a non-Provision 2 NSLP school within the same school food authority should be offered a reimbursable meal at no charge. Such meals should be claimed according to the claiming percentages of the Provision 2 school. The school food authority food service account can be used to cover the value of any reduced price and paid meals of visiting students.

Provision 2 school students visiting a non-Provision 2 NSLP school outside of their school food authority may be provided meals at no charge. In such cases when meals are offered at no charge, to the Provision 2 students, the Provision 2 school should pay the non-Provision 2 school for the value of any student meals claimed at the reduced price and paid rate.

In either case, the non-Provision 2 school must claim the reimbursable meals for visiting students in its claim for reimbursement according to the appropriate claiming percentages. For example, 20 students from a Provision 2 school visit a non-Provision 2 school and all eat lunch at no charge. If the Provision 2 schools claiming percentages are 70% free, 10% reduced price and 20% paid, these percentages are applied to the visiting student meals. The non-Provision 2 school in this example would claim 14 meals free, 2 meals reduced price and 4 meals paid.

Chapter 5 – Afterschool Snacks and Summer School

▪ Afterschool Snacks

If a school starts an afterschool care program in a non-base year, how is area eligibility determined for snack reimbursement?

Schools implementing Provision 2 may use the percentage of students **eligible** for free and reduced price meals in the NSLP (not the SBP) during the base year to determine area eligibility for the duration of the Provision. When the school establishes a new base year or goes back to standard meal counting and claiming procedures, the new eligibility data must be used for determination of area eligibility.

How are afterschool snacks counted and claimed in Provision 2 schools?

Most Provision 2 schools will be area eligible for the snack service; in these situations, all snacks served in the afterschool care program are counted and claimed as free snacks.

If the school is not area eligible and is using Provision 2 in the NSLP, the school may use base year derived claiming percentages for the NSLP to claim snacks by category. If the school is using Provision 2 in the SBP but not in the NSLP, the school must use standard application and meal counting and claiming procedures for the afterschool snack service (SBP Provision 2 claiming percentages may not be used in the afterschool snack service).

▪ Summer School

Can a Provision 2 school use Provision 2 procedures in its summer school?

If a Provision 2 school offers summer school to students, all of whom are enrolled in that Provision 2 school, the school may use Provision 2 in the summer school. If summer school starts in a non-base year, the school may:

- Apply the base year annualized claiming percentages for the NSLP to summer school; or
- Establish a base year for summer school operations and use “summer school” claiming percentages in subsequent non-base years.

If a Provision 2 school offers summer school to students who, during the regular school year, are enrolled in a non-Provision 2 school or in another Provision 2 school, the school may:

- Offer standard program operations to summer school students, i.e., standard application and meal counting and claiming procedures.

- Establish a base year for summer school operations and use “summer school” claiming percentages in subsequent non-base years for the summer school session’s meal counting and claiming process.

What if children enrolled in a Provision 2 school during the school year attend a non-Provision 2 school for summer school?

The non-Provision 2 school would need to take free and reduced price applications from the children from the Provision 2 school and charge them accordingly, if applicable (standard application and meal counting and claiming procedures apply).

Chapter 6 - Provision Transfers

After operating Provision 2 you may find that standard procedures or Provision 3 would fit the needs of your school and the students. You may apply to change from one procedure to another if conditions are met as described below. In all cases, any change is subject to State agency approval.

▪ Return To Standard Procedures

What are the public notification requirements if we return to standard counting and claiming procedures in one of the non-base years?

Should a school decide to return to standard counting and claiming procedures during a non-base year of the Provision 2 cycle, school officials must notify the public that the school is returning to standard practice. At that time, school officials would send out the letter to households and free and reduced price applications and conduct direct certification. The children must continue receiving meals at no charge for a reasonable period of time (at least 30 operating days) during which time the school may continue to use the Provision 2 claiming percentages. At the end of that time, the school may begin charging for meals and claiming reimbursement based on eligibility as determined by new applications submitted by the households. Any household that fails to apply for free and reduced price meal benefits for their children, or who are not directly certified, must pay the full price of the meal.

▪ Converting From Provision 2 To Provision 3

May a school convert from Provision 2 to Provision 3 during the four-year cycle without taking new applications and making new eligibility determinations?

Yes, under the following conditions:

- The State agency approves;
- Your policy statement is updated;
- The base year for determining the level of reimbursement is the initial Provision 2 base year (when eligibility determinations were made);
- Base year enrollment data is available; and
- The four-year cycle ends at the same point in time as if the school had not converted.

For example, a school starts on Provision 2 with a base year in school year 2000-2001

and converts to Provision 3 in school year 2002-2003. The base year level of assistance (2000-01) is adjusted for inflation and enrollment for 2002-03 and for 2003-04, at which time the cycle ends and the school must apply for an extension, start a new base year, or return to standard counting and claiming procedures.

May a school convert from Provision 2 to Provision 3 at the end of the four-year cycle?

Yes, under the following conditions:

- The State agency approves;
- The State agency approves socioeconomic data which allows an extension, thereby validating the economic conditions and subsequent conversion;
- Your policy statement is updated;
- The base year for determining the level of reimbursement is the initial Provision 2 base year (when eligibility determinations were made);
- Base year enrollment data is available; and
- The four-year cycle ends at the same point in time as if the school had not converted.

At the end of the four-year cycle if you applied for an extension but it was not granted, you may conduct a streamlined base year for Provision 2 or Provision 3 if approved by the State agency.

▪ **Converting From Provision 3 To Provision 2**

May a school convert from Provision 3 to Provision 2 during a four-year cycle?

Yes, under the following conditions:

- All meals were served to participating students at no charge during the Provision 3 base year ¹;
- The State agency approves;
- Your policy statement is updated;

¹ During the base year for Provision 3, which is not included in the Provision 3 4-year cycle, schools have the option to charge students eligible for reduced price and paid benefits or to provide all meals at no charge.

- The base year for determining claiming percentages is the initial Provision 3 base year (when eligibility determinations were made and meals were counted by category); and
- The four-year cycle ends at the same point in time as if the school had not converted.

Chapter 7 – State Monitoring

Will we have a CRE during the base year?

The State agency is encouraged to schedule a CRE in the base year to ensure that proper application procedures, direct certification, meal counting and claiming and Provision 2 procedures are being followed. If the State agency cannot conduct a full review, an abbreviated review is recommended to evaluate the applications, benefit issuance documents, verification documents and the meal counting and claiming system.

What records should we have available for the CRE or abbreviated review conducted in the base year?

You should have all of the standard program materials available for your State agency reviewer, including:

- Public notification documents including media releases and parent/guardian letters;
- Applications for free and reduced price meals;
- Direct certification records;
- Benefit issuance documents;
- Student transfer records;
- Meal counting and claiming documents;
- Verification documentation;
- On-site review documents;
- Edit check documents;
- Data showing the calculation of claiming percentages;
- Extension data, i.e., socioeconomic data (if you plan on applying for an extension);
- Claim for reimbursement documents; and
- Any other documents pertaining to the operation of your NSLP.

What records must we have available for the state reviewer if a CRE is conducted in a non-base year of my Provision 2 cycle?

You must have all of the base year records available, plus any current year meal counting and claiming documents, as well as current Claims for Reimbursement.

Chapter 8 – Recordkeeping

This Chapter provides guidance on the retention of records for Provision 2 for both the base year and for non-base years. In addition to the retention requirements cited below, both base year and non-base year records must be retained beyond these timeframes if required for audit resolution. Reference to Provision 2 records in no way diminishes the responsibility of the school food authority to maintain the standard records supporting their participation in the NSLP. A recordkeeping summary is included in chart form at the end of this chapter.

What are the record retention requirements for base year records?

Base year records, for schools on Provision 2, which support subsequent years' reimbursement, must be retained during the period Provision 2 is in effect, including all extensions. Since claims for the base year and all subsequent years are based on base year data, retention of these records is essential. Additionally, such records must be retained for three years after submission of the final Claim for Reimbursement for the last fiscal year which used the base year data.

For example, a school may have established a Provision 2 base year in school year 1998-99, received two 4-year extensions then returned to standard procedures during school year 2010-11. If the school food authority of the Provision 2 school filed the final Claim for Reimbursement for fiscal year 2010 in November 2010, the Provision 2 base year records would be required to be retained until November 2013 (or longer if there are open audit issues).

What if the school does not retain the required base year records?

If a State agency determines that the school or school food authority has not maintained the required base year records for a participating school, the State agency would require the school to return to standard application and meal counting procedures. States are also required to calculate fiscal action when records are not retained. It would be the State agency's option whether to allow the school to begin a new base year at the start of the next school year; a streamlined base year would not be permissible at that time.

What are considered base year records?

Base year records include:

- All approved and denied free and reduced price applications;
- Direct certification data;
- Changes in eligibility status as a result of verification and other reasons;
- Daily meal counts, by type;
- Calculation of claiming percentages;
- Attendance areas of each school participating in Provision 2;

- The socioeconomic data that will be used as the base year data if an extension is granted;
- Any extension authorizations from the State agency;
- Edit check and on-site review documentation;
- Verification records; and
- Claims for Reimbursement

What are the record retention requirements for non-base year records?

Non-base year records must be retained for three years after submission of the final Claim for Reimbursement for the fiscal year to which they pertain.

What are considered non-base year records?

Non-base year records for Provision 2 include:

- Total daily meal counts of reimbursable meals;
- Edit check and on-site review documentation; and
- Reimbursement claims

Are there any other records that must be retained?

In addition to the base year and non-base year records listed above, supplementary records also must be kept for specific situations.

Extension records

School food authorities that are granted an extension of Provision 2 must retain records of the socioeconomic data used to determine the income level of the school's population for the base year and the year(s) in which the extensions are made. Such records must be retained for the same period as base year records.

Streamlined base year records

When the State agency approves a streamlined base year, you must retain all records related to the statistical methodology and the determination of new claiming percentages. Inasmuch as this is now the base year equivalent, all data must be retained for the same period as the base year records. Note that the previous base year's data, the socioeconomic data for any extensions to that earlier base year and all pertinent recent non-base years' data must be retained for the appropriate period.

■ Recordkeeping Summary Chart

The duration of Provision 2 record retention requirements are identified below. This list does not include those record retention requirements that are not specific to a Provision 2 school. For example, the chart does not include the free and reduced price policy statement, which SFAs submit for all of its schools, or documentation of internal controls that, again, is a requirement that applies to all schools in the school food authority.

Duration of Provision 2 Recordkeeping Requirements

Type of Record	Recordkeeping	Retention	Availability
Base Year			
Socioeconomic data	TANF, FDPIR, direct certification, local zoning, etc., or approved alternate	Cycle, extensions, + 3 years	SFA or school
Eligibility certification	Applications, direct certification, benefit issuance documents	Cycle, extensions, + 3 years	SFA by school, or school
Verification Changes	Changes in eligibility status as a result of verification description	Cycle, extensions, + 3 years	SFA or SA
Meal Counting	Documentation of meal counts, by type.	Cycle, extensions, + 3 years	School
Base Year Reimbursement Claims	Claim forms	Cycle, extensions, + 3 years	SFA
Extensions	Statistical method and all supporting documents; and socioeconomic data source; and extension authorizations	Cycle, extensions, + 3 years	SFA or school
Attendance Area of Each Provision 2 School	Description of area served by school	Cycle, extensions, + 3 years	SFA or school
Calculation of Claiming Percentages	Documentation of calculation of claiming percentages	Cycle, extensions, + 3 years	SFA or school
Non-Base Year			
Reimbursement Claims -- Non-Base Year	Claim forms	Current FY + 3 years	SFA
Meal Counts	Documentation of total reimbursable meal counts by school	Current FY + 3 years	SFA or school

Glossary of Terms

Terms unique to Provision 2:

Base Year means the last school year for which eligibility determinations were made and meal counts by type were taken with all meals served at no charge, or the last year in which a school conducted a streamlined base year period. It is the first year, and is part of the four-year cycle.

Claiming Percentage means the ratio of each meal category (free, reduced price, and paid) to the total reimbursable meals served in the base year. At a minimum, the claiming percentage is expressed to the nearest tenth (10th) of a percent, e.g., 20.5 percent. If the total percentages for free, reduced price, and paid meals do not equal 100 percent, the paid category must be adjusted to make it 100 percent.

Cost Differential means the difference between the cost of serving lunches and/or breakfasts at no charge to all participating children and the Federal reimbursement for these meals. When the overall nonprofit school food service account activity is insufficient to cover Program costs, the school food authority of a school participating in Provision 2 must pay the difference from non-Federal sources.

Cycle means the four-year period, which includes the base year and three non-base years. It also refers to any authorized four-year extensions.

Extension means any additional four-year cycle of non-base year claiming, following the initial Provision 2 cycle.

Meals at No Charge means reimbursable meals served to children without charge regardless of children's free, reduced price or paid category of meal eligibility.

Negligible Improvement means five percent or less improvement, after adjusting for inflation, in the income level of the school population, as established through use of approved socioeconomic data.

Non-base Year means years two, three, and four of the Provision 2 cycle and any consecutive years beyond year four in which Provision 2 has been extended.

Socioeconomic Data means data that may be used by school food authorities to establish the income level of the school's population. See Chapter 3.

Standard Application or Direct Certification Procedures means annually distributing free and reduced price meal applications at the beginning of the school year and or determining children's eligibility for free and reduced price meals based on household size/income information or the inclusion of a food stamp, FDPIR or TANF

case number provided by households; and/or obtaining information directly from food stamp, FDPIR or TANF officials to determine children's eligibility for free meals.

Standard Meal Counting and Claiming Procedures means using free and reduced price eligibility information from the application and direct certification procedures and taking daily counts of reimbursable meals, according to the children's eligibility category, at the point of service.

Streamlined Base Year means a method for developing claiming percentages (Free, Reduced price and paid), taking meal counts and establishing Claims for Reimbursement. A streamlined base year is only available when a Provision 2 school has completed at least one standard 4-year cycle, and has applied for, and has been denied, an extension.

Appendix A

SPECIAL ASSISTANCE ALTERNATIVES

NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM

In an effort to reduce paperwork at the local level, Congress has incorporated into Section 11(a)(1) of the National School Lunch Act three alternative Provisions to the normal requirements for annual determinations of eligibility for free and reduced price school meals and daily meal counts by type (free, reduced price and paid meals) at the point of service.

PROVISION 1

- This Provision reduces application burdens by allowing free eligibility to be certified for a 2-year period.
- In schools where at least 80 percent of the children enrolled are eligible for free or reduced price meals, annual notification of program availability and certification of children eligible for free meals may be reduced to once every 2 consecutive school years. All other households must be provided a meal application and are allowed to apply for meal benefits each school year. There is no requirement to serve meals at no charge to all students.
- Schools must continue to record daily meal counts of the number of meals served to children by type as the basis for calculating reimbursement claims.
- Provision 1 has been an option for schools since publication of regulations in 1980.

PROVISION 2

- This Provision reduces application burdens and simplifies meal counting and claiming procedures. It allows schools to establish claiming percentages and to serve all meals at no charge for a 4-year period.
- Schools must serve meals to all participating children at no charge for a period of 4 years. During the first year, or base year, the school makes eligibility determinations and takes meal counts by type. During the next 3 years, the school makes no new eligibility determinations and counts only the total number of reimbursable meals served each day. Reimbursement during these years is determined by applying the percentages of free, reduced price and paid meals served during the base year to the total meal count for the claiming month. The base year is included as part of the 4 years.

- At the end of each 4-year period, the State agency may approve 4-year extensions if the income level of the school's population remains stable compared to the base year.
- Schools electing this alternative must pay the difference between Federal reimbursement and the cost of providing all meals at no charge. The money to pay for this difference must be from sources other than Federal funds.
- Provision 2 has been an option for schools since publication of regulations in 1980.

PROVISION 3

- This Provision reduces application burdens and meal counting and claiming procedures. It allows schools to simply receive the same level of Federal cash and commodity assistance each year, with some adjustments, for a 4-year period.
- Schools must serve meals to all participating children at no charge for a period of 4 years. These schools do not make additional eligibility determinations. Instead, they receive the level of Federal cash and commodity support paid to them for the last year in which they made eligibility determinations and meal counts by type, which is the base year. For each of the 4 years, the level of Federal cash and commodity support is adjusted to reflect changes in enrollment, inflation and operating days. The base year is not included as part of the 4 years. It is the school's option whether to charge for reduced price and paid meals during the base year.
- At the end of each 4-year period, the State agency may approve 4-year extensions if the income level of the school's population remains stable compared to the base year.
- Schools electing this alternative must pay the difference between Federal reimbursement and the cost of providing all meals at no charge. The money to pay for this difference must be from sources other than Federal funds.
- Provision 3 has been an option for schools since 1995 through an implementing memorandum.

Appendix B

Example of Claiming Percentages

Monthly Claiming Percentages:

For each Provision 2 school, the meal count, taken by type (free, reduced price, and paid) at the point of service in April 2000 (base year) was as follows:

Free Meals Claimed for April 2000 = 22,500

Reduced Price Meals Claimed for April 2000 = 5,000

Paid Meals Claimed for April 2000 = 2,500

The sum of daily meal counts at the point of service is a total of 30,000 total student meals served during the claiming period (one month).

Free Meals = 75.0% of total student meals (22,500 ÷ 30,000)

Reduced Price Meals = 16.7% of total student meals (5,000 ÷ 30,000)

Paid Meals = 8.3% of total student meals (2,500 ÷ 30,000)

The total meal count for April 2001 (non-base year) was 32,125 reimbursable meals.

Free Meal Claim for April 2001: $32,125 \times 75\% (.750) = 24,093.75$ free meals, rounded to **24,094**.¹

Reduced Price Meal Claim for April 2001: $32,125 \times 16.7\% (.167) = 5,364.875$ reduced price meals rounded to **5,365**.

Paid Meal Claim for April 2001: $32,125 \times 8.3\% (.083) = 2,666.375$ paid meals rounded to **2,666**.

Confirm Total Meal Count: 24,094 free + 5,365 reduced price + 2,666 paid = 32,125 meals. If this confirmation step does not equal the total, recheck calculation and rounding. If these are correct, and the rounded totals by type, do not equal total meals, (due to rounding, rather than math error) make adjustments in the paid category in order that the sum of the free, reduced price and paid meals claimed equals the total.

Repeat above procedures for each month (claiming period) of the school year. The

¹ Meal claims must be made in whole numbers. When the free, reduced price or paid meal calculations result in fractions, use standard rounding procedures (five and above round up, four and below round down) as applied to the first digit after the decimal.

claiming percentages for each category will vary from month to month.

Annual Claiming Percentages:

For each Provision 2 school, the daily meal count is taken by type (free, reduced price, and paid) at the point of service for each day in the base year. The base year meals are added together, by type (with the exception of the first claiming period if approved for delayed implementation). Do not add monthly claiming percentages together to obtain annual claiming percentages.

Note: If delayed implementation is approved by the State agency, the first claiming period of the school year is not considered to be a part of the base year. While a standard categorical count is taken at the point of service (or approved alternate) for each claiming period of the school year, a monthly claiming percentage is not calculated for the delayed implementation period. For the claiming period of each non-base year corresponding to the delayed implementation period of the base year, an annual claiming percentage must be calculated, derived from all months of the base year except the first claiming period of the school year. Monthly percentages may be used for the remaining months.

Convert the meals to annual claiming percentages by type:

Total meals claimed for the year

Each month's total meal count added together = 250,000 meals

Free claiming percentage calculation for the year:

Total free meal counts for the year 175,250

$175,250 \text{ free meals} \div 250,000 \text{ total meals} = .701 \text{ or } 70.10\%$

Reduced price claiming percentage calculation for the year:

Total reduced price meal counts for the year 45,500

$45,500 \text{ reduced price meals} \div 250,000 \text{ total meals} = .182 \text{ or } 18.20\%$

Paid claiming percentage calculation for the year:

Total paid meal counts for the year 29,250

$29,250 \text{ paid meals} \div 250,000 \text{ total meals} = .117 \text{ or } 11.70\%$

Confirm the claiming percentages: $70.10\% + 18.20\% + 11.70\% = 100\%$

If the total does not equal 100%, make an adjustment to the paid claiming percentage to make the total equal 100%.

Apply these claiming percentages to each month's total meal count during the non-base years of the cycle and approved extensions.

Appendix C

Internal Control Requirements

Excerpt From the National School Lunch Program Regulations (7 CFR Part 210)

Sec. 210.8 Claims for reimbursement.

(a) **Internal controls.** The school food authority shall establish internal controls which ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement. At a minimum, these internal controls shall include: an on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the school food authority; comparisons of daily free, reduced price and paid lunch counts against data which will assist in the identification of lunch counts in excess of the number of free, reduced price and paid lunches served each day to children eligible for such lunches; and a system for following up on those lunch counts which suggest the likelihood of lunch counting problems.

(1) **On-site reviews.** Every school year, each school food authority with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the school food authority shall: ensure that the school implements corrective action; and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the State agency under Sec. 210.7(c) of this part and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.

(2) **School food authority claims review process.** Prior to the submission of a monthly Claim for Reimbursement, each school food authority shall review the lunch count data for each school under its jurisdiction to ensure the accuracy of the monthly Claim for Reimbursement. The objective of this review is to ensure that monthly claims include only the number of free, reduced price and paid lunches served on any day of operation to children currently eligible for such lunches.

(i) Any school food authority that was found by its most recent administrative review conducted in accordance with Sec. 210.18, to have no meal counting and claiming violations may:

(A) Develop internal control procedures that ensure accurate meal counts. The school food authority shall submit any internal controls developed in accordance with this paragraph to the State agency for approval and, in the absence of specific disapproval from the State agency, shall implement such internal controls. The State agency shall establish procedures to promptly notify school food authorities of any modifications

needed to their proposed internal controls or of denial of unacceptable submissions. If the State agency disapproves the proposed internal controls of any school food authority, it reserves the right to require the school food authority to comply with the Provisions of paragraph (a)(3) of this section; or

(B) Comply with the requirements of paragraph (a)(3) of this section.

(ii) Any school food authority that was identified in the most recent administrative review conducted in accordance with Sec. 210.18, or in any other oversight activity, as having meal counting and claiming violations shall comply with the requirements in paragraph (a)(3) of this section.

(3) Edit checks.

(i) The following procedure shall be followed for school food authorities identified in paragraph (a)(2)(ii) of this section, by other school food authorities at State agency option, or, at their own option, by school food authorities identified in paragraph (a)(2)(i) of this section: the school food authority shall compare each school's daily counts of free, reduced price and paid lunches against the product of the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor.

(ii) School food authorities that are identified in subsequent administrative reviews conducted in accordance with Sec. 210.18 as not having meal counting and claiming violations and that are correctly complying with the procedures in paragraph (a)(3)(i) of this section have the option of developing internal controls in accordance with paragraph (a)(2)(i) of this section.

(4) **Follow-up activity.** The school food authority shall promptly follow up through phone contact, on-site visits or other means when the internal controls used by schools in accordance with paragraph (a)(2)(i) of this section or the claims review process used by schools in accordance with paragraphs (a)(2)(ii) and (a)(3) of this section suggest the likelihood of lunch count problems. When problems or errors are identified, the lunch counts shall be corrected prior to submission of the monthly Claim for Reimbursement. Improvements to the lunch count system shall also be made to ensure that the lunch counting system consistently results in lunch counts of the actual number of reimbursable free, reduced price and paid lunches served for each day of operation.

(5) **Recordkeeping.** School food authorities shall maintain on file, each month's Claim for Reimbursement and all data used in the claims review process, by school. Records shall be retained as specified in Sec. 210.23(c) of this part. School food authorities shall make this information available to the Department and the State agency upon request.

Appendix D Provision 2 Example Timeline

SY 01-02 (Base Year)
Eligibility determinations and meal counts by type. *All meals at no charge unless delayed implementation has been approved by the SA.*

SY 02-03
No new eligibility determinations are made. *All meals at no charge.* Monthly claims based on %'s by category in base year, applied to total counts.

SY 03-04 Same as 02-03

SY 04-05 Same as 02-03

Plus

SY 04-05
The SFA either

Then, after each 4 years

Prepares to return to standard counting and claiming or a new base year in SY 05-06

Evaluates socioeconomic data of school population and requests extension

SA approves extension

SY 05-06
Same as SY 02-03. Original base year claiming % used for four more years.

SA does not approve extension

SY 05-06
Choose one

Return to standard counting and claiming.

New base year. Eligibility determinations and meal counts by type.
Prov 2 All meals at no charge.
Prov 3 All meals may be at no charge.

Streamlined base year.
All meals at no charge.
Total daily meal counts and apply % from statistical sample.



Hickman County Schools Board Agenda Item Request

Date: 6.20.19

Name of School: _____

Item Request: Consolidated Funding Application

Explanation:

To review + approve this year (7/1/19-6/30/20)
Application for filing.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Kyrdawis Julia Thomassen

Signature of Building Principal or Director of Schools:

**FY20 Consolidated Application Approval for IDEA/ESEA
School Year 2019-20**

LEA # 410

LEA Name (Legal Name of Agency: Hickman County Schools

<i>LEA #</i> <u>410</u>	<i>LEA Name (Legal Name of Agency):</i> Hickman County
<i>LEA Legal Making Address</i>	
Street Address: <u>115 Murphree Avenue</u>	
City: Centerville _____ State: TN _____ Zip: 37033 _____	

Consolidated Project begins 7/1/2019 and ends 6/30/2020

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year application for filing.
This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

July 1, 2019
Board Meeting Date

Director of Schools (Signature)

Board of Education Official (Signature)

Director of Schools (Print Name)

Board of Education Official (Print Name)

Date Signed

Date Signed

June 1, 2019

Mike Plunkett
Director of Maintenance
Hickman County Schools
115 Murphree Avenue
Centerville, TN 37033

Dear Mike,

2014 ~~2006~~ Southeast Service Corporation d/b/a SSC Service Solutions agrees to extend the Service Contract dated July 1, 2006, as amended, with Hickman County Schools for an additional year through June 30, 2020.

We appreciate your business and look forward to continued work with Hickman County Schools. Please let me know if you have any questions.

Sincerely,

Seth Ferriell, President

Superintendent Date

School Board Chairman Date

Finance Office Date


Maintenance Director 6-20-19
Date



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

JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

KATHY REDDEN
11379 Moss Branch Rd., Bon Aqua, TN 37025

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

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

To: Finance Office
From: Michelle Gilbert
Date: _____
Re: Bid Award

National HVAC was awarded the
bid for Boiler Bid () option
on _____.

This bid award is approved by _____.
**Michelle Gilbert, Director
Hickman County Schools**

The Hickman County Finance Office is accepting sealed bids for "EHMS Heat Boiler".

Qualified bidders must be TN licensed mechanical contractors, carry a one million dollar liability insurance and carry workers' compensation insurance. Proof of liability/workers' comp insurance should be attached to bid and license number should appear on the bid envelope.

All sealed bids must be clearly marked on mailing outside of envelope "EHMS Heat boiler" and mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville TN 37033. All sealed bids shall be opened and read aloud in the Finance Office, on Monday June 3, 2019 at 11:00 a.m.

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

COPY

Present Penny
Mayberry
Candi Dan

National HVAC	
Bid (1)	43 844.00
Bid (2)	50 320.00
Bid (3)	77 720.00

National HVAC Service
Comprehensive Technical Proposal

prepared for:

Hickman County Board of Education

Proposal Number: CM-5/31/19-02

Proposal Date: May 31, 2019

BY:

FOR:

National HVAC Service
5211 Linbar Drive, Suite 510
Nashville, TN 37211
(615) 331-8110

AND

Hickman County Board of Education
115 Murphree Avenue
Centerville/TN
Mike Plunkett

Hereinafter: National HVAC Service

Hereinafter: Customer

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):

East Hickman Middle School
9414 East Eagle Drive
Lyles/TN

NATIONAL HVAC SERVICE WILL PROVIDE THE FOLLOWING TO THE CUSTOMER:

Quote to remove existing boiler and install (1) new properly sized Lochinvar 1,440,000 btu boiler. We will also run water piping for future second boiler and cap off. We will also provide and install new 3-way valve and tie into existing control system. We will also provide new circulation pump with new boiler. We will provide all piping modifications needed to tie new boiler and 3-way valve into existing loop piping. We will provide for exhaust flue for new boiler. We will tie new boiler to existing electrical, gas piping, and controls. We will reuse existing gas pressure regulator. We will provide all labor and materials needed to complete the job.

Project Agreement Price: \$50,320.00

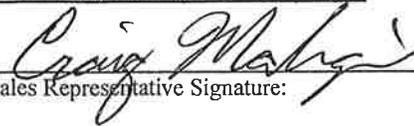
National HVAC Service guarantees the price in this Proposal for thirty (30) days from Proposal Date above.

Payment Terms: Payment due in full upon completion of project. Past due payments are subject to 18% interest charge per annum.

This Proposal is the property of National HVAC Service and is provided for our Customer's use only. This Proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of National HVAC Service as evidenced by their signature(s) below. This Agreement sets forth all terms and conditions binding upon the parties hereto; and, no person has authority to make any claim, representation, promise or condition on behalf of National HVAC Service which is not expressed herein.

NATIONAL HVAC SERVICE

CUSTOMER


Sales Representative Signature:

Signature (Authorized Representative)

Craig Malugin
Name and Title (Print/Type)

Hickman County Board of Education
Name and Title (Print/Type)

Date: -May 31, 2019

Date: _____

Proposal Number: CM-5/31/19-02

Proposal Date: May 31, 2019

National HVAC Service Terms and Conditions for:

Hickman County Board of Education

1. Customer shall permit National HVAC Service free and timely access to areas and equipment, and allow National HVAC Service to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during National HVAC Service's normal working hours.
2. National HVAC Service warrants that the workmanship hereunder shall be free from defects for one (1) year from date of installation. If any replacement part or item of equipment is proved defective, National HVAC Service will extend to Customer the benefits of any warranty National HVAC Service has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at National HVAC Service's expense during the one (1) year warranty period.
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, National HVAC Service may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder, including increased refrigerant taxes and handling charges.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material bases at National HVAC Service's rates then in effect) over the sum stated in this Agreement.
6. In the event National HVAC Service must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay National HVAC Service all court costs and attorney's fees incurred by National HVAC Service.
7. Any legal action against National HVAC Service relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. National HVAC Service shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by National HVAC Service's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless National HVAC Service, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of National HVAC Service.
10. Customer shall make available to National HVAC Service's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
11. National HVAC Service expressly disclaims any and all responsibility and liability for the indoor air quality, including but not limited to, mold, bacteria, and microbial contaminants of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with National HVAC Service's work performance under this Agreement.
12. National HVAC Service's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or materials are encountered, National HVAC Service's sole obligation will be to notify the Owner of their findings. National HVAC Service shall have the right to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time of completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
13. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL NATIONAL HVAC SERVICE BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Proposal Number: CM-5/31/19-02

Proposal Date: May 31, 2019

Services Provided by National HVAC Service for:

Hickman County Board of Education

SCOPE OF WORK:

See page #1 for detailed description.

WARRANTY:

- 1 Year workmanship warranty provided by National HVAC Service.
- 1 Year parts warranty provided by Manufacturer.
- 10 Year heat exchanger warranty provided by Manufacturer.

The services above are governed by the *Terms and Conditions* of this Proposal.

National HVAC Service
Comprehensive Technical Proposal
prepared for:
Hickman County Board of Education

Proposal Number: CM-5/31/19-03

Proposal Date: May 31, 2019

BY:

FOR:

National HVAC Service
5211 Linbar Drive, Suite 510
Nashville, TN 37211
(615) 331-8110

AND

Hickman County Board of Education
115 Murphree Avenue
Centerville/TN
Mike Plunkett

Hereinafter: National HVAC Service

Hereinafter: Customer

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):

East Hickman Middle School
9414 East Eagle Drive
Lyles/TN

NATIONAL HVAC SERVICE WILL PROVIDE THE FOLLOWING TO THE CUSTOMER:

Quote to remove old boiler, and install (2) new properly sized Lochinvar 1,440,000 btu boilers (1 for primary and 2nd one for back up, to mirror Centerville middle school). We will also provide and install new 3-way valve and tie into existing control system. We will also provide and install new boiler circulation pumps. We will provide all piping modifications needed to tie new boilers and 3-way valve into existing loop piping. We will provide for exhaust piping to both boilers. We will tie new boilers into existing electrical, gas piping, and control system. We will reuse existing gas pressure regulator. We will provide all labor and materials needed to complete the job.

Project Agreement Price: \$77,720.00

National HVAC Service guarantees the price in this Proposal for thirty (30) days from Proposal Date above.

Payment Terms: Payment due in full upon completion of project. Past due payments are subject to 18% interest charge per annum.

This Proposal is the property of National HVAC Service and is provided for our Customer's use only. This Proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of National HVAC Service as evidenced by their signature(s) below. This Agreement sets forth all terms and conditions binding upon the parties hereto; and, no person has authority to make any claim, representation, promise or condition on behalf of National HVAC Service which is not expressed herein.

NATIONAL HVAC SERVICE

CUSTOMER


Sales Representative Signature:

Signature (Authorized Representative)

Craig Malugin
Name and Title (Print/Type)

Hickman County Board of Education
Name and Title (Print/Type)

Date: May 31, 2019

Date: _____

Proposal Number: CM-5/31/19-03

Proposal Date: May 31, 2019

National HVAC Service Terms and Conditions for:

Hickman County Board of Education

1. Customer shall permit National HVAC Service free and timely access to areas and equipment, and allow National HVAC Service to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during National HVAC Service's normal working hours.
2. National HVAC Service warrants that the workmanship hereunder shall be free from defects for one (1) year from date of installation. If any replacement part or item of equipment is proved defective, National HVAC Service will extend to Customer the benefits of any warranty National HVAC Service has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at National HVAC Service's expense during the one (1) year warranty period.
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, National HVAC Service may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder, including increased refrigerant taxes and handling charges.
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6. In the event National HVAC Service must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay National HVAC Service all court costs and attorney's fees incurred by National HVAC Service.
7. Any legal action against National HVAC Service relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. National HVAC Service shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by National HVAC Service's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless National HVAC Service, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of National HVAC Service.
10. Customer shall make available to National HVAC Service's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
11. National HVAC Service expressly disclaims any and all responsibility and liability for the indoor air quality, including but not limited to, mold, bacteria, and microbial contaminants of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with National HVAC Service's work performance under this Agreement.
12. National HVAC Service's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or materials are encountered, National HVAC Service's sole obligation will be to notify the Owner of their findings. National HVAC Service shall have the right to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time of completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
13. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL NATIONAL HVAC SERVICE BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Proposal Number: CM-5/31/19-03

Proposal Date: May 31, 2019

Services Provided by National HVAC Service for:

Hickman County Board of Education

SCOPE OF WORK:

See page #1 for detailed description.

WARRANTY:

- 1 Year workmanship warranty provided by National HVAC Service.
- 1 Year parts warranty provided by Manufacturer.
- 10 Year heat exchanger warranty provided by Manufacturer.

The services above are governed by the *Terms and Conditions* of this Proposal.

National HVAC Service
Comprehensive Technical Proposal

prepared for:

Hickman County Board of Education

Proposal Number: CM-5/31/19-01

Proposal Date: May 31, 2019

BY:

FOR:

National HVAC Service
5211 Linbar Drive, Suite 510
Nashville, TN 37211
(615) 331-8110

AND

Hickman County Board of Education
115 Murphree Avenue
Centerville/TN
Mike Plunkett

Hereinafter: National HVAC Service

Hereinafter: Customer

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):

East Hickman Middle School
9414 East Eagle Drive
Lyles/TN

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Quote to remove existing boiler and install (1) new properly sized Lochinvar 1,440,000 btu boiler. We will also provide and install new 3- way valve and tie into existing control system. We will also provide and install new boiler circulation pump. We will provide all piping modifications needed to tie new boiler and 3-way valve into existing loop piping. We will provide for exhaust flue for new boiler. We will tie new boiler to existing electrical, gas piping, and controls. We will reuse existing gas pressure regulator. We will provide all labor and materials needed to complete the job.

Project Agreement Price: \$43,844.00

National HVAC Service guarantees the price in this Proposal for thirty (30) days from Proposal Date above.

Payment Terms: Payment due in full upon completion of project. Past due payments are subject to 18% interest charge per annum.

This Proposal is the property of National HVAC Service and is provided for our Customer's use only. This Proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of National HVAC Service as evidenced by their signature(s) below. This Agreement sets forth all terms and conditions binding upon the parties hereto; and, no person has authority to make any claim, representation, promise or condition on behalf of National HVAC Service which is not expressed herein.

NATIONAL HVAC SERVICE

CUSTOMER


Sales Representative Signature:

Signature (Authorized Representative)

Craig Malugin
Name and Title (Print/Type)

Hickman County Board of Education
Name and Title (Print/Type)

Date: -May 31, 2019

Date: _____

Proposal Number: CM-5/31/19-01

Proposal Date: May 31, 2019

National HVAC Service Terms and Conditions for:

Hickman County Board of Education

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7. Any legal action against National HVAC Service relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. National HVAC Service shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by National HVAC Service's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless National HVAC Service, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of National HVAC Service.
10. Customer shall make available to National HVAC Service's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
11. National HVAC Service expressly disclaims any and all responsibility and liability for the indoor air quality, including but not limited to, mold, bacteria, and microbial contaminants of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with National HVAC Service's work performance under this Agreement.
12. National HVAC Service's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or materials are encountered, National HVAC Service's sole obligation will be to notify the Owner of their findings. National HVAC Service shall have the right to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time of completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
13. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL NATIONAL HVAC SERVICE BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Proposal Number: CM-5/31/19-01

Proposal Date: May 31, 2019

Services Provided by National HVAC Service for:

Hickman County Board of Education

SCOPE OF WORK:

See page #1 for detailed description.

WARRANTY:

1 Year workmanship warranty provided by National HVAC Service.

1 Year parts warranty provided by Manufacturer.

10 Year heat exchanger warranty provided by Manufacturer.

The services above are governed by the *Terms and Conditions* of this Proposal.



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

JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

KATHY REDDEN
11379 Moss Branch Rd., Bon Aqua, TN 37025

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

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

To: Finance Office
From: Michelle Gilbert
Date: _____
Re: Bid Award

Facili Serve (charron) was awarded the
bid for ANNUAL contract Bleacher Services
on _____.

This bid award is approved by _____.
**Michelle Gilbert, Director
Hickman County Schools**

Note: "Request to renew"
This bidder had Bid for 2018-19 school year
and this is a continuation of that Bid contract
into the 2019-20 upcoming school year.

Michelle Gilbert

COPY

The Hickman County Finance Office is accepting sealed bids for the "Bleacher & Equipment Repair Services" for the 2019-2020 school year. All bids shall be good and contracted for the school year (July 1 2019 - June 30, 2020).

Specifications can be found 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 "Bleacher Maintenance/Repair". Bids will be opened on Monday, May 20, 2019 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

Toodrine Enterprises

Facili Serve

phase see attached bid

PROPOSAL

5/16/19

To: Hickman County Schools
From: Sam Melchior
Job Name: Hickman Co Schools Maintenance
Job Location: Hickman Co

Inspection Report: **FREE**
 Inspection report to be done while onsite while providing bleacher services per bank
 Inspection report to also be provided for basketball goals

Bleacher Services Per Bank: (To be completed at the same time) **\$475 per Bank**
 Service, clean, adjust and tighten all lose hardware, lubricate and not any defective or broken parts that cannot be straightened
 and made functional by providing a detailed quote for any and all concerns.

- Banks to be serviced:
- East Hickman High School- 3 Banks
 - Hickman County High School- 4 Banks
 - Hickman County Middle School- 1 bank
 - East Hickman County Middle School- 1 bank
 - Centerville Intermediate School- 1 bank
 - Centerville Elementary School- 2 banks
 - East Hickman Intermediate School-1 bank
 - East Hickman Elementary School- 2 banks

Back Stop Safety Inspections: (To be Completed at the same time) **\$210 per Ball Goal**
 Service, wipe clean and dust from all framing of dirt, check any loose bolts and torque tighten to specifications, lubricate any
 pivot points and guide poles, inspect cables, and safety straps and prepare detailed quote if repairs are needed.

- Ball Goals to be serviced:
- Hickman County Middle School: 6 Goals
 - Hickman County High School: 6 Goals
 - East Hickman Middle School: 6 Goals
 - East Hickman High School: 8 Goals

Week Long Lift Charge with Trailer: **\$950**

Miscellaneous Charges

Lift Rental: **\$650 per Day**

Repairs for service that require a return visit in which parts are ordered: **\$150 per hour (2 man crew)**

- Minimum 4 hours onsite

Trip Charge for repair service trip related to above ordered replacement parts **\$850**

If you have any questions please contact me directly at 502-912-9508 or smelchior@toadvine.com

PURCHASER: _____ (Signature) _____ (Printed Name) Date: _____

A 10% Retainage allowed on disputed accounts until resolved, 90% due as per above terms.
PAYMENT TERMS ARE NET 20 DAYS. A SERVICE CHARGE AT THE RATE OF 1.5% PER MONTH WILL BE ADDED ON PAST DUE ACCOUNTS.
 Signing this quotation denotes a contract when accepted and approved and will be subject to terms and conditions of this quotation and Page 2 general terms & conditions.
 Return signed original of this quotation and Page 2 general conditions to place an order. If sales tax is not applicable, please provide certificate of exemption.



May 14, 2019

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

Re: Bleacher Maintenance/Repair Bid

Dear Sir or Madam,

Enclosed is our bid.

This bid is based on our performing inspections and maintenance on all indoor bleacher and all indoor basketball backstops in the school district. All routine safety inspections and service work will be performed for you at the same time (i.e. during 1 trip) on a continuous basis during mutually convenient normal weekday non-holiday business hours.

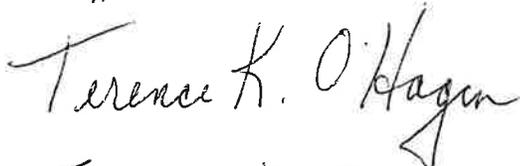
Per your stated requirement, it is our understanding that you have required all bidders to use their own employees and that no bidder may use sub-contractors, contract workers, temporary workers or other forms of non-employees. This letter will confirm that all service/repair work required in this bid will be performed by full time permanent employees of our company.

All of our company's employees have always had full background checks performed that exceed the requirements of the Lunsford Act as well as the Tennessee School Code. Unlike the outdated annual employee background checks performed by most companies that miss incidents that occur during the year, our service continuously checks in real time each day, to detect any offences that might occur throughout the year.

We are the largest firm of our type in the country, in business for nearly 50 years, and are fully trained and qualified to inspect, install, repair and maintain all manufacturers and models of bleachers and athletic equipment. We inspect 10 times more bleachers and athletic equipment than our nearest competitor, have dozens of field service techs and full time safety inspectors to service your needs at over 80,000 square feet of fabrication & warehouse space across the country.

Our company has performed inspections and service for your district in the past and looks forward to continuing to work with you for years to come.

Sincerely,


Terence K. O'Hagan
President



"USE AS BID FORM" NOTE: FILL IN BID FORM AND USE AS YOUR BID FORM:
Bid specifications part B (Bleacher Maintenance/Repairs)

Bleachers annual cleaning lubrication & inspections per bank of bleachers all included charges: \$200 per Bank*
Voluntary Alternate Pricing- You may select this pricing if it is less expensive than the per bank price:
\$50/section to 5 rows. \$75/section 6-10 rows. \$100/section +10 rows.

Goal maintenance to lubricate, wipe down, clean and service motors, inspection of safety straps and retighten any loose bolts, replace, reroute and needed cables: \$100 per Backstop

Cost of any safety needed goal safety straps and labor installed: \$475-Replacement of existing strap
\$Time & materials- Installation on backstop that does not currently have a strap

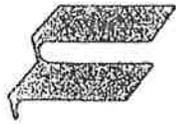
Separately from above: Repair trips

Bleacher parts Cost plus% of Mark up 7%
(recommended state guideline "suggests" not to exceed 10%)

Bleacher per labor/hour for repairs \$34/hr

Trip charge if any: \$0-NO TRIP CHARGE for Annual Inspections and Service.
\$100 – For separate trip(s) to perform repairs not included in routine annual inspections and service.

See cover letter and attached Professional Distinctions sheet.



FaciliServ™

Athletic Equipment Products & Services

- Repairs & Maintenance
- Multi-Year Service Agreements
- Training – Safety & Maintenance
- New Indoor & Outdoor Bleacher & Athletic Equipment Sales
- Annual Safety Inspections
- Installations
- Parts Sales

Indoor Bleachers • Outdoor Bleachers • Basketball Backboards • Divider Curtains • Batting Cages
Protective Padding • Wind Screens • Football Goal Posts • Soccer Goals • Volleyball Posts & Nets
Protective Netting for Baseball, Golf, Hockey, etc. • Tennis Nets • Score Boards • & More

Professional Distinctions

ENDORSED BY MAJOR NATIONAL INSURANCE COMPANIES

The only bleacher/athletic equip. service company in the USA endorsed by major national insurance firms.

Including: Liberty Mutual Insurance, Golden Eagle Ins., Indiana Ins., Montgomery Ins., Ohio Casualty Ins., Peerless Ins., Wausau Ins., & Wright Specialty Ins.

INTERNATIONAL BUILDING CODE COUNCIL

The only bleacher/athletic equip. service firm in the USA selected to help improve bleacher safety codes.

SINCE 1972

Serving customers for nearly 50 years via FaciliServ's National Safety Services Network.

LARGEST BLEACHER & ATHLETIC EQUIP. SERVICE FIRM IN THE USA

80,000 sq. ft. of facilities. Nation's largest inventory bleacher & athletic equipment parts.

Nearly 10,000 Bleacher & Athletic Equipment Inspections performed per year. Locations coast to coast.

INDEPENDENTLY CERTIFIED

On all makes and models of Indoor & Outdoor Bleachers & Athletic Equipment

Including: Installations, Repairs, Welding, OSHA, Lift Operation, DOT, & Electrical.

MOST EXPERIENCED

Field supervisors have worked at FaciliServ an average of over 10 years.



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

JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

KATHY REDDEN
11379 Moss Branch Rd., Bon Aqua, TN 37025

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

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

To: Finance Office
From: Michelle Gilbert
Date: _____
Re: Bid Award

NATIONAL HVAC + Electrical was awarded the
bid for Annual HVAC Services, Repair & Installation (3yr Contract)
on _____.

This bid award is approved by _____.

**Michelle Gilbert, Director
Hickman County Schools**

Note: Request

This bid is continuation of annual contract of
the 2018-19 contract, with new upcoming school
year this bid becomes a 3yr. Bid contract,
with year to year mutual renewal. Bid Prices
will remain same for 3yrs.

Invitation To Bid

COPY

The Hickman County Finance Office is accepting bids for HVAC Services/Repair and Installation. The contract is for three (3) years – starting July 1, 2019 through June 30, 2022. Yearly contracts shall be updated and signed by May 1st of each year.

Part B specifications can be found 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 "HVAC Services/Repair and Installation". Bids will be opened on Monday, May 20, 2019 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

BME Mechanical & Electrical

National HVAC Service

please see attached

HVAC Services/Repairs/Installation - Part B / Requirements: Three (3) year contract starting July 1, 2019 – June 30, 2022. Yearly contracts shall be updated and signed by May 1st of each year.

All bidders must be licensed HVAC commercial repair and demonstrate references as such with a 5 year history in large buildings with commercial equipment such as hospitals, schools, big box stores, of 150000 sq. ft. or larger. Must have the ability to provide same day service if called before noon, or not less that next day response.

All bidders must attach to this bid: Certificate of workers compensation insurance, business insurance with liability coverage of 1 million dollars, a copy of TN HVAC mechanical or contractor license number registered with the state on the bid.

Bidders must comply with the TCA 49-5-406, regarding employees working on school grounds, and all required rules and laws for local, state and federal regulations.

Part B specs: Bid form

This bid is for service/repair/installation of equipment as deemed necessary for any of our county buildings as deemed necessary by maintenance director. In event a unit is deemed as unrepairable and condemned the said equipment may be purchased by the school system and installation, startup requested under the normal bid rate as bid below with some, all or any part of the installation provided by schools and or bidders as requested by the maintenance director.

The school system reserves the right to install said equipment on its own under this bid, without being obligated to have the awarded bidder to install unless the awarded bidder is the lowest estimate. Payments are to be based on actual time involved the bid hourly rates, materials, equipment required, and not an estimated amount. (Estimates are obtained to purely determine budgetary decisions to proceed and are likely higher than the actual cost of actual work.)

Service Trip charge \$ 25.00 (note: only one trip to county per day and trip is for multiple stops and schools within county school district as needed or required in a given day.)

Materials plus mark- up % 35 % (Note: As a guide the recommended TN State is set at 15%)

Freon charge LB. \$ R-22 - \$40.00
410A - \$25.20

Flat rate one time- EPA charge if Freon is used \$ 8.00 - customer supplied Freon!

Flat rate hourly charge per lead tech \$ 82.00/hr.

Flat rate hourly charge per helper tech \$ 66.00/hr.

All work will be billed at 8-5 hours and not overtime will be used unless OT is approved by the maintenance director in an extreme emergency case.

Alt # 1: Annual coils cleaning unit check- ups, lube, and servicing of the 8 main school buildings if so exercised and not done by school maintenance dept. \$ 23,784.00

This requires: Service sticker on the filter panel of each unit with date and initials of tech that completed services, and master check off sheet for each school by RTU, air handler, ptac number location. Work will be subject to spot inspection and satisfaction properly executed by maintenance director of schools.

National HVAC Service
Comprehensive Facilities Services
prepared for:
8 Hickman Co. Schools Annual HVAC PM

Proposal Number: VK-5155E4-2A

Proposal Date: 05/10/2019

By:

National HVAC Service
5211 Linbar Drive, Suite 510
Nashville, TN 37211
(615) 331-8110

And

For:

Hickman Co. Finance Off.
114 N. Central Avenue, Ste. 203
Centerville, Tn. 37033
Mike Plunkett

Hereinafter: National HVAC Service

Hereinafter: Customer

National HVAC Service will provide the described services attached hereto and made a part of this Agreement in accordance with the Terms and Conditions as set forth on the following pages.

Agreement Provided: *Assured Maintenance Agreement*
Agreement Location: 8 - Hickman Co. School Locations
Agreement Amount: \$23,784.00

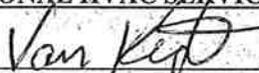
Agreement coverage will commence on July 1, 2019. This Agreement is payable in advance in the amount of \$23,784.00 annually, beginning on the effective date of July 1, 2019 through June 30, 2022.

National HVAC Service guarantees the price stated in this Proposal for thirty (30) days from proposal date above.

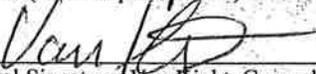
This proposal is the property of National HVAC Service and is provided for our Customer's use only. This proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of National HVAC Service as evidenced by their signature(s) below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of National HVAC Service which is not expressed herein. This annual Agreement shall continue in effect from year to year unless either party gives written notice to the other intention not to renew thirty (30) days prior to any anniversary date.

NATIONAL HVAC SERVICE

CUSTOMER


Signature (Sales Representative): Van Kight

Authorized Representative Signature


Approval Signature: Van Kight, General Manager

Mike Plunkett
Name & Title (Print/Type)

5-10-2019
Date

Date

Proposal Number: VK-5155E4-2A

Dated: 05/10/2019

***National HVAC Service Terms and Conditions for:
Hickman Co. Finance Off.***

1. Customer shall permit National HVAC Service free and timely access to areas and equipment, and allow National HVAC Service to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during National HVAC Service's normal working hours. Any additional equipment needed to provide service will be the responsibility of the Customer, unless otherwise stated in this Agreement.
2. In case of any failure to perform its obligations under this Agreement, National HVAC Service's liability is limited to repair or replacement at its option, and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, National HVAC Service may either remove the unacceptable system(s), component(s), or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or reserve the right to cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder, including increased refrigerant taxes and handling charges.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, National HVAC Service may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
7. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at National HVAC Service's rates then in effect) over the sum stated in this Agreement.
8. National HVAC Service will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
9. Customer shall permit only National HVAC Service's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than National HVAC Service's personnel perform such work, National HVAC Service may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
10. In the event National HVAC Service must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay National HVAC Service all court costs and attorneys' fees incurred by National HVAC Service.
11. Any legal action against National HVAC Service relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
12. National HVAC Service shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by National HVAC Service's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
13. To the fullest extent permitted by law, Customer shall indemnify and hold harmless National HVAC Service, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of National HVAC Service.
14. Customer shall make available to National HVAC Service's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
15. National HVAC Service expressly disclaims any and all responsibility and liability for the indoor quality, including but not limited to, mold, bacteria, and microbial contaminants of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with National HVAC Service's work performance under this Agreement.
16. National HVAC Service's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or materials are encountered, National HVAC Service's sole obligation will be to notify the Owner of their findings. National HVAC Service shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
17. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN THE CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL NATIONAL HVAC SERVICE BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.
18. This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be considered extra and will be charged at a fixed price amount to be negotiated or on a time-and-material basis at National HVAC Service's rates then in effect.

Proposal Number: VK-5155E4-2A

Dated: 05/10/2019

Assured Maintenance Agreement Provided by National HVAC Service for:

8 Hickman Co. Schools Annual HVAC PM

Our *Assured Maintenance Agreement* ("AMA") is designed to provide the Client with an on-going maintenance program. The "AMA" program will be initiated, scheduled, administered, monitored and updated by National HVAC Service.

The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and National HVAC Service's own experience. The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Client's review, approval signature and record.

NATIONAL HVAC SERVICE WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

TEST AND INSPECT: Job labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:

-**TESTING** for proper operation; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft; crankcase heaters; control system(s), etc.

-**INSPECTING** for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: Job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

-**CLEANING** coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc.

-**ALIGNING** belt drives; drive couplings; air fins, etc.

-**CALIBRATING** safety controls; temperature and pressure controls, etc.

-**TIGHTENING** electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.

-**ADJUSTING** belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.

-**LUBRICATING** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.

The services above are governed by the terms and conditions of this proposal.

Proposal Number: VK-5155E4-2A

Dated: 05/10/2019

***Services Provided by National HVAC Service for:
 8 Hickman Co. Schools Annual HVAC PM
 Schedule 1 - Inventory of Equipment Covered***

	Qty	Component	Manufacturer	Model	Serial #	Rating	Location
1	450	Assorted HVAC Eqpt.	Assorted	Assorted	Assorted	Assorted	8 - Different Schools
2	2	Cooling Towers	Assorted	Assorted	Assorted	Assorted	2- Different Schools
3	8-10	Boilers	Assorted	Assorted	Assorted	Assorted	8 - Different Schools
4	8-10	Pumps	Assorted	Assorted	Assorted	Assorted	8 - Different Schools
5							
6							
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9							
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11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Proposal Number: VK-5155E4-2A

Dated: 05/10/2019

Special Services/Provisions for:

8 Hickman Co. Schools Annual HVAC PM

HVAC, BOILER, CHILLER, WATER HEATER REPLACEMENT/REPAIRS 2019-2022 SCHOOL YEARS SERVICE PROPOSAL

July 1, 2019 through June 30, 2022.

LABOR RATES:

Regular Time \$82.00/hr. For Lead Tech / \$66.00/hr. For Helper
Overtime \$123.00/hr. For Lead Tech / \$99.00/hr. For Helper
Flat trip charge \$ 25.00 per trip.

Material Markup:
35% on all parts

Refrigerant:

R22 \$40.00 per LB.
410A \$25.00 per LB.
R134A \$20.00 per LB.
Customer supplied Refrigerant \$8.00 per lb. handling fee.

Flat rate charges:

Welding materials \$30.00
Nitrogen \$25.00
Vacuum \$20.00
Recovery Charge \$50.00

Sub Contractors / Cranes/ Rental Equipment:
20 % markup.

Maintenance will be performed Annually, Coils will be cleaned Annually, filters & belts will be supplied by the customer (we will change them) as well in July. PM Contract Invoice will be issued on August 1, 2019 and due by August 31, 2019 per customer.



Hickman County Board of Education

RE: HVAC Service

BME Inc. is pleased to submit this proposal on the HVAC service for the Hickman County Board of Education. I'd like to clarify a few items as listed below.

1. BME currently has two Journeyman HVAC Technicians that live in Hickman County.

Harold Loveless - 1404 Oakmont Circle, Centerville TN

Chris Totty - 105 West Swan St., Centerville TN

Additional techs if needed would come from Nashville. BME will provide same day service for emergencies and service within 24 hours for non-emergencies.

2. Enclosed you will find BME's Tennessee license for HVAC, Electrical, and Plumbing.
3. Regarding Alt#1. To price this would require a walk-through of each building or a thorough equipment list. BME would require a list provided by the school system or a walk through to gather the appropriate equipment info. BME will survey all your equipment at its expense to gather this information to provide pricing if given the opportunity.
4. Bid sheet enclosed

Thank you for the opportunity to bid on Hickman County Schools.

Respectfully,

A handwritten signature in black ink that reads "Ginny Patterson". The signature is written in a cursive style.

Ginny Patterson
General Manager TN
BME Inc.
615-812-5078 cell

HVAC Services/Repairs/Installation - Part B / Requirements: Three (3) year contract starting July 1, 2019 – June 30, 2022. Yearly contracts shall be updated and signed by May 1st of each year.

All bidders must be licensed HVAC commercial repair and demonstrate references as such with a 5 year history in large buildings with commercial equipment such as hospitals, schools, big box stores, of 150000 sq. ft. or larger. Must have the ability to provide same day service if called before noon, or not less than next day response.

All bidders must attach to this bid: Certificate of workers compensation insurance, business insurance with liability coverage of 1 million dollars, a copy of TN HVAC mechanical or contractor license number registered with the state on the bid.

Bidders must comply with the TCA 49-5-406, regarding employees working on school grounds, and all required rules and laws for local, state and federal regulations.

Part B specs: Bid form

This bid is for service/repair/installation of equipment as deemed necessary for any of our county buildings as deemed necessary by maintenance director. In event a unit is deemed as unrepairable and condemned the said equipment may be purchased by the school system and installation, startup requested under the normal bid rate as bid below with some, all or any part of the installation provided by schools and or bidders as requested by the maintenance director.

The school system reserves the right to install said equipment on its own under this bid, without being obligated to have the awarded bidder to install unless the awarded bidder is the lowest estimate. Payments are to be based on actual time involved the bid hourly rates, materials, equipment required, and not an estimated amount. (Estimates are obtained to purely determine budgetary decisions to proceed and are likely higher than the actual cost of actual work.)

Service Trip charge \$ 50.00 (note: only one trip to county per day and trip is for multiple stops and schools within county school district as needed or required in a given day.)

Materials plus mark-up % 15 (Note: As a guide the recommended TN State is set at 15%)

Freon charge LB. \$ R22 #45.00 R410A #25.00 per lb.

Flat rate one time- EPA charge if Freon is used \$ 65.00

Flat rate hourly charge per lead tech \$ 89.00

Flat rate hourly charge per helper tech \$ 89.00

All work will be billed at 8-5 hours and not overtime will be used unless OT is approved by the maintenance director in an extreme emergency case.

Alt # 1: Annual coils cleaning unit check-ups, lube, and servicing of the 8 main school buildings if so exercised and not done by school maintenance dept. \$ _____

This requires: Service sticker on the filter panel of each unit with date and initials of tech that completed services, and master check off sheet for each school by RTU, air handler, ptac number location. Work will be subject to spot inspection and satisfaction properly executed by maintenance director of schools.



STATE OF TENNESSEE
DEPARTMENT OF
COMMERCE AND INSURANCE



BME, INC

349134

ID NUMBER: 57524
LIC STATUS: ACTIVE
EXPIRATION DATE: July 31, 2020

BOARD FOR LICENSING CONTRACTORS
CONTRACTOR

THIS IS TO CERTIFY THAT ALL REQUIREMENTS
OF THE STATE OF TENNESSEE HAVE BEEN MET

Attn: CARL CHRISTOPHER
BME, INC
1760 LAKELAND PARK DRIVE
BURLINGTON, KY 41005

State of Tennessee

349134

1283880

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

BME, INC

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

ID NUMBER: 57524
LIC STATUS: ACTIVE
EXPIRATION DATE: July 31, 2020
\$1,500,000.00; CE; CMC-A; CMC-C



IN-1313
DEPARTMENT OF
COMMERCE AND INSURANCE



Services

HVACR SERVICE MAINTENANCE

- Heating – Process and Comfort Systems
 - Boilers, Burners, Hot Water, Steam, All Types
- Air Conditioning – Process & Comfort Systems
 - Chillers, DX Systems, Packages, All Types
 - Computer Rooms/Labs
 - Refrigeration Services
 - Environmentally Controlled Chambers
 - Precise Temperature Ranges (Low Temp)
 - Geothermal Systems
 - Solar Systems

COOLING TOWERS

- New Towers
 - Field Erected
 - Redwood
 - Coastal Douglas Fir
 - Pultruded Fiberglass
 - Concrete
 - Packaged
 - Fiberglass
 - Galvanized Steel
 - Stainless Steel
- Services
 - Thermal Upgrade/Engineering
 - Repairs/Renovations
 - Replacement Parts

PROCESS PIPING

- Certified Welding
- Repair
- Stainless Steel

BUILDING AUTOMATION

- Energy Management
- Installation / Design
- Factory Authorized Agency
- Pneumatic & DDC – Most Major Brands

INDOOR AIR QUALITY/MOLD CONTROL

- Filtration
- UVC Lighting – Ultra-Violet for HVAC
- Air Balancing

PLUMBING

- Service
- Installation/New Construction
- Camera Location Service
- Back Flow Testing & Repair
- Drain Line & Sewer Cleaning
- Water Heater Service & Repair

ELECTRICAL

- Complete Electrical Services
- Preventive Maintenance
- Infrared Scan
- Retrofits
- Lighting
- Energy Saving Systems
- New Construction/Design Build
- Tenant Finish
- Commercial/Industrial Service
- Data/Comm. & Cable (BNC) Installation
- Controls
- Heat Trace
- Harmonics
- Panel Balancing

PREDICTIVE MAINTENANCE

- Vibration Analysis
- Thermography
- Balancing
- Oil Analysis

POWER WASHING

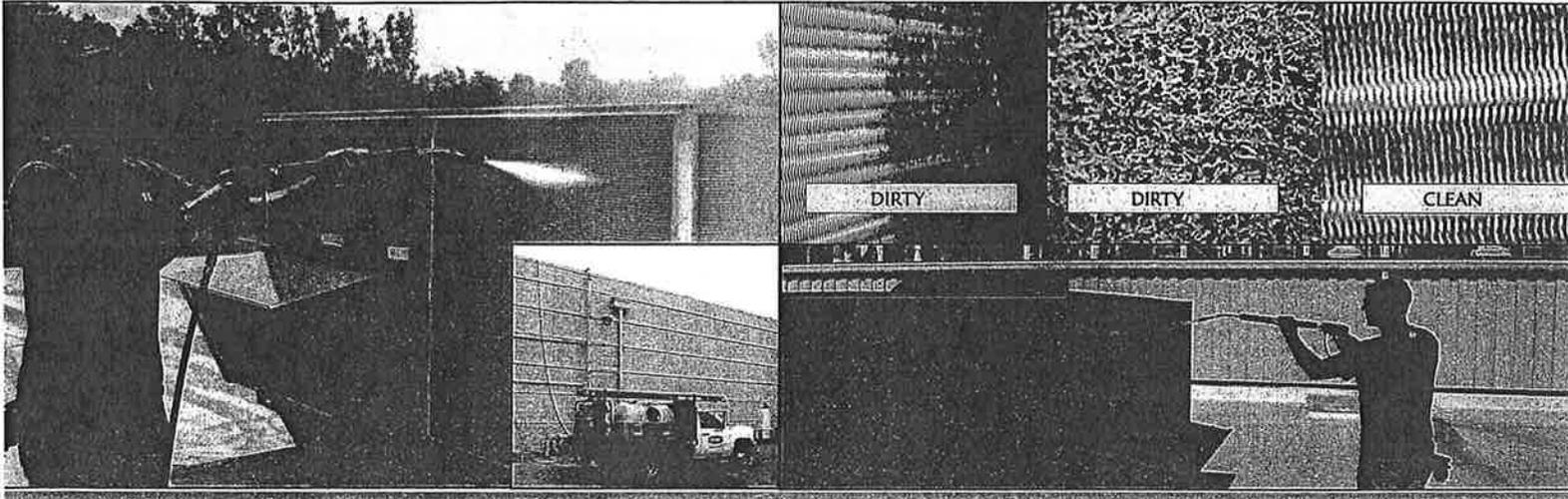
- HVAC condenser and evaporator coils
- Cooling towers

DESIGN/BUILD ENGINEERING

- New Construction
- Comfort Cooling
- Process Cooling
- Thermal Storage
- Energy Cost Analysis
- Energy Savings Projects
- Construction Management



Coil Cleaning and Pressure Washing

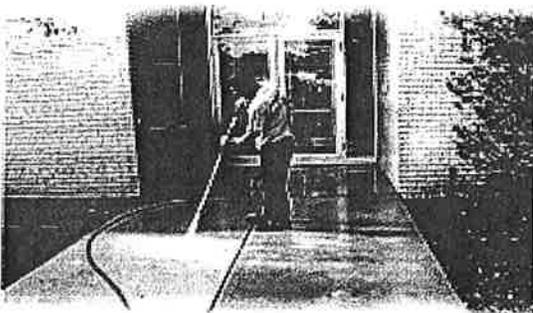


BME provides the most thorough industrial and commercial pressure washing service available. Our state-of-the-art cleaning equipment is essential for maintaining HVAC systems in manufacturing facilities, commercial buildings, and schools to keep their air conditioning systems functioning properly and efficiently. Because pressure washing is not a one size fits all process, BME utilizes specific, specialized equipment, nozzles, and green cleaning solutions that are best suited for each surface type, damage level, and the site's particular need.

The BME cleaning process includes utilizing "green" technology that includes varied pressures, hot water, and steam. The best way to get something clean is by utilizing very hot water and not necessarily with high pressure. This process along with "green" approved cleaning agents enables BME to provide a wide range of services to our commercial and industrial clients.

BME's cleaning services include:

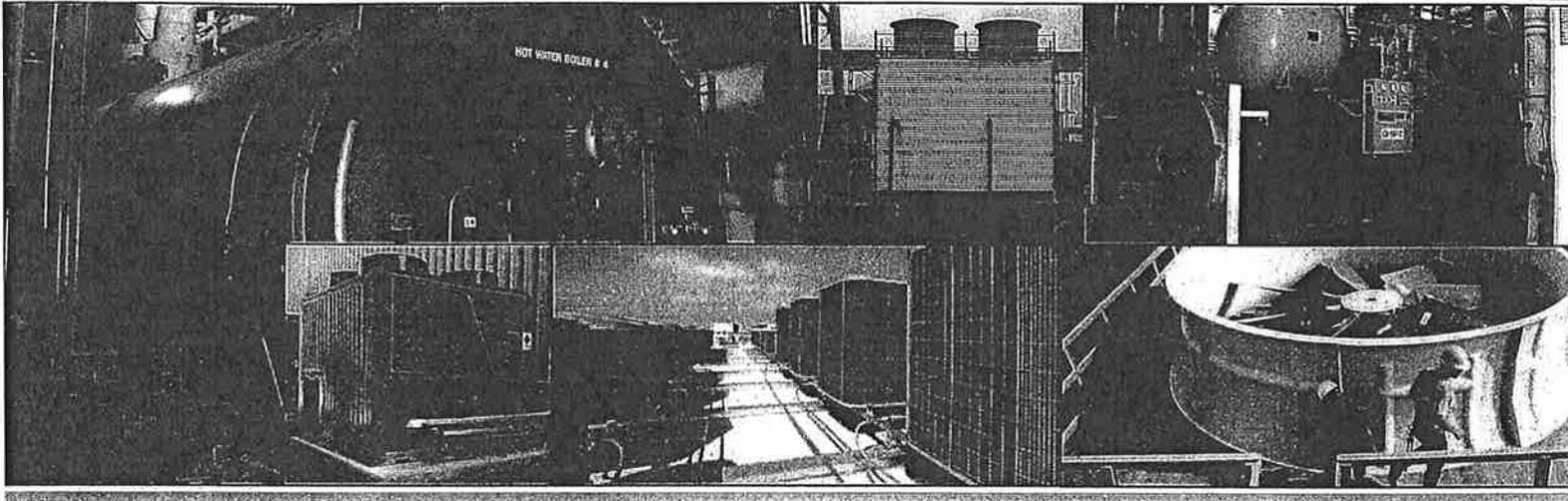
- HVAC condenser and evaporator coils
- Cooling towers
- Concrete drives, sidewalks and parking lots
- Oil stain removal
- Rain gutters
- Roof cleaning
- Building exteriors





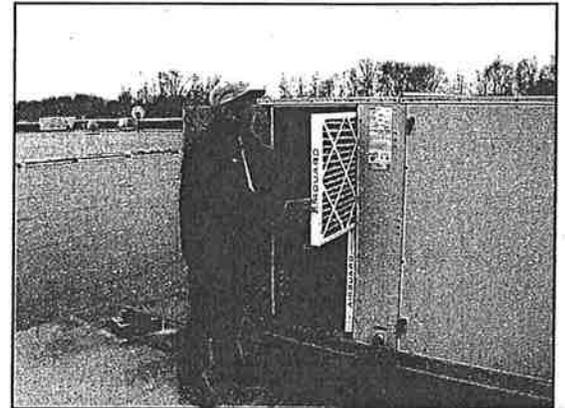
HVAC

Industrial & Commercial



As a full service HVAC/R contractor, we deliver design/build construction, installation, repair, replacement, and service offerings. We have in-house mechanical, electrical, control systems, and automation capabilities.

At BME, our trained service technicians understand your air conditioning and heating system and can eliminate money wasting problems. Our expert service technicians are trained to work on any and all brands of your HVAC/R equipment, and strive to have it running at peak efficiency. After professional troubleshooting is made on equipment, and, if repairs are needed, repairs will be made in a timely manner at preferred pricing—saving you money by bringing the equipment back online quickly and efficiently.

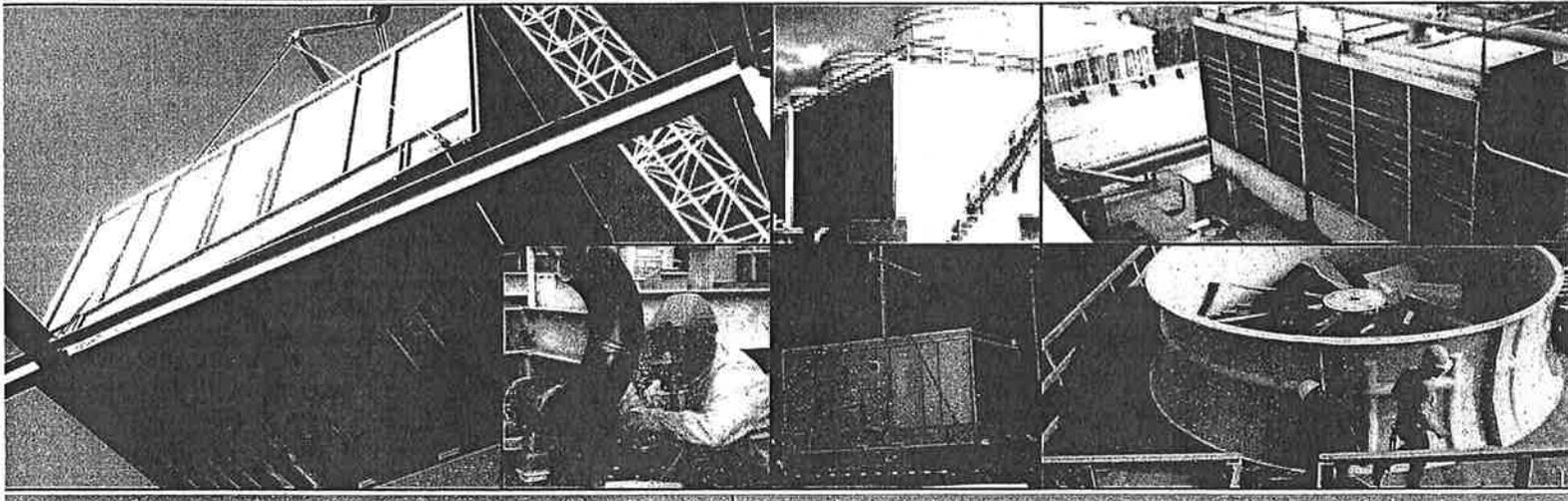


Some of the services we offer:

- Heating—Process & Comfort Systems
- Air Conditioning—Process & Comfort Systems
- Chillers, DX Systems, Packages, All Types
- Computer Rooms/Labs
- Refrigeration Services
- Geothermal & Solar Systems
- Cooling Towers
- Process Piping
- Certified Welding
- Laser Alignment
- Building Automation
- Indoor Air Quality/Mold Control
- Coil Cleaning-Hot Water Pressure Washing
- Boilers, Burners, Hot Water, Steam, All Types



Cooling Towers



A COOL INVESTMENT

BME COOLING TOWER REBUILDS ARE AS GOOD AS NEW!

NEW TOWERS • RENOVATION • REPAIR • PARTS

Often, a cooling tower rebuild makes more sense than purchasing a new tower. BME has over 30 years of field experience installing both new and rebuilt towers. Helping managers find the best solution for their particular circumstances has always been our top priority.

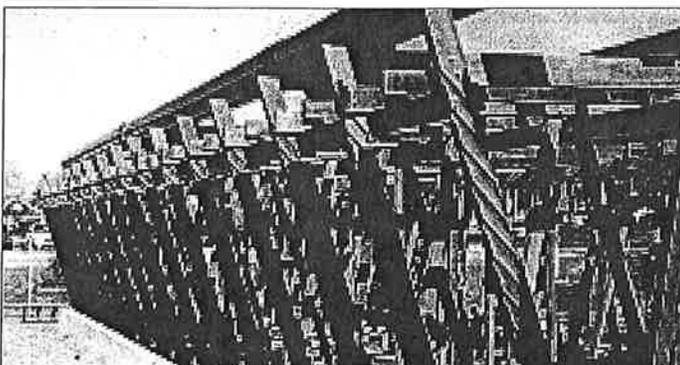
Here is some information you should know before you make a decision:

- Rebuilds frequently cost about 50% less than a new tower.
- You can increase your tower's capacity between 30-100% without any increase in fan motor horsepower.
- Disruption of your business operation is substantially reduced with rebuild, because rebuilds can be completed during shut-down periods or seasons that do not require cooling. We can even rebuild towers that are in operation.
- Rebuilds are guaranteed as long, if not longer than new tower installations.

Given those reasons to choose a rebuild over a new installation, here's the support you can expect from BME.

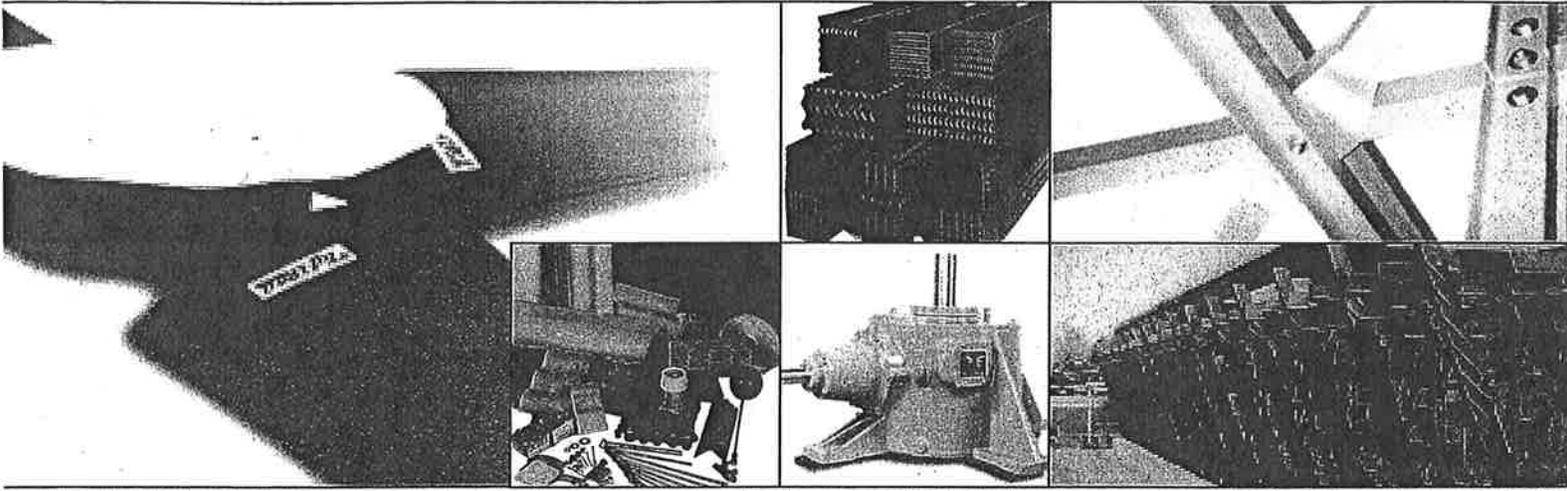
- **Experience** – BME has a team of engineers and field construction professionals who have successfully completed major new and rebuild projects on-time and within budget. Our team has worked nationwide, from Miami, Florida to Ketchikan, Alaska.
- **Quality** – BME is committed to using only the finest materials available for cooling tower upgrades...industrial grade fill and eliminators, stainless steel nails, bolts and nuts and pressure-treated redwood. This is why our rebuilds can last 20 to 25 years or longer.
- **Knowledge** – BME has been helping managers make decisions concerning new and rebuilt cooling towers since 1979. We understand the process, materials, and technology.
- **Guarantee** – A BME rebuild exceeds the guarantee of a new tower.
- **Your Next Step** – First, give us a call. We will send you our Tower History Form. Once you have filled out the necessary background information, and included a few key photos, we will analyze the results, project some performance improvements and set up a detailed on-site inspection. Our next step is to review the inspection results with you, and within days, send you a detailed proposal specifying performance improvement guarantees. With your acceptance of the proposal, our experienced BME supervisor and crew will arrive and complete the work on time and to your satisfaction.

Since redwood is naturally resistant to decay, it can be expected to last 25 years or more, even in the harsh environment of a cooling tower.





Cooling Tower Parts



QUALITY & COMMITMENT

BME...YOUR INDEPENDENT SOURCE FOR COOLING TOWER PARTS

THE BEST PART FOR THE BEST PRICE

We find the best part at the best price...we are **not loyal to any one manufacturer**. For example, we can supply you with a less costly aftermarket gear box that is designed to replace your existing OEM gear box. You get a piece of equipment that operates just as well but for a lower cost.

Should you decide that OEM parts are necessary, we can supply those as well. Because of the volume of parts we purchase from manufacturers, we get better prices and those savings are passed on to you!

WHEN YOU NEED A PART IMMEDIATELY

Beyond quality and price, we offer speed...we pride ourselves on our strong track record of providing replacement parts under emergency circumstances. That's why we immediately start to work on your problem-whether that means same day shipment of in-stock parts or drop shipment from a manufacturer. We can have your much needed supplies on-site within twenty-four hours. Few manufacturers can promise or deliver such attention to customer needs.

A COMMITMENT TO MEETING YOUR NEEDS

The final element that makes BME different rests in our attitude. Some of our competitors have grown so large that they have forgotten about the needs of their customers. We are not the largest company in the field, but if being the leader means leaving customer needs unmet, we would prefer to stay where we are...large enough to provide value and small enough to value our customers.

We are happy to provide support in your choice of parts, your installation, and your budgeting. Whether you simply need an expedient way to get a

replacement or need total on-site renovation and repair, BME's staff of experts are on-call to help you keep your cooling tower up and running.

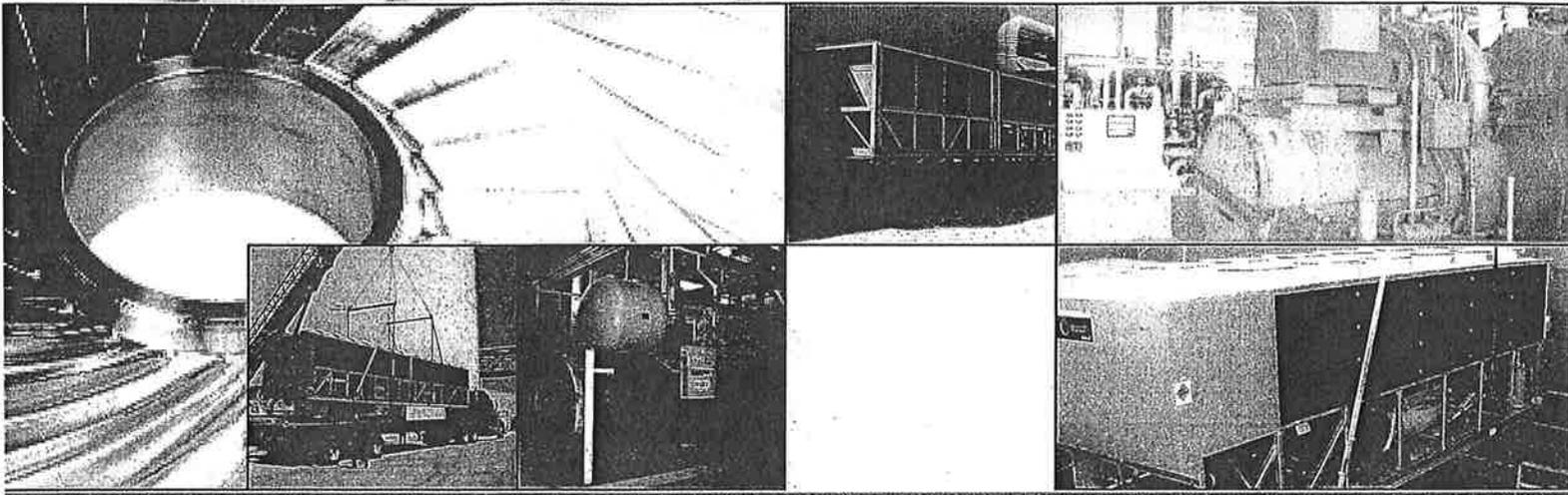
As an independent company, we have your interests in mind. We can supply you with the best component part for the best price, along with installation advice or total turnkey support. So when a cooling tower need arises, keep BME Cooling Tower Division in mind. **We are Your Independent Cooling Tower Specialist.**

You might ask yourself,
"Why is an Independent
Cooling Tower Specialist a
better supplier of parts than
an original manufacturer?"

The answer is simple. We
have the freedom to utilize all
cooling tower companies.



Chillers



REFRIGERANT MANAGEMENT

CHILLER SOLUTIONS

Quality Service and Workmanship for all Centrifugal, Absorption, and Reciprocating Chiller Operations!

PROBLEMS...SOLUTIONS

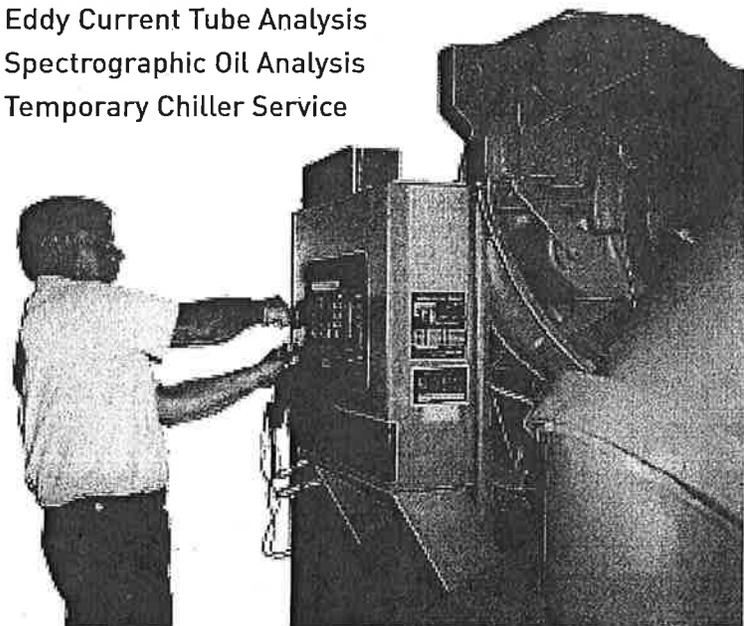
When equipment breaks down; fast, effective and budget-conscious solutions are essential. At BME we pride ourselves on over three decades of practical solutions and satisfied customers.

Ultimately, two factors determine the life span and operating effectiveness of your high and low pressure chiller: Proper Preventive Maintenance and Effective Refrigerant Management.

Whether you are in an industrial complex with precision air quality requirements, a hospital with critical temperature control demands or a retail / office building with client comfort at issue, you can count on BME for personalized Chiller Solutions.

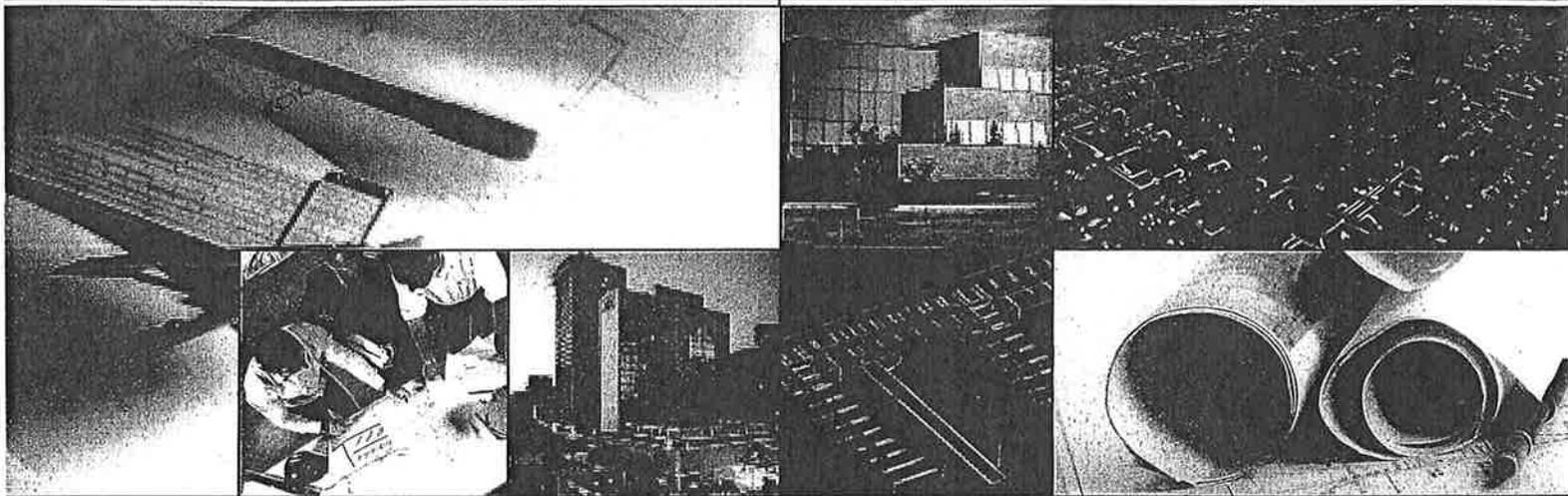
BME Options:

- Major Chiller Overhaul and Tube Replacement
- One-year Warranty on parts and service—optional
- Unbiased recommendations from an equipment supplier with your interest, not the manufacturer's, as a top priority
- Complete Preventive Maintenance Programs
- Guaranteed same-day Trouble Shooting
- CFC Conversion Solutions
- Design-build Capabilities for repair, replacement or new installations
- Seasonal Startups
- Eddy Current Tube Analysis
- Spectrographic Oil Analysis
- Temporary Chiller Service





Design / Build



INNOVATIVE • EFFECTIVE

RENOVATION AND NEW CONSTRUCTION

Innovative and Effective Design-Build Solutions...

BME offers you an easy and effective way to complete your project. With one company responsible for the design and the installation, you save time and money. A BME design-build package is a complete project from start to finish with a guarantee of quality and performance after the job is complete.

At BME, we have built our construction and renovation experience on over 30 years of successfully completed projects. Whether you are responsible for a corporate office tower, a retail shopping center, or a hospital, BME has the expertise to assure precise air quality and comfort levels.

If your project involves an industrial warehouse or production facility, you can feel comfortable knowing that BME has an exceptional reputation for meeting design and construction criteria that are critical to industrial process needs.

WHAT MAKES BME BETTER?

When our engineers design a project, they work closely with field superintendents to create the most effective and workable design solutions. These designs are unique because they are the result of a total team effort from our engineering staff, construction crews and project managers.

With the BME Design-Build approach, you can avoid surprises or problems throughout the planning, design and installation of your renovation and new construction projects.

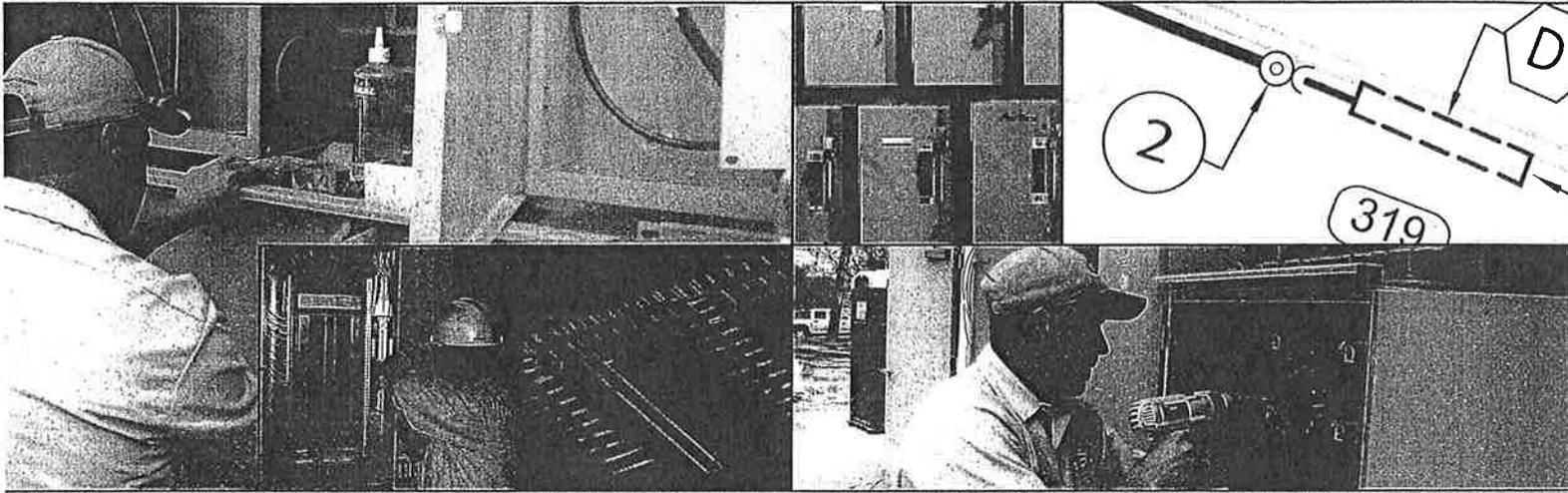
BME CAPABILITIES

- Chiller/Heating Plant Modification Designs
- Office A/C (Employee Comfort Projects)
- Process Heating and Cooling
- Thermal Storage Design
- Fast Track Projects
- Control Systems
- Energy Savings Projects Guaranteed Performance
- Electrical Designs
- Value Engineering



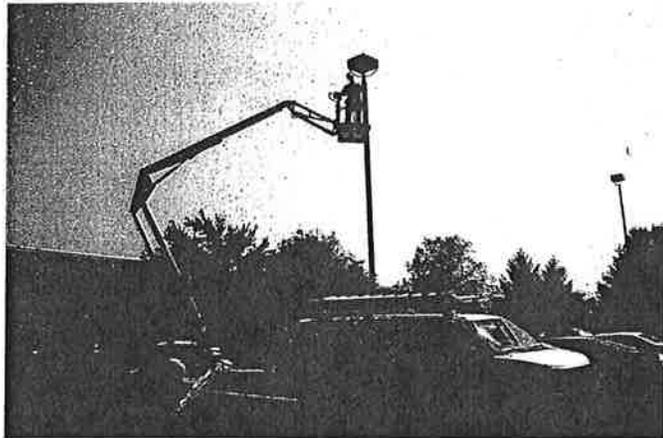


Electrical



DESIGN & EXECUTION

BME: For services, maintenance, construction, or that "out of the ordinary" project, BME has proven solutions and exceptional service. Our staff is dedicated to earning your confidence from design to completion with the utmost integrity & honesty.



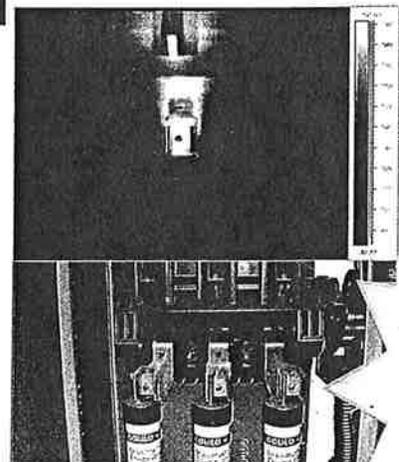
ELECTRICAL SERVICES

- Design/Build
- Energy Saving Solutions
- New Construction & Tenant Finish/Remodel
- Generator Installation
- Lighting--Interior & Exterior
- Bucket Truck Services
- 24 Hour On Call Service & Troubleshooting
- Preventive Maintenance
- Thermography & Infrared Scanning
- Panel Balancing
- Machine Moves & Power Hook Up
- Harmonics Solutions
- UV Light Install & Service
- Circuit Tracing & Identification
- Controls & Energy Management
- Solar Systems: PV & Solar Thermal
- NFPA 70E Compliance Consulting

PREVENTIVE/PLANNED MAINTENANCE

Nearly half of all electrical failures could be prevented with scheduled maintenance! Every customer's business and equipment is unique. Let BME create a maintenance program specific to your needs.

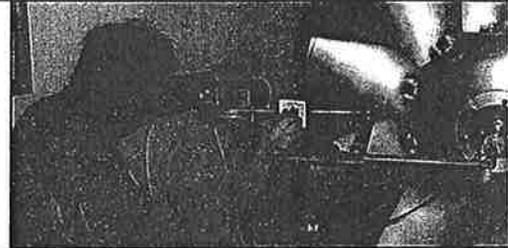
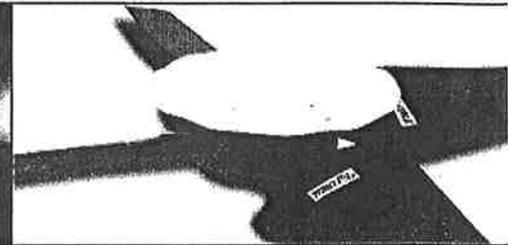
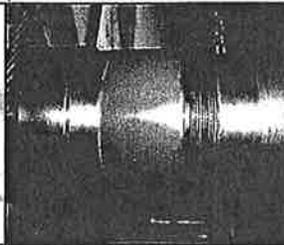
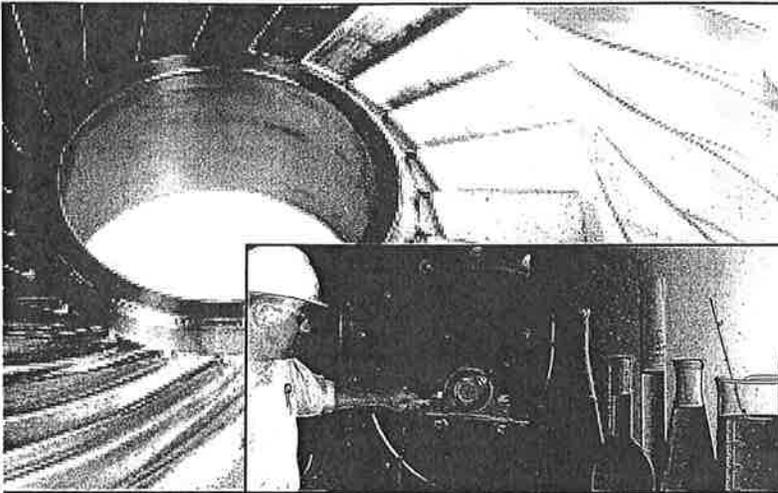
- Thermographic analysis of electrical equipment to diagnose defects and find equipment ready to fail.
- Clean & Check connections in electrical equipment to minimize resistance and prevent arc-faults.
- Panel/Phase Balancing—Prevent damage to costly equipment from phase failure caused by unbalanced loading.
- Scheduled Lamp & Ballast replacement.



Energy Savings Solutions on Back



Specialized Services



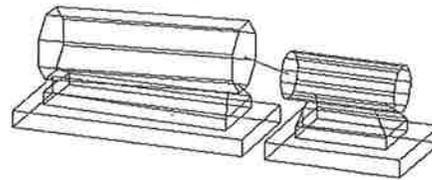
Predictive Maintenance Programs



Vibration trending is considered the basis for all predictive maintenance efforts involving rotating equipment. From the periodic collection and analysis of vibration data we can help your maintenance department determine when various machines need service or repair. In this way you can concentrate the efforts of your maintenance staff on the machines that need attention the most and avoid arbitrary tear down inspections on machines that may not require

it. The result is, the overall condition of your equipment is improved and lost production time failures are minimized.

Vibration Analysis



Are you experiencing excessive vibration or having repeated

failures of a machine? We can analyze the problem through the use of vibration analysis and help you decide the best course of action for correction. Depending on the type of equipment we can support your maintenance department in its repair or we can make the repair ourselves.

Thermography Inspections:

ABC Corp Main Plant			
Inspector	Date	Equipment	Room
John Doe	10/25/08	STEAMY HEATER CIRC FOUR	MECH ROOM
Description: None		Unit: 100%	Scale: 200°F
Date of creation: 10/25/08	Time of creation: 10:30:42 AM	File: 0117	SPU: 013V
Project name: None	Client name: None	Client address: None	Delta T: 163.7
Description: High Delta T at 12 o'clock position			
Recommendation: Repair or replace if abnormal			

Periodic thermographic surveys of electrical or mechanical systems can reveal problems that are not obvious to the naked eye. Exceptions discovered during such surveys are recorded and then presented in

an easy to understand report in which each exception is assigned a severity rating based on NETA standards. From this valuable information, repairs can be scheduled based on individual severity levels and therefore prevent unforeseen failure, downtime, or further damage.

PDM Program Benefits Include:



- Reduced lost production time failures
- Increased productivity
- Increased machinery life
- Reduced repair parts inventory
- Improved utilization of maintenance staff
- Reduced overall maintenance cost

E continues to engineer
ter Predictive
intenance Applications



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

JEWELL PRINCE
2439 Skyview Dr., Centerville, TN 37033

KATHY REDDEN
11379 Moss Branch Rd., Bon Aqua, TN 37025

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

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

To: Finance Office
From: Michelle Gilbert
Date: _____
Re: Bid Award

Kelson, elnc. was awarded the
bid for Paper Hygiene Products 2019-2020
on 1/1/20.

This bid award is approved by _____
**Michelle Gilbert, Director
Hickman County Schools**

Invitation to Bid

The Hickman County Finance Office is accepting bids for Hygiene Paper Products for 2019-2020 – starting July 1, 2019 through June 30, 2020.

Specifications can be found 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 “Hygiene Paper Products”.

Bids will be opened on Monday, May 20, 2019 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
Candi Davis

Kelsan

Please see attached bid

Part B Paper hygiene products

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 prevent the acceptance of a better bid.

Products sought as follows:

Tissue 500 sheet roll, 2 ply, 96 roll count per case \$30.14/CS CASB040 96/500 2 PLY BATH TISSUE
16/250 Décor Brn S/F towels \$15.25 CASH165 15/250 SELECT BROWN S/F TOWEL
80/550 Décor 2 ply toilet tissue \$35.63/CS CASB200 80/550 SELECT 2PLY BATH TISSUE
16/250 Décor Brn M/F towels \$14.74/CS CASH175 SELECT BROWN MF TOWEL
12/350 Décor 2 inch brn rolls towels \$15.95/CS CASH235 12/350 SELECT BROWN ROLL TOWEL
30/100 white facial Tissues \$14.72/CS AVR30100 30/100 2 PLY WHITE FACIAL TISSUES
6/800 Brown roll towel \$45.80/CS FJ89480 6/800 ENMOTION BROWN ROLL TOWEL

Orders to be placed monthly by location as needed and delivered to locations in zip codes 37033, 37098.
Prices must be good for the July 1, 2019 thru the June 30, 2020 school year. All billing to be 30 days from order/delivery of product via purchase order per request.

All bid prices to include shipping in a case delivered pricing.

BID APPROVAL

ITEM FOR BID: School System Visitor Management System

DATE OF OPENING: 6/17/19

TIME OF OPENING: 10:00 AM

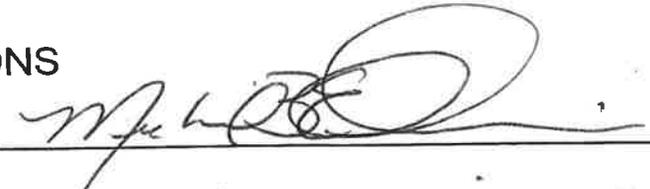
PLACE OF OPENING: Finance Office

SPECIFICATIONS: attached or online @:

www.hickman12.org/request-for-proposal

DEPARTMENT HEAD: Brad Gilbert (DB)

BUSINESS OPERATIONS

OFFICER APPROVAL: 

DIRECTOR'S APPROVAL: Michelle Gilbert

FINANCE APPROVAL: _____

Specifications:

At a minimum, the vendor:

1. Must provide pricing that includes the cost of the software, unlimited sex offender checks, maintenance, customer support, project management, training and implementation, including all costs related to the implementation of a complete turn-key administrative system solution, updates, installation and implementation in the pricing
2. Must show other locations where the proposed solution is implemented district wide in other districts or schools and provide references.
3. Must provide training and installation assistance for each school.
4. Must provide live customer support during regular school hours at no extra cost.

At a minimum, the Visitor Management System:

1. Shall be a web-based application.
2. Shall be capable of running on a standard configured desktop personal computer with broadband access to the Internet.
3. Shall be capable of being used by multiple internet browsers
4. Must be able to sign in and sign out visitors to a campus or District facility. This shall be done at a minimum by scanning a valid identification in one scan of the item such as a driver's license, identification card, military identification, or other legally recognized form of identification.
5. Must save prior visitor information for quick retrieval.
6. Must be able to set custom alerts on individuals (such as banned visitors, restricted access, restraining orders, custody issues, etc.).
7. Must have the ability to instantly and automatically check the visitor's information against the registered sex offender databases of all 50 United States at no additional cost. If a visitor is found in one of the databases to have a history as a registered sex offender, the System shall automatically notify the attendant on their computer monitor of the alert, and electronically notify by email or text message a specific individual or individuals of the alert.
8. Must update the information in the offender databases at a minimum of once per week.
9. Must generate a printed badge on an adhesive backed paper media.

Preferred features:

1. Must have an Emergency Button, which operates as a silent alarm.
2. Shall provide the ability to print badges ahead of time for groups of visitors.
3. Must provide standard reports.
4. Must allow for custom reports to be created.
5. Can be used with Student Management Systems,
6. Must send both emails and texts to a customized list of recipients upon the initial of both a drill and/or a live emergency.

Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for "**School System Visitor Management System**"

Specifications can be found on-line 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 "**School System Visitor Management System**". Bids will be opened on June 17th, 2019 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 waive any informalities that would prevent the acceptance of a better bid.

Present Renny Mayberry
Candi Darr

Visitu 9600.00
School Check In 9560.00
Safe Visitor Solutions 1-yr. 10745.00 2yr 5295.00
Raptor 12800.00
eye metric identity systems 8592.00

MG
5/22/19

Specifications:

At a minimum, the vendor:

- 1. Must provide pricing that includes the cost of the software, unlimited sex offender checks, maintenance, customer support, project management, training and implementation, including all costs related to the implementation of a complete turn-key administrative system solution, updates, installation and implementation in the pricing.**

<u>Qty</u>	<u>Item Description</u>	<u>Cost</u>	<u>Extended Cost</u>
8	TPASS K12 Workstation Bundle including TPASS K12 License, FR406 DL Scanner, Dymo LabelWriter 450 Turbo, HD Webcam and 2 rolls of adhesive labels	\$ 975.00	\$ 7,800.00
8	Installation Configuration and Training per location- Installation fee includes all aspects of support, maintenance, updates, training and project management in year 1.	\$ 99.00	\$ 792.00
1	Custom TPASS K12 Data Agent for Connection to the SIS Each station includes unlimited checks against the sex offender database	Included	Included
		Total Year One Costs	\$ 8,592.00

Annual Software License and Support Fee (Years 2-5)
Annual License Renewals including support, SMS and Email Messaging connection, maintenance, updates and connection to the sex offender database.

Total Annual Cost Beginning Year 2 = \$3160.00
(8 Licenses @ \$395.00 each per year)

- 2. Must show other locations where the proposed solution is implemented district wide in other districts or schools and provide references.**

TPASS K12 References

Des Moines Public School District

Des Moines Public Schools is one of the largest school districts in the US with over 30,000 students and 80 buildings that students attend. They have a total of 85 TPASS K12 systems deployed. Their integration included Infinite Campus, Active Directory, P2000. They expanded the scope to include a check in kiosk for parents and common visitors, and to a mobile scanner to track tardy students.

Contact Person:

Pamela Rosa

Director of Safety and Compliance

pamela.rosa@dmschools.org

515-242-7911

Elizabeth Public School District

Elizabeth Public Schools is the fourth largest district in New Jersey, serving a population of over 23,000 students. The Elizabeth Public School District is the number one rated "Urban School District" in New Jersey. There are a total of 52 TPASS K12 Visitor Management Systems and 40 Spider ID card production systems deployed throughout the district. All of the TPASS K12 and Valid systems are accessed through a web browser. The TPASS K12 system is integrated with the Valid ID web-based ID card production system which is used for producing all student and staff ID cards. All of the staff data and photos are automatically transferred to the TPASS K12 system.

Contact Person:

Alberto A. Marsal

Director of Computer & Network Services

marsalal@elizabeth.k12.nj.us

908.436.5061

Killeen ISD

Killeen ISD is the 27th largest school district in Texas. Over 43,000 students attend 50+ campuses. KISD purchased an initial 53 TPass licenses in 2014. Initially the system was primarily used for just checking in Visitors against the Sex Offender data base. KISD is actively pursuing the kiosk tracking usage across the district.

Contact Person:

Michelle Greene

Technology Support Manager

Killeen ISD

michelle.d.greene@killeenisd.org

(254)336-2717

Additional References are available upon request.

3. Must provide training and installation assistance for each school.

Eyemetric agrees to provide training and installation services for each school. Training and installation assistance will be provided remotely. The above pricing grid includes remote training and installation for each location.

Training – Eyemetric recommends we provide training to Hickman in two phases. The first training session will be group training sessions for all schools and system users. We understand schools' daily schedules are hectic so we will offer two 1-hour group training sessions to be conducted using Go To Meeting. After the group sessions will hold training session for the staff at each individual school.

Onsite training is available if needed and a price can be quoted as requested. Due to the fact that the reception/security desk positions typically incurs turnover, the school district will have access to ongoing additional training courses. These supplemental training sessions will be included in the price of your annual software license and support plan.

Installation – Eyemetric will coordinate an installation plan in coordination with your IT staff. TPASS K12 requires the local installation of device drivers for the driver's license scanner, label printer and web camera. We have these required files packaged into a MSI file that can be pushed out to the TPASS K12 workstations using the school districts existing client management software tools. Otherwise we can assist your IT Staff with the software installation on a school by school basis using our remote support tool Go To Assist.

4. Must provide live customer support during regular school hours at no extra cost.

Your TPASS K12 licenses include live support for all hardware and software provided by Eyemetric. You will have access to phone support during normal business hours (M-F 7:30-5:00 EST). In addition, each location will have its own login account to our online support portal, where they can create and track service tickets at any time. Each ticket will be answered within 4 business hours.

At a minimum, the Visitor Management System:

1. Shall be a web-based application.

TPASS K12 is a web-based solution designed to use a single centralized database for all of Hickman County Schools and administration buildings. The TPASS K12 application is built upon a Microsoft-based development platform. TPASS K12 runs on a Microsoft Windows Server Operating System utilizing Internet Information Server (IIS) and Microsoft SQL Database Server. Eyemetric utilizes Microsoft's Azure platform to host our TPASS K12 application.

As an option, if the district desires, the application can be installed locally by Eyemetric, on a virtual server within Hickman's own data center, at no additional cost.

2. **Shall be capable of running on a standard configured desktop personal computer with broadband access to the Internet.**

Client Workstation

Minimum Hardware Requirements

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit) or greater
- 1 GB available hard disk space (32-bit) or 1 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver
- 3-4 Available USB 2.0 ports depending on TPASS equipment

Minimum Software Requirements

- Windows 7 or Windows 10 OS
- Microsoft .NET Framework 4.0
- 1 GB available hard disk space (32-bit) or 1 GB (64-bit)

3. **Shall be capable of being used by multiple internet browsers**

TPASS K12 is compatible with Chrome, Internet Explorer 11 and Mozilla Firefox

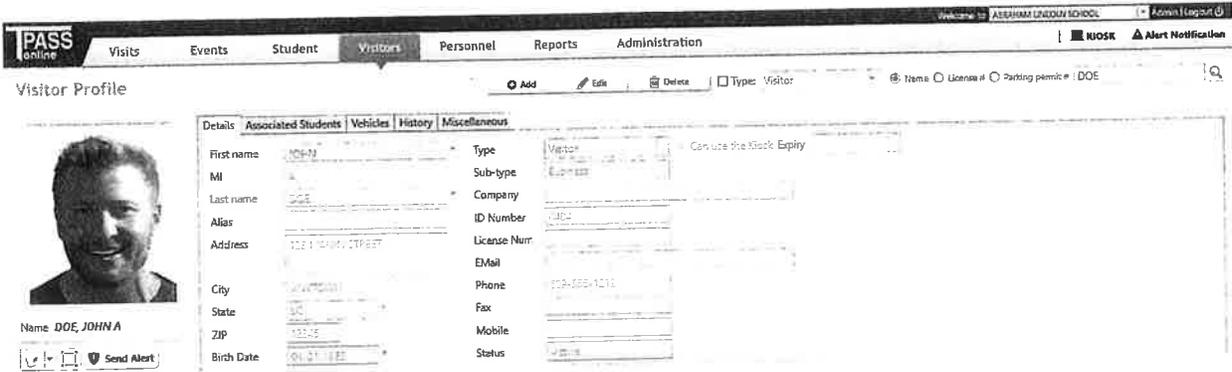
4. **Must be able to sign in and sign out visitors to a campus or District facility. This shall be done at a minimum by scanning a valid identification in one scan of the item such as a driver's license, identification card, military identification, or other legally recognized form of identification.**

TPASS K12 supports multiple types of driver's license scanners. The FR406 USB connected scanners is recommended for Hickman. These scanners are able to capture and store the information from all validly issued state agencies.

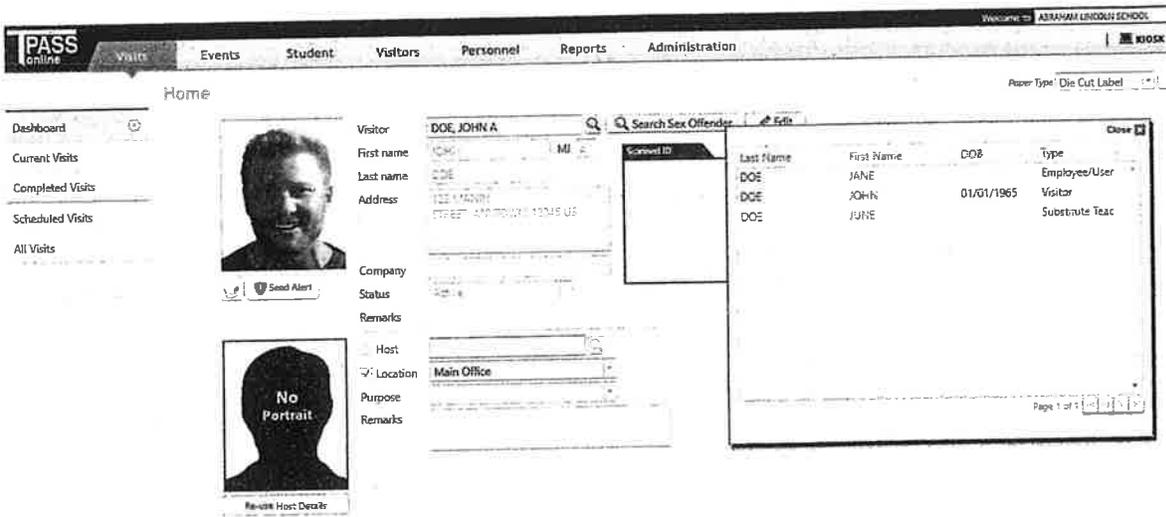


5. **Must save prior visitor information for quick retrieval.**

TPASS K12 saves all visitors information under the Visitor Profile Tab for quick retrieval on all future visits to the school district. The single database architecture of TPASS K12 requires a visitor to register just once at a school and they will appear in the Visitor Lookup at all other schools.



When a Visitor comes to a school their information can be quickly recalled by the scanning of their driver's license or through a manual "Quick Search" by entering in a few letters of their last and first name.



6. Must be able to set custom alerts on individuals (such as banned visitors, restricted access, restraining orders, custody issues, etc.).

TPASS K12 has the ability to flag a record for a customizable list of reasons, including a notes field to allow for additional information to be stored and viewed by the operators. These Alerts are managed under the Visitor Profile Tab. and will show up on the Dashboard when the visitor attempts to checks in to a school. Hickman can dictate individual polices, for the operators to follow, surrounding each reason separately.

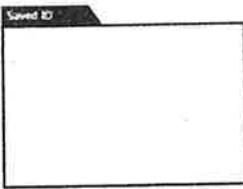
Visitor Profile

Add Edit Delete Type: Visitor Name



Name **DOE, JOHN A**

Send Alert



Created: 11/26/17 11:46:21 by

Details Associated Students Vehicles History Miscellaneous

First name JOHN
 MI A
 Last name DOE
 Alias
 Address 123 MANIN STREET
 City ANYTOWN
 State US
 ZIP 12345
 Birth Date 01/01/1965
 Gender (M) Male (F) Female

Type Visitor
 Sub-type Business
 Company
 ID Number 0404
 License Num
 Email
 Phone 609-555-1212
 Fax
 Mobile
 Status Barred from Campus
 Reason Active
 Barred from Campus
 Flagged
 FR Watched
 In-Active
 NOT ALLOWED IN
 Parent's Slip
 Pending
 Sex Offender

Can use the Kiosk Expiry



Dashboard

TPASS online Visits Events Student Visitors Personnel Reports Administration

Home

Dashboard
Current Visits
Completed Visits
Scheduled Visits
All Visits

Visitor: **DOE, JOHN** Search Sex Offender | Edit

First name: JOHN MI
Last name: DOE
Address: 123 MAIN STREET AN TOWN, 12345 US

Scanned ID: [Empty Field]

Send Alert

Status: **Flagged**
Remarks: **CUSTODY ISSUE**

Host: [Empty Field]
Location: Main Office

Child Custody Issues – TPASS K12 was originally designed 16 years ago to manage the complexity of Child Custody issues. The management of who is allowed to sign a child out of school is handled under the Visitor Profile screen. This custody information can be imported from your Student Information System and updated on a daily basis with a Data Agent.

TPASS online Visits Events Student Visitors Personnel Reports Administration

Visitor Profile Add Edit Delete Type: Visitor Name

Details Associated Students Vehicles History Miscellaneous

DEVINE CONNER P
DOE, JIMMY
BARTNIC, EMILY A

Name: **BARTELL, KIMBERLY G**
Send Alert

Scanned ID: [Empty Field]

Relationship: Aunt
Guardian ID: [Empty Field]
Name: **DEVINE, CONNER P**
Address: 10 Maple Ave, Plumsted, 08655 NJ
Mobile: 609-555-1212 Grade: 6
School: **ABRAHAM LINCOLN SCHOOL**
Notify via SMS when the student is picked-up

Custody Issue: **NOT ALLOWED TO SIGN OUT CHILD**

Authorized to Pickup
Pickup Schedule
 Monday Tuesday Wednesday Thursday Friday

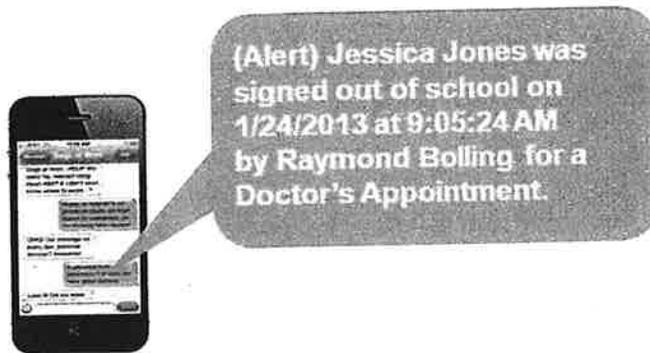
Update Cancel

When a person visits the schools and they have a relationship with a student, allowed or not allowed to sign a child out of school TPASS K12 will display all the student on the Dashboard.



In addition TPASS K12 can send a text message to the parents notifying them their child was signed out of school.

Text Message Notifications



7. Must have the ability to instantly and automatically check the visitor's information against the registered sex offender databases of all 50 United States at no additional cost. If a visitor is found in one of the databases to have a history as a registered sex offender, the System shall automatically notify the attendant on their computer monitor of the alert, and electronically notify by email or text message a specific individual or individuals of the alert.

It is very important to acknowledge there is not an existing nationally compiled sex offender database/registry. The registration and reporting of sex offenders is the responsibility of each state. TPASS K12 and all other visitor management systems access offender data in this manner.

TPASS K12 automatically checks against the sex offender database for all 50 states, and unlimited checks are included in the license fee for the TPASS K12 workstation license. Alerts can be sent discreetly via an email, text or both, to whomever you designate for each campus or district location.

New Client Wizard

Public Data Search

Name: **JOHNSON, ROBERT**

This person matches this offender record

Photo



Details

← Back → Next ↻ Close

Name	Data 1	Source
JOHNSON,ROBERT CHRISTOPHER	Date of Birth: 5/24/194	South Carolina Sex Offender
CAMPBELL,ROBERT LEE	Date of Birth: 9/1/1950	South Carolina Sex Offender
JOHNSON,ROBERT ALFRED	Date of Birth: 3/29/196	South Carolina Sex Offender
JOHNSON,ROBERT QUINCY	Date of Birth: 7/16/194	South Carolina Sex Offender
JOHNSON,HENRY ROBERT	Date of Birth: 6/29/197	South Carolina Sex Offender
JOHNSON,ROBERT RANDALL	Date of Birth: 3/26/196	South Carolina Sex Offender
MAPLES,JAMES ROBERT	Date of Birth: 9/18/198	South Carolina Sex Offender
CARTWRIGHT,GARY R	Date of Birth: 12/6/197	South Carolina Sex Offender
EVANS,ERIC MAURICE	Date of Birth: 4/16/196	South Carolina Sex Offender
JOHNSON,DUSTY JOHNSON,ROBER	Addresses: . . . -	Texas Sex Offender Registry
JOHNSON,ROBERT L JOHNSON,ROE	Addresses: 4035 Pringl	Texas Sex Offender Registry
BUDDY,XX JOHNSON,ROBERT JOHN	Addresses: 1514 Claud	Texas Sex Offender Registry
JOHNSON,ROBERT LEE JOHNSON,R	Addresses: 220 Spruce	Texas Sex Offender Registry
JOHNSON,R L JOHNSON,R L JR JOH	Addresses: 524 Village	Texas Sex Offender Registry

TPASS online Visits Events Student Visitors Personnel Reports Adminis

Notification Template Sex Offender Alert

Schools

Locations

Kiosk Reasons

Client Structure

Other Reference

Subjects

Class List

Notification Template

Notification Groups

Credentials

Format EMail SMS Both

Type General Notification Message Notification > Person Details

Purpose Sex Offender Alert

Subject N/A

EMail Field

Alert! (VisitorName) matched against the sex offender database at (Location).

Insert merge

SMS

Alert! (VisitorName) matched against the sex offender database.

Notification Groups

- Schools
- Locations
- Kiosk Reasons
- Client Structure
- Other Reference
- Subjects
- Class List
- Notification Template
- Notification Groups
- Credentials
- Preferences
- Error Logs

Name	Type	Notification Template
Evacuation alert	Building Evacuation List	Evacuation alert
Missing Student Alert	Missing Student Alert	Missing Student Alert
Emergency Alert	Emergency Alert	Emergency Alert
Parent Alert	This is for Student Contact notific	Parent Alert
Sex Offender Alert	Positive Sex Offender Match	Sex Offender Alert
Visit Notice	Visit Notice	Visit Notice

Name	Email	Mobile #
Sajulla, Sherwin P	shsajulla@gmail.com	+639328549831
LEDESMA, CHRISTOPHER		9089177419
TYNER, JANE C	jctyner@eyemetric.com	6016209371
BOLING, RANDY L	ray@eyemetric.com	609-947-0829
SMITH, MATT	MATT@EYEMETRIC.COM	8175018017

8. Must update the information in the offender databases at a minimum of once per week.

The TPASS K12 Applications' Sex Offender Data Base is updated weekly.

9. Must generate a printed badge on an adhesive backed paper media.

TPASS K12 provides for an unlimited number of visitor badge designs created using our "Dynamic Badge Designs" feature. A different badge design will automatically be printed out based on visit criteria. A variety of fields may be included on the badges, such as:

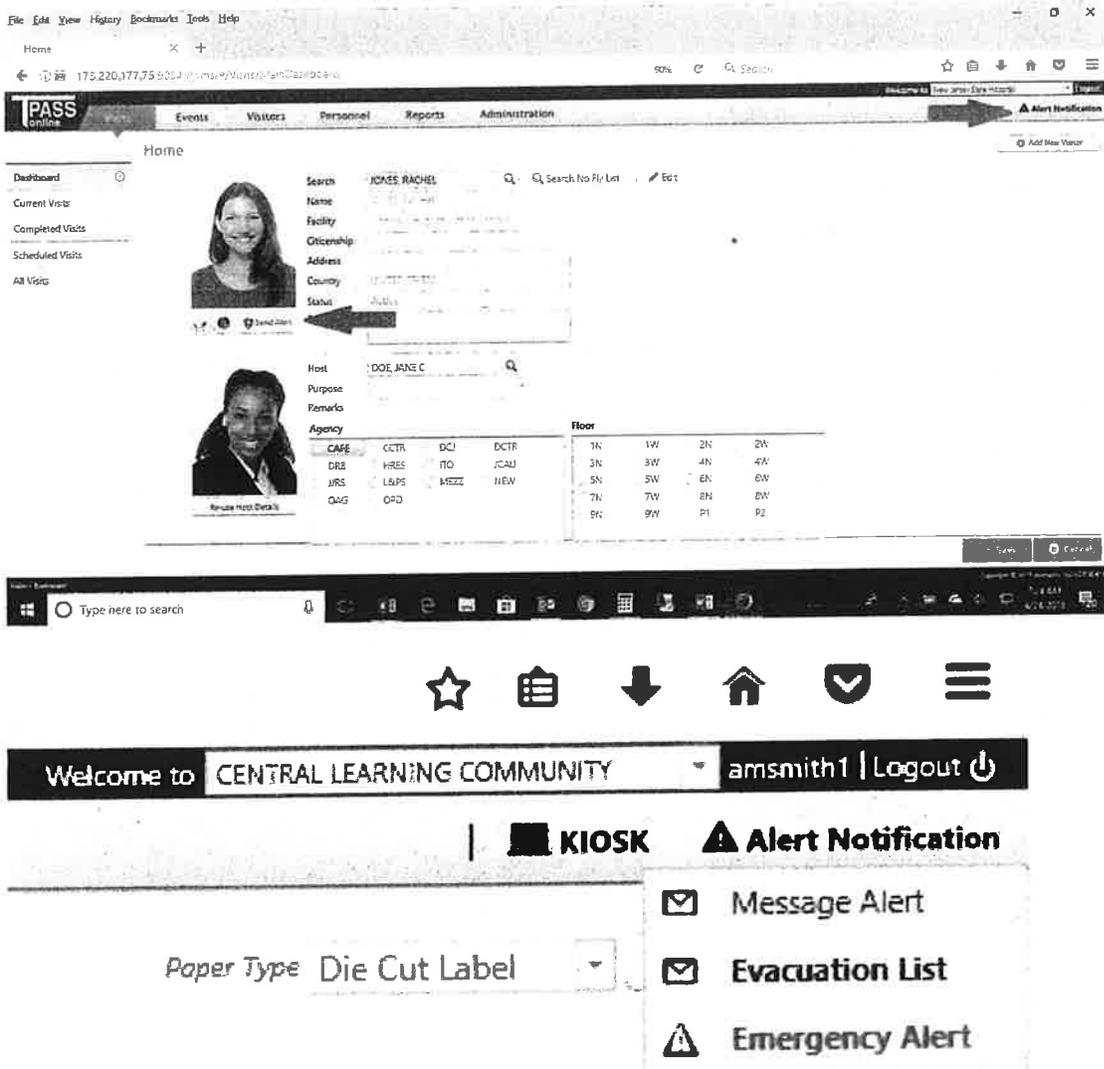
- Current or stored photographs of visitor and the individual being visited or the student being signed out
- Full name of visitor as well as type of visitor (i.e. Vendor, Parent, Volunteer or Substitute)
- Date and time of the visit
- Name of the individual they are meeting
- Purpose of visit (including signing children out of school)
- School logo



Preferred features:

1. Must have an Emergency Button, which operates as a silent alarm.

TPASS K12 allows for multiple custom alerts to be configured to multiple alert buttons, including a static “Emergency” that is strategically located in the same place on each web page consistently through-out the application.



2. Shall provide the ability to print badges ahead of time for groups of visitors.

The TPASS K12 application includes an “Event” module at no extra charge. The “Event” module will allow for the printing of invitees/participants’ visitor badge prior to the visitor arriving for the event.

School | ABRAHAM LINCOLN SCHOOL | Event Type | Event #0

Events

Date	Time	Type	Description	Location	Status	Recurrent
05/04/18	12:11 PM	Event #2	Monthly Staff Review	Library	CLOSED	F: No expiration
05/11/18	12:11 PM	Event #2	Monthly Staff Review	Library	CLOSED	F: No expiration
05/18/18	12:11 PM	Event #2	Monthly Staff Review	Library	CLOSED	F: No expiration
05/25/18	12:11 PM	Event #2	Monthly Staff Review	Library	CLOSED	F: No expiration
06/01/18	12:11 PM	Event #2	Monthly Staff Review	Library	CLOSED	F: No expiration

Attendance

Badge	ID #	Sign-In	Sign-Out	Last Name	First Name	Type	Issued Badge	Issued Date
	3530			Bertell	Kimberly	Employee/User		
	3322			BARTNIC	CYNTHIA	Employee/User		
	80080			BARTNIC	JOHN	Student		
	12345			BARTNIC	JOSEPH	Parent		
	2012			CAMPBELL	CHRIS	Employee/User		
	5928			DAVIS	MICHELLE	Visitor		
	1214			DE RAAD	CARMEN	Visitor		
	0129			ELY	WADE	Visitor		
				KENNEDY	JONATHAN	Student		

3. Must provide standard reports.

TPASS K12 comes standard with a variety of useful reports. Some of those include Visit Logs per campus, a Visitor History Report for the historical data on a particular history, and many more.

PASS online | Visits | Events | Visitors | Personnel | Reports | Administration

Visits Report

Facility: A0 | From: 05/27/2018 | To: 03/27/2018

Visit Logs

Date	Time-In	Time-Out	Visitor	Company	Purpose	Host	Location	Floor
03/27/18	03:24 PM	03:04 AM	ALBERT PARK	HYUNDAI	Meeting		Interview Room 101	3S
03/27/18	05:09 AM	05:01 AM	ROBERT DUNCAN	ABC Trading	Meeting		Interview Room 102	4N
03/27/18	07:36 AM	07:34 AM	ALAN STEVENS		Service Call		Interview Room 103	7E
03/27/18	08:59 AM	05:59 AM	WADE ELY	ABC123				
03/27/18	04:17 AM	01:29 AM	MARYHO BOLLING					
03/27/18	04:24 AM		MARYHO BOLLING					
03/27/18	11:09 AM	11:09 AM	WADE ELY		Meeting		Interview Room 103	9W
03/27/18	12:31 PM	01:15 PM	WADE ELY		Meeting			
03/27/18	12:46 PM	01:15 PM	KRIS LEDESMIA	DCF Training Center	Meeting			
03/27/18	12:57 PM	01:15 PM	John Banzak				Interview Room 102	9W
03/27/18	12:58 PM	04:15 PM	RAYMOND BOLLING III	DCF Training Center	Meeting		Interview Room 103	6 CC
03/27/18	01:54 PM		KRIS LEDESMIA	DCF Training Center	Meeting	ELY, WADE		

Visitor History Report

Name: SMITH, ALAN M | From: 06/03/2018 | To: 06/04/2019

Visitor History

Date	Time-In	Time-Out	Visited	School	Purpose	Badges
05/23/19	12:35 PM	12:36 PM		CENTRAL LEARNING COMMUNITY	Meeting w/ Administration	DHLCP49H
05/23/19	12:25 PM	12:27 PM		CENTRAL LEARNING COMMUNITY		ARRQ3YRP

TPASS online

Visits Events Visitors Personnel Reports Administration

Visits Report

Current
 Completed
 All

100%

Visit Logs

Facility: All
 Purpose: All
 Status: All Visits
 From 12/04/2018 to 03/26/2019

Date ^	Time-In	Time-Out	Visitor	Company
12/05/18	11:11 AM		DAVE BOLLING III	njbs
12/20/18	01:45 PM	01:47 PM	ALAN SMITH	abc company
01/03/19	01:22 PM	01:23 PM	MARGARET BOLLING	
01/03/19	01:49 PM	01:51 PM	ALAN SMITH	ABC COMPANY
01/03/19	01:52 PM	01:53 PM	ALAN SMITH	ABC COMPANY
01/03/19	01:53 PM	02:06 PM	ALAN SMITH	ABC COMPANY
01/22/19	11:09 AM		ALAN SMITH	ABC COMPANY
01/24/19	10:51 AM		JOAN SMITH	New Jersey State Hospital

PDF File
 HTML File
 MHT File
 RTF File
 XLS File
 XLSX File
 CSV File
 Text File
 Image File
 XPS File

Host

Delivery

Meeting

4. Must allow for custom reports to be created.

Reports can be built and customized for a variety of different needs. If the district needs assistance creating any reports, Eyemetric will provide that at no charge.

5. Can be used with Student Management Systems

If there is one area that clearly separates TPASS K12 and the other visitor management system vendors is our ability to write custom data agents.

The data in your student information system must be kept in sync with your visitor management system. If there are any changes to a student's record such as if a student was to move from one school to another school within the district, his/her class schedule or their emergency contact information should change, the information should automatically be updated into the Visitor Management System.

6. Must send both emails and texts to a customized list of recipients upon the initial of both a drill and/or a live emergency.

Unlimited custom alerts can be created within the Administration Tab, provided the operator has permission to create them. They can be sent discreetly via email, text or both, to whomever you designate on a school by school basis.

PASS online Visits Events Student Visitors Personnel Reports Admin

Notification Template

Sex Offender Alert Edit

Schools
Locations
Kiosk Reasons
Client Structure
Other Reference
Subjects
Class List
Notification Template
Notification Groups
Credentials

Format Email SMS Both

Type General Notification Message Notification > Person Details

Purpose Sex Offender Alert

Subject N/A

Email
Alert! {VisitorName} matched against the sex offender database at {Location}.

Field
Insert merge

SMS
Alert! {VisitorName} matched against the sex offender database.

PASS online Visits Events Student Visitors Personnel Reports Administration

Notification Groups

Schools
Locations
Kiosk Reasons
Client Structure
Other Reference
Subjects
Class List
Notification Template
Notification Groups
Credentials
Preferences
Error Logs

Groups

Name	Type	Notification Template
Evacuation alert	Building Evacuation List	Evacuation alert
Missing Student Alert	Missing Student Alert	Missing Student Alert
Emergency Alert	Emergency Alert	Emergency Alert
Parent Alert	This is for Student Contact notific	Parent Alert
Sex Offender Alert	Positive Sex Offender Match	Sex Offender Alert
Visit Notice	Visit Notice	Visit Notice

Members

Name	Email	Mobile #
Sajulla, Sherwin P	shsajulla@gmail.com	+639328549831
LEDESMA, CHRISTOPHER		9089177419
TYNER, JANE C	jctyner@eyemetric.com	6016209371
BOLING, RANDY L	ray@eyemetric.com	609-947-0829
SMITH, MATT	MATT@EYEMETRIC.COM	8175018017

PASS online Visits Events Student Visitors Personnel Reports Administration

Web Home ABRAHAM LINCOLN SCHOOL Admin Logout

Kiosk Alert Notifications

Notification Groups

Schools
Locations
Kiosk Reasons
Client Structure
Other Reference
Subjects
Class List
Notification Template
Notification Groups
Credentials
Preferences
Error Logs

Groups

Name	Type	Notification Template
Missing Student Alert	General Message Notification	Missing Student Alert
Lockdown Alert	School Lock Down	Lockdown Alert
Evacuation Alert	Building Evacuation List	Evacuation alert
Missing Student Alert	Missing Student Alert	Missing Student Alert
Emergency Alert	Emergency Alert	Emergency Alert
Parent Alert	This is for Student Contact notific	Parent Alert

Members

Name	Email	Mobile #
BARTHIA, CYNTHIA J	andrei_puchert@identbys.com	6099470629
SAJULLA, SHERWIN P	shsajulla@gmail.com	+639328549831
SMITH, MATT	MATT@EYEMETRIC.COM	8175018017
SMITH, ALAN M	matt@eyemetric.com	8175018017

School: ABRAHAM LINCOLN SCHOOL

- ABRAHAM LINCOLN SCHOOL
- CARMEL INDIANA CITY HALL
- CENTRAL LEARNING COMMUNITY
- FULTON ELEMENTARY
- KUK ELEMENTARY
- NJ ELEMENTARY
- NJ HIGH SCHOOL
- NJ MIDDLE SCHOOL
- NORTHEAST LEARNING COMMUNITY

RAPTOR[®]
TECHNOLOGIES
THE GOLD STANDARD IN SCHOOL SAFETY

**Hickman County Schools
School System Visitor Management System
Response by Raptor Technologies, LLC**



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Executive Summary

In 2002, Raptor was founded to provide the K-12 market with enterprise-level visitor management software. Raptor pioneered the technology that screens visitors against the sex offender databases in all 50 states.

Raptor currently serves over 1,000 K-12 schools in the state of Tennessee, which is more than any other visitor management system provider. Maury County Public Schools purchased the Raptor Visitor Management system in 2014 and has continued to add site licenses in 2018 and 2019. Because Raptor works with more 6-plus school districts than any other visitor management provider, Raptor understands the unique challenges and complexities faced by Hickman County Schools.

Raptor is uniquely qualified to provide these solutions to Hickman County Schools based on a combination of factors that are important to the successful deployment of a visitor management system. The Raptor System was designed from inception to be an enterprise-level system that allows for centralized management and administration. This is an important distinction with respect to many other visitor management systems that are designed for administration and reporting on a school-by-school basis. Raptor's enterprise-level design is a critical factor that contributes to the result that Raptor serves more K-12 districts with over 6 campuses than all other visitor management systems in the United States combined.

In addition, the ability of the vendor to successfully implement a visitor management system as well as train district personnel is crucial. Raptor has a proven, best practice method for the design, integration, installation, and training of the Raptor Visitor Management System. Post implementation, Customer Support then becomes paramount. Raptor is unmatched in our industry for customer support, with live Raptor U.S. representatives answering telephone support calls as well as ongoing live training for customers. As a result, Raptor maintains greater than a 98% annual customer retention rate.

Raptor's philosophy is that our company success comes through customer success and our mission is to "Protect Every Child, Every School, Every Day".

Raptor is willing and able to satisfy the specified requirements and project goals as outlined in this RFP and would be pleased to provide HCS with a live demonstration of the software upon request.

Scope of Services

The Raptor System is an intuitive web-based application compatible with all major browsers as well as Windows 7 and Windows 10 on client machines. The Raptor System contains five modules: visitor management, contractor management, student tardy/early dismissal, staff tracking, and volunteer management. The Raptor System can be customized to enable only the modules appropriate for each school or district.

VISITOR MODULE

The Raptor System is user friendly for both front desk personnel as well as system administrators and utilizes a proven method employed by over 26,000 K-12 schools. Sign in and sign out are managed from one intuitive screen. Upon a visitor's first entry into a school, each visitor presents a government-issued ID to a front office employee for visual verification and scanning by the Raptor Scanner, which captures the color photo from the ID. Numerous forms of government-issued IDs can be scanned, including driver's licenses, state identification cards, concealed handgun licenses, military identification cards, Mexican consular cards, and Green Cards. It is important to the security of the visitor management process that visitors are not allowed to perform self-check-in upon their initial visit to the campus as that will create multiple opportunities for visitors to enter false information and thereby bypass security checks.



Upon Sign In, the visitor's first name, last name and date of birth are instantly and automatically checked against two databases: 1) a database containing the registered sex offenders from all 50 states and U.S. territories and 2) a custom alert database created by each school or district for custody issues, restraining orders, banned visitors, etc.

If a potential match is found, a photo of the visitor and a photo of the potential match are automatically displayed side-by-side on the screen facing the employee. If the employee verifies that there is a match, instant real-time alerts are sent via text and/or email to an unlimited number of recipients that can be customized by building. If the employee

verifies that it is not a match, that particular false positive pair is remembered by the Raptor System and will not be shown again. It is important to note that database checks are still run each time a visitor, contractor, or volunteer enters the campus in case any new information appears for that individual.

In the event that a government identification card is not available, the Raptor System allows for the manual entry of a visitor's information. In every case in which the first name, last name, and date of birth of the individual are entered, the Raptor System will check against both the sex offender and the custom alert databases. If desired, a webcam can be used to capture the visitor's photo at that moment (a webcam is not required given that the Raptor Scanner captures the ID photo).

Once a visitor is cleared by the Raptor System, a visitor badge is printed with the individual's photo as well as the visitor's first and last name, date, and time of entry. Each badge is customized to include the building name and destination of the individual. Unlimited customizations can be created for building names and destinations.

For returning visitors, the Raptor System offers multiple options for quick check in. Returning visitors can be managed without the need to rescan an ID using the Raptor Quick Find feature. In the Visitor and Volunteer modules, a Quick Find box appears on each sign-in page. Simply type in the individual's first name, last name, or any variation of the full name and the Raptor System will show the records matching that entry, including the photo of the individual from the initial ID scan. The proper record can be chosen, the visitor or volunteer can be signed in, the databases can be checked, and the badge printed – all within 5-7 seconds.

For high volume buildings or buildings in which the district would like to provide a self-service option for return visitors, volunteers, or contractors, the Raptor System can be installed in kiosk mode on any district computer. The Raptor kiosk mode still checks both the sex offender database and the custom alert database (except in the case of staff and student sign-ins). If a new alert is flagged on any return visitors at a kiosk station, the entrant is discretely notified that there was a problem encountered during sign in and that it is necessary to sign in at the front desk. Simultaneously, an automatic alert is sent to notify the front desk. The Raptor kiosk mode is available in both English and Spanish and can be used on touch screen computers. For high-volume events (for example, Valentine's Day), the Raptor System allows for Batch Printing. Visitor and volunteer badges can be pre-printed (provided that the individual has previously visited/volunteered through the

Possible Offender Alert

Please confirm a match based on the information below.

Match No. Match

3 of 3

VISITOR		OFFENDER	
			
First Name: John	First Name: John		
Middle Name:	Middle Name:		
Last Name: Doe	Last Name: Doe		
Date Of Birth: 01/01/1981	Date Of Birth: 01/01/1981		
Gender: Male	Gender: Male		
Eye Color: Brown	Eye Color: Brown		
Race: White	Race: White		
Hair Color: Brown	Hair Color: Brown		
Height: 5'7"	Height: 5'7"		
Weight: 175	Weight: 175		
Street: 123 Main St.	Street: 123 Main St.		
State: TX	State: TX		
Zip: 77009	Zip: 77009		
		Offender Date of Birth: TX Click here for more information.	



VISITOR
07/18/18 1:22 PM

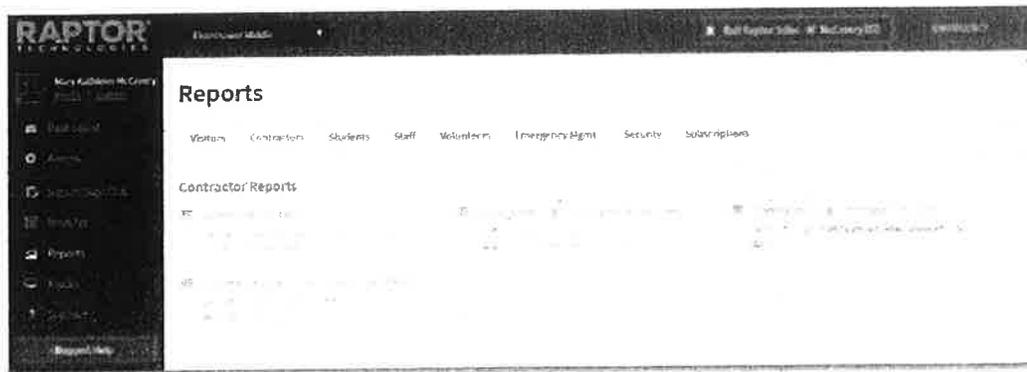
Patricia Atwood
GUIDANCE COUNSELOR

Abbotsford Elementary

Raptor System). Batch printing still checks both the sex offender database and the custom alert database for all visitors and volunteers.

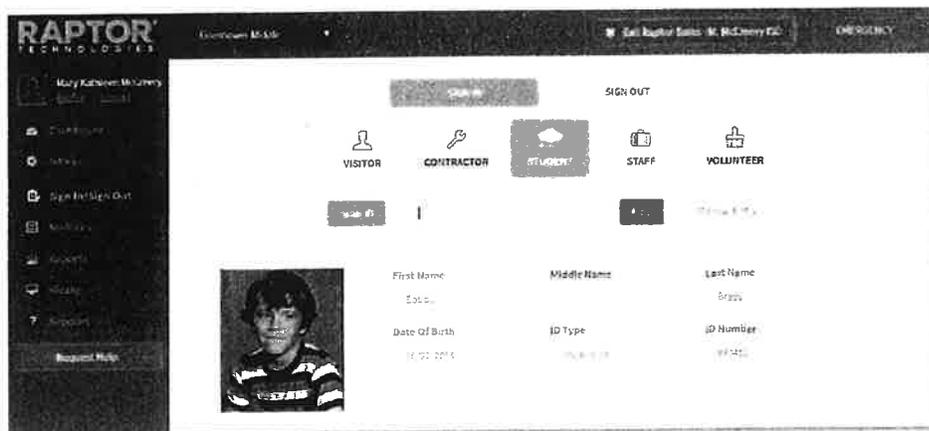
CONTRACTOR MODULE

The Raptor System also allows districts to manage the entry of contractors in and out of district buildings. A list of approved contractors can be imported into the Raptor System or an approved contractor can be manually created (if proper permissions are available to the user). Currently signed-in contractors as well as the sign-in/sign-out history for all contractors can be viewed at any time.



STUDENT MODULE

The Raptor Student module tracks both student tardies and early dismissals. Tardy alert parameters can be set to alert users of student tardies, and tardy passes (as well as detention slips) can be printed. For student early dismissals, approved parents and/or guardians can be assigned to students and all early dismissal information can be logged electronically.







STAFF/SUBSTITUTE MODULE

The Raptor Staff module allows each school to record staff reporting times, substitute teacher sign-ins, and district-wide faculty sign-ins (for example, roaming IT and Maintenance personnel). Faculty data can be imported into Raptor. District personnel can be signed in/out by the front office staff or through self-service utilizing the Raptor System in kiosk mode.

VOLUNTEER MODULE

Raptor provides a user-friendly volunteer management system that includes an integrated online volunteer application, full criminal background checks, volunteer hour tracking, event management, batch printing, and reporting. The Raptor Volunteer module also provides an additional instant registered sex offender check for every volunteer upon every sign-in to a school at no additional cost.

When entering a school building, only approved volunteers are allowed to sign in under the Volunteer module. Once signed in, each volunteer's hours are tracked automatically. Both standardized and custom reports are available, including Volunteer Applications by Status and Building, Top Volunteers by Building, Volunteers Hours by Function and Building, and Volunteer Sign-In History by Building.

The screenshot shows the Raptor System interface for the 'Volunteers' module. The main heading is 'Volunteers' with sub-tabs for 'All Volunteers', 'Currently Signed In', 'Approval Queue', 'Reports', and 'Events'. The current view is 'Volunteer Sign-In History by Building'. The table below lists sign-in records for 'Hann Elementary'.

First Name	Last Name	Organization	Affiliation	Sign-In Date	Sign-Out Date	Total Time
Megan	Bullis		Parent	02/21/19 10:42 AM	02/21/19 4:00 PM	05:18
Brock	Carothers		Community Member	04/25/19 11:58 AM	04/25/19 4:00 PM	04:02
Megan	Bullis		Parent	02/05/19 12:05 PM	02/05/19 4:00 PM	03:55
Megan	Bullis		Parent	04/16/19 11:49 PM	04/16/19 4:00 PM	02:17
Tyler	Johnson		Parent	05/07/19 1:06 PM	05/07/19 3:17 PM	02:11

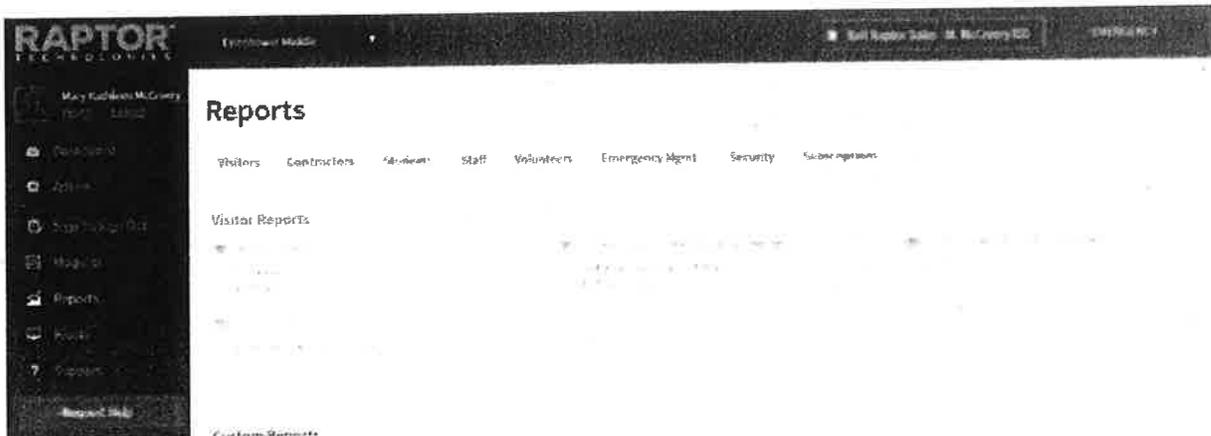
The Raptor System is also fully integrated with a district Volunteer Portal. The Volunteer Portal is an online web portal designed specifically for district volunteers and active community members to track volunteer hours, sign up for volunteer events, communicate with other volunteers, and communicate with district Volunteer Coordinators. Schools can post volunteer opportunities online and approved volunteers can sign up for these opportunities via the Volunteer Portal. District Volunteer Coordinators can see who has signed up for each event and email all volunteers or just those volunteers who have signed up for a specific event.



REPORTS

Raptor's reporting capabilities are unmatched by any provider of K-12 visitor management software. The Raptor System provides for both district-level and school-level detailed reports for all five modules (Visitor, Contractor, Student, Staff, and Volunteer) as well as Security-focused reports for analytical and investigative purposes. Customers can query both live data and historical data.

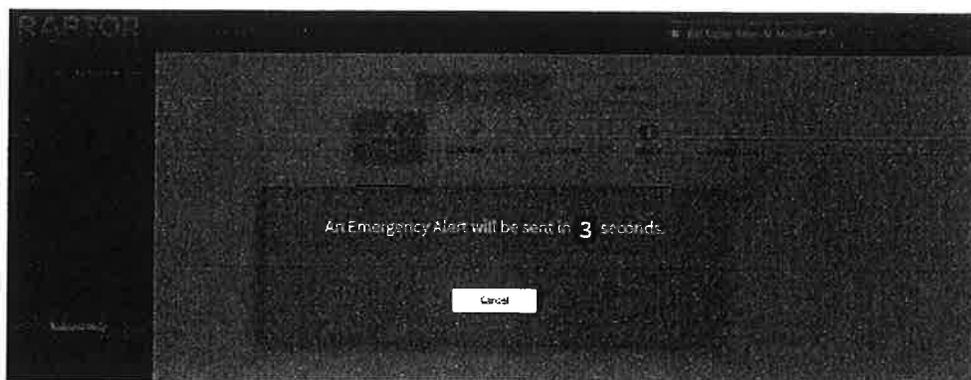
More than 35 standard reports are already configured within the Raptor System. Custom reports can be created and saved at no additional cost. All reports can be set to be run and delivered on a scheduled basis. All reports can be printed or exported with headers in multiple file formats including PDF and Excel. All reports are available via an internet connection in case of an emergency.



Additional Features

EMERGENCY BUTTON

The Raptor System also comes with an Emergency Alert button included in the basic system at no additional cost. If enabled, the Raptor Emergency Alert button appears in the upper right portion of every screen and operates as a silent alarm that allows schools to quickly notify administrators, staff members, and first responders of emergency situations via email, text, and text-to-voice phone calls. Up to six custom Emergency Buttons can be created which specify the type of emergency (for example, Medical, Fire, etc.).



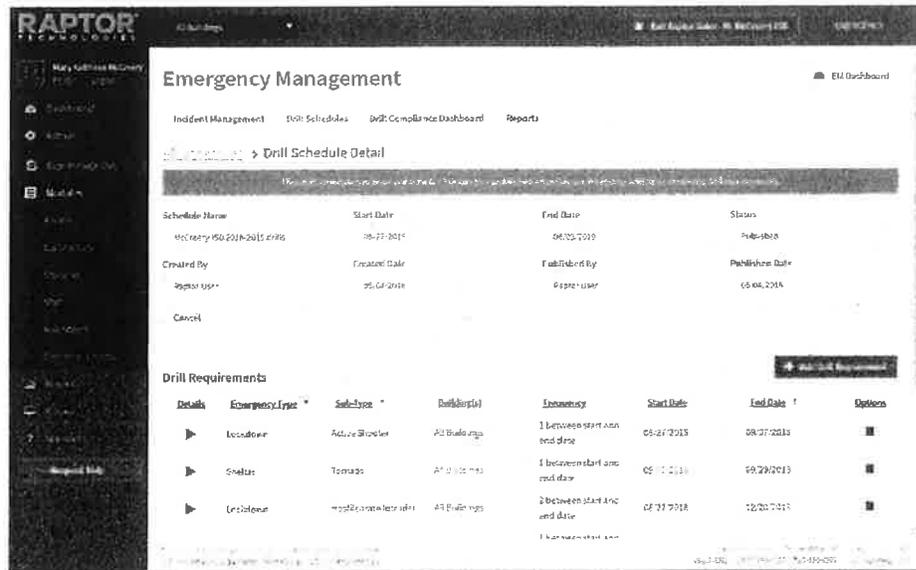
INSTANT ALERTS

The Raptor System also comes with the capability of issuing one or more Instant Alerts. These alerts function similarly to an "Amber Alert" and are broadcast at the bottom of the screens of all Raptor Users. These alerts can be used for many purposes, including for example, alerting the district that one or more schools are in lockdown or advising schools of an impending weather incident. Instant Alerts are included with the Raptor System.



RAPTOR EMERGENCY MANAGEMENT

Raptor also provides a complete Emergency Management solution designed specifically for K-12 schools. The solution has two main components: Raptor® Drill Manager and Raptor Reunification™. Raptor Drill Manager allows districts to plan, schedule, and track all emergency drills in one electronic solution. Raptor Drill Manager also provides automated notifications at both the school level and district level to streamline drill compliance.



Raptor Reunification™ is a mobile emergency management application that combines best practices in emergency management with mobile technology to provide Emergency Managers with a comprehensive solution.

- **Mobile Technology.** Raptor's mobile app allows teachers to instantly access class rosters in order to account for their students and seamlessly broadcast the data to incident managers (patents pending).
- **Integrated SIS Student Roster Data.** The Raptor System provides automated student data imports from your existing SIS into a format that is optimized for mobile access.
- **Real Time Incident Management.** Raptor's mobile app provides real-time reporting dashboards that allow incident managers the ability to track status and location of every individual.
- **Streamlined Reunification.** The process of Parent Reunification® is streamlined by providing mobile guardian validation, reunification processing, and student release tracking.





HCS Specifications

At a minimum, the vendor:

1. Must provide pricing that includes the cost of the software, unlimited sex offender checks, maintenance, customer support, project management, training and implementation, including all costs related to the implementation of a complete turn-key administrative system solution, updates, installation and implementation in the pricing

Please refer to the included *Cost Proposal*, which is inclusive of all required hardware, software, and implementation costs. The Raptor System provides unlimited visitor checks against a database containing the registered sex offenders from all 50 states and U.S. territories. Post implementation, Raptor Client Services and Technical Support assist the school or district in all day-to-day needs, and Raptor University provides documentation, webinars, and other support material, all at no extra cost.

2. Must show other locations where the proposed solution is implemented district wide in other districts or schools and provide references.

Please refer to the included *References* section for contact information of several satisfied Raptor clients in your area. Additional references can be provided upon request.

3. Must provide training and installation assistance for each school.

Raptor has a proven, best practice method for the design, integration, installation, training, and support of the Raptor System. Raptor is structured to provide both initial training as well as ongoing training. Please refer to the included *Implementation and Training* and *Post Implementation* sections.

4. Must provide live customer support during regular school hours at no extra cost.

Raptor has full-time support personnel that will provide telephone, email, and remote assistance technical support. Raptor is unmatched in our industry for Technical Support and Raptor maintains an annual customer retention rate of over 98%. This support is provided at no extra cost. See *Post Implementation* for available support hours.



At a minimum, the Visitor Management System:

1. Shall be a web-based application.

Raptor Visitor Management is a web-based Software as a Service (SaaS).

2. Shall be capable of running on a standard configured desktop personal computer with broadband access to the Internet.

The Raptor System is a web-based application (internet access required), compatible with Windows 7 and Windows 10.

3. Shall be capable of being used by multiple internet browsers

The Raptor System is compatible with all major browsers.

4. Must be able to sign in and sign out visitors to a campus or District facility. This shall be done at a minimum by scanning a valid identification in one scan of the item such as a driver's license, identification card, military identification, or other legally recognized form of identification.

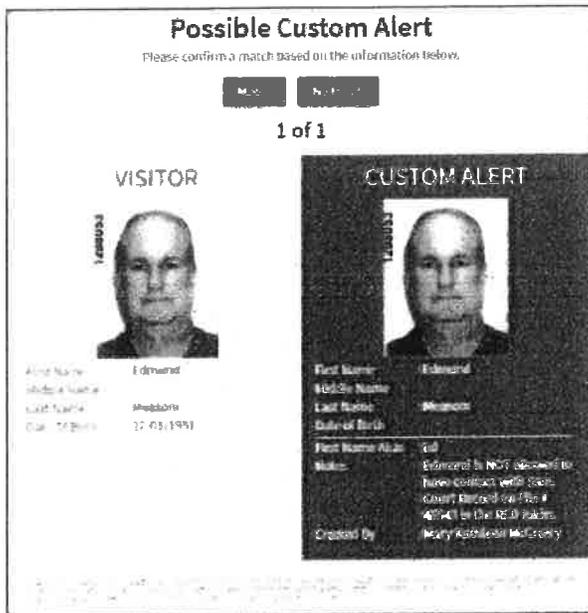
Sign in and sign out are managed from one intuitive screen. Upon a visitor's first entry into a school, each visitor presents a government-issued ID to a front office employee for visual verification and scanning by the Raptor Scanner, which captures the color photo from the ID. Numerous forms of government-issued IDs can be scanned, including driver's licenses, state identification cards, concealed handgun licenses, military identification cards, Mexican consular cards, and Green Cards.

5. Must save prior visitor information for quick retrieval.

The Raptor System offers multiple options for quick check in. Returning visitors can be managed without the need to rescan an ID using the Raptor Quick Find feature. Simply type in the individual's first name, last name, or any variation of the full name and the Raptor System will show the records matching that entry, including the photo of the individual from the initial ID scan. The proper record can be chosen, the visitor or volunteer can be signed in, the databases can be checked, and the badge printed – all within 5-7 seconds.

- Must be able to set custom alerts on individuals (such as banned visitors, restricted access, restraining orders, custody issues, etc.).

At the same time a visitor is checked against a database containing the registered sex offenders from all 50 states and U.S. territories, they are also checked against a custom alert database created by HCS for custody issues, restraining orders, banned visitors, and any other individuals HCS would like to restrict from their campuses.



The system functionality of Custom Alerts is similar to an Offender Alert: if a potential match is found, a photo of the visitor and a photo of the potential match are automatically displayed side-by-side on the screen facing the employee. If the employee verifies that there is a match, instant real-time alerts are sent via text and/or email to an unlimited number of recipients that can be customized by building.

- Must have the ability to instantly and automatically check the visitor's information against the registered sex offender databases of all 50 United States at no additional cost. If a visitor is found in one of the databases to have a history as a registered sex offender, the System shall automatically notify the attendant on their computer monitor of the alert, and electronically notify by email or text message a specific individual or individuals of the alert.

The visitor's first name, last name and date of birth are instantly and automatically checked against two databases: 1) a database containing the registered sex offenders from all 50 states and U.S. territories and 2) the custom alert database created by HCS for custody issues, restraining orders, banned visitors, etc. If a potential match is found, a photo of the visitor and a photo of the potential match are automatically displayed side-by-side on the screen facing the employee. If the employee verifies that there is a match,



instant real-time alerts are sent via text and/or email to an unlimited number of recipients that can be customized by building. If the employee verifies that it is not a match, that particular false positive pair is remembered by the Raptor System and will not be shown again. It is important to note that database checks are still run each time a visitor, contractor, or volunteer enters the campus in case any new information appears for that individual. These database checks are included in the annual subscription at no extra cost.

8. Must update the information in the offender databases at a minimum of once per week.

Raptor updates and verifies the sex offender database once a week.

9. Must generate a printed badge on an adhesive backed paper media.

Once a visitor is cleared by the Raptor System, an adhesive-backed visitor badge is printed with the individual's photo as well as the visitor's first and last name, date, and time of entry. Each badge is customized to include the building name and destination of the individual. Unlimited customizations can be created for building names and destinations.

Preferred features:

1. Must have an Emergency Button, which operates as a silent alarm.

The Raptor System also comes with an **Emergency Alert** button included in the basic system at no additional cost. If enabled, the Raptor Emergency Alert button appears in the upper right portion of every screen and operates as a silent alarm that allows schools to quickly notify administrators, staff members, and first responders of emergency situations via email, text, and text-to-voice phone calls. Up to six custom Emergency Buttons can be created which specify the type of emergency (for example, Medical, Fire, etc.).

2. Shall provide the ability to print badges ahead of time for groups of visitors.

For high-volume events, the Raptor System allows for **Batch Printing**. Visitor and volunteer badges can be pre-printed (provided that the individual has previously visited/volunteered through the Raptor System). Batch printing still checks both the sex offender database and the custom alert database for all visitors and volunteers.

- 
3. Must provide standard reports.

The Raptor System provides for both district-level and school-level detailed reports for all five modules (Visitor, Contractor, Student, Staff, and Volunteer) as well as Security-focused reports for analytical and investigative purposes. Customers can query both live data and historical data. More than 35 standard reports are already configured within the Raptor System. All reports can be set to be run and delivered on a scheduled basis. All reports can be printed or exported with headers in multiple file formats including PDF and Excel. All reports are available via an internet connection in case of an emergency.

4. Must allow for custom reports to be created.

Custom reports can be created at the school and district level and saved at no additional cost.

5. Can be used with Student Management Systems,

The Raptor® System easily integrates with student management systems by using Raptor Link. Alternatively, you can manually import your data files or set up an automated import using the Raptor CLI (command line interface) import process.

6. Must send both emails and texts to a customized list of recipients upon the initial of both a drill and/or a live emergency.

Instant real-time alerts are sent via text and/or email to an unlimited number of recipients that can be customized by building whenever a visitor is positively identified as a match to the offender or custom databases.



Competitive Advantages

Raptor maintains a number of strengths that are important to this selection process, including but not limited to:

- Raptor is the nation's leading provider of visitor management software, serving over 26,000 K-12 schools.
- In the State of Tennessee, Raptor successfully serves over 50% of all K-12 schools.
- Maury County Public Schools purchased the Raptor Visitor Management system in 2014 and has continued to add site licenses in 2018 and 2019.
- Raptor successfully serves more K-12 districts with 6+ campuses than all other providers in the United States combined.
- Raptor's Professional Services team has extensive experience in successfully implementing full district visitor management systems.
- Raptor maintains an uptime rate of greater than 99.999%.
- Raptor's Technical Support is unmatched in our industry and Raptor maintains a greater than 98% annual customer retention rate.
- One key element to Raptor's success is the company's focus on serving K-12 schools for over 15 years. While other industry sectors do have visitor management needs, the needs of K-12 schools are unique.
- Raptor has received the District Administration's Top 100 Products award for 2014, 2015, and 2016 (2016 was the latest year in which this award was given).
- Raptor is the only visitor management provider that also offers Volunteer Management and Emergency Management solutions on the same integrated platform.



Implementation and Training

Raptor has a proven, best practice method for the design, integration, installation, training, and support of the Raptor System. Raptor is structured to provide both initial training as well as ongoing training. Initial training is conducted on site and consists of a combination of group training at central locations as well as individual training at each school site.

With respect to implementation, Raptor first conducts a discovery call with the appropriate district and school personnel to discuss the technical details of implementation and creates a mutually agreed upon, school-by-school implementation and training schedule. Raptor then ships systems to each individual school or to a district location for distribution, as desired by the district. Finally, Raptor sends technicians on site to provide training to each individual school and/or one or more “train-the-trainer” sessions for district personnel. Raptor has found that this on-site combination of individual and trainer sessions allows for the most effective implementations. Raptor also provides policy examples, sample parent letters, press release examples, visitor door signs and other necessary items to successfully implement Management.

As an example timeline, if the project was awarded to Raptor, then a schedule such as follows could be executed (exact dates TBD):

- 7/01/19 – Board Approval/Award
- 7/08/19 – Contract Execution
- 7/12/19 – Discovery Call
- 7/19/19 – Implementation Plan Reviewed
- 7/21/19 – Implementation Plan Approved
- 7/23/19 – Remote Customization Work Begins
- 8/09/19 – Customized On Site Implementation and Training Begins
- 8/12/19 – On Site Implementation and Training Complete

With respect to ongoing training for new district personnel or new features, Raptor provides complete support through Raptor University. Raptor University provides live and recorded webinars on each module of the Raptor System every week of every year. Raptor University was designed to keep our clients up to date with training materials as well as to provide instructional webinars for both new and existing users. Raptor University is available at no extra charge to clients.



Post Implementation

Post implementation, Raptor Client Services and Technical Support assist the school or district in all day-to-day needs. System upgrades and patches are released on a regular basis to resolve any system problems. Raptor has full-time support personnel that will provide telephone, email, and remote assistance technical support. Raptor is unmatched in our industry for Technical Support and Raptor maintains an annual customer retention rate of over 98%.

Raptor Technologies Service Level Agreement is below.

Severity	Description	Initial Response	Preferred Reporting Method	Resolution Effort
Critical	- System inaccessible to users	30 Minutes	Raptor Support Number: 877-772-7867, option 2	24/7
Routine	- User-specific issues - General system questions - Hardware troubleshooting	Same or Next Business Day	Raptor Support Number: 877-772-7867, option 2	8am to 7pm Eastern Time Monday – Friday, except major holidays



References

1. Maury County Public School District, Columbia, TN

Implemented Raptor Visitor Management in 26 schools in August of 2014.

Dave Reynolds, Project Manager for Raptor
501 West 8th St
Columbia, TN 38401
dreynolds@mauryk12.org
931-381-4817 x8203

2. Lewis County School District, Hohenwald, TN

Implemented Raptor Visitor Management in 4 schools in March of 2018.

Justin Hildenbrandt, Technology Director
206 S Court St
Hohenwald, TN 38462
justin.hildenbrandt@tennk12.net
931-796-3264

3. Germantown Municipal School District, Germantown, TN

Implemented Raptor Visitor Management in 5 schools in 2014.

John Pierce, Technology Coordinator
6685 Poplar Ave. Suite 202
Germantown, TN 38138
john.pierce@gmsdk12.org
901-752-7885



Organizational Chart and Key Staff

Raptor Technologies headquarters office is located at:

631 W 22nd St.

Houston, TX 77008

Raptor is a limited liability company and has a total of 80 full time employees. The Raptor project and management teams are staffed by professionals with unmatched development, installation, integration, and testing experience across the United States. Key members of the senior staff and project teams include:

- Executive Team – 4
- Client Services – 11
- Professional Services – 6
- Technical Support – 14
- Development – 11
- Product Management – 4
- Sales – 20
- Marketing – 9
- Accounting – 5
- Total Employees - 84

Raptor's senior team, key members and project teams include:

- Chief Executive Officer – Jim Vesterman
- Chief Financial Officer – Don Schad
- Senior Vice President of Operations and Technology– Nelson Lins
- Senior Vice President of Sales and Marketing – Eileen Shihadeh
- Director of Development – David Van Camp
- Director of Client Services – Suzanne Newman
- Client Services Manager – Dani Parkhurst (direct representative)
- Professional Services Manager – Ryan Kuhlman
- Technical Support Manager – Chase Hall
- Senior Controller – Lauri Yager
- Senior Staff Accountant – Patrick Miller
- Senior Account Executive – Megan Butler



Cost Proposal

The basic Raptor System licensing is site-based such that there is no additional cost for Administrators, Safety and Security Personnel, or reserve licenses.

VISITOR AND VOLUNTEER MANAGEMENT SYSTEM

<u>Qty</u>	<u>Description</u>	<u>Cost</u>
1	Annual Software Access Fee (applicable for each year of service)	\$ 540.00
1	Unlimited Sex Offender Checks.....	Included
1	Unlimited Custom Alerts	Included
1	Software Updates.....	Included
1	Telephone Technical Support	Included
1	Raptor Kiosk Software.....	Included
1	Raptor Duplex Scanner (captures photo and data from ID).....	\$ 495.00
1	Raptor Dymo Turbo 450 Printer (single printer, thermal)	\$ 139.00
1	Raptor Visitor Badges – Box (box contains 1,200 badges)	\$ 50.00
1	Database Set Up Fee	\$ 350.00
1	Handling (one-time fee, new systems only).....	\$ 26.00
	Cost Per Site	\$ 1,600.00
	Cost Per 8 Sites	\$ 12,800.00

INSTALLATION AND TRAINING

<u>Qty</u>	<u>Description</u>	<u>Cost</u>
1	Remote Implementation and Training.....	\$ 1,000.00
	Cost Per 8 Sites	\$ 1,000.00



OPTIONAL COMPONENTS (NONE OF THESE ITEMS ARE REQUIRED) - PER ITEM/SITE

<u>Qty</u>	<u>Description</u>	<u>Cost</u>
1	CLI (Command Line Interface) Integration to SIS (not required)	\$ 0.00
1	Webcam (not required)	\$ 99.00
1	RaptorLink API Integration to SIS (not required)	\$ 100.00
1	Raptor Visitor Badges – Case (case contains 3,000 badges)	\$ 100.00
1	2D Barcode Reader (not required).....	\$ 260.00

ANNUAL SUBSCRIPTION FEE

<u>Qty</u>	<u>Description</u>	<u>Cost</u>
1	Annual Software Access Fee (per site)	\$ 540.00

Please note: Warranties for both the scanner and the printer are two years. Computers to run the visitor management software are supplied by the district.



Hickman County Schools

SUBMISSION FOR BID

School System Visitor Management System

Prepared by:

Account Executive: Stacey Talton

Ph: 931-329-3233

Cell: 714.292.4934

Email: stacey@visitU.com



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**Request for Proposal:
School System Visitor Management System**

SECTION I – Introduction and Background

We would like to formally express Visitu's interest in providing our Visitor Management System to Hickman County Schools in response to Invitation to Bid, School System Visitor Management System. We appreciate the opportunity to submit this proposal that will step through our qualifications and plans to help your schools more efficiently manage your visitor management needs. Schools throughout the U.S. rely on our system to secure their campus, saving valuable time, but more importantly, to make their institutions even safer places to work and learn. We would like to partner with Hickman County Schools to continue bringing these same benefits to your schools.



A. Organizational History

Visitu is a leader in visitor management and school security. Our mission is to make your campus a safer place for students, staff, and visitors. It's at the heart of who we are and what we do. We want to inspire school leaders to simplify visitor management and improve building security through intuitive software. We do this by utilizing innovative Software-as-a-Service (SaaS) and iPad visitor applications that are easy to implement, simple to use, and flexible to support your campus security initiatives.

Our company was founded in 2014 and is headquartered in Florida. Our staff spans the country, with a dedicated Account Executive based locally in Tennessee. We're currently serving clients throughout the U.S. and are proud to have a 99% renewal rate.

B. Primary Contact

Hickman County Schools will primarily work with Stacey Talton, Tennessee Regional Account Executive. Stacey can be reached at 931-329-323, 714.292.4934 or stacey@visitu.com. There is also a customer support chat function on the website visitu.com along with technical support tickets and help center located online at <https://visitu.zendesk.com/hc/en-us>.



**Request for Proposal:
School System Visitor Management System**

SECTION II – Minimum Requirements

1. Shall be a web-based application.

The Visitu Visitor Management System is a cloud-based application.

2. Shall be capable of running on a standard configured desktop personal computer with broadband access to the Internet.

The Visitu System can run on any desktop or laptop connected to the internet.

3. Shall be capable of being used by multiple internet browsers.

Visitu can run on multiple internet browsers including Internet Explorer, Mozilla Firefox, Safari, Microsoft Edge, Google Chrome.

4. Must be able to sign in and sign out visitors to a campus or District facility. This shall be done at a minimum by scanning a valid identification in one scan of the item such as a driver's license, identification card, military identification, or other legally recognized form of identification.

The Visitu system provides visitors the ability to sign in and out at district level via scanning a license or acceptable ID, or manually entering legal information including Name, Date of Birth, and who they are on campus to visit.

5. Must save prior visitor information for quick retrieval.

The system saves all past visitor information including photos for badges. Quick badges are available for repeat visitors with administrative permission, with the ability to rebuke the badge at any point.

6. Must be able to set custom alerts on individuals (such as banned visitors, restricted access, restraining orders, custody issues, etc.).

The system provides the ability to set custom alerts for watchlist visitors via upload for proprietary list involving custody issues, banned visitors, restraining orders, and sexual offender alerts, and more.

7. Must have the ability to instantly and automatically check the visitor's information against the registered sex offender databases of all 50 United States at no additional cost. If a visitor is found in one of the databases to have a history as a registered sex offender, the System shall automatically notify the attendant on their computer monitor of the alert, and electronically notify by email or text message a specific individual or individuals of the alert.

The Visitu Visitor Management System provides instant and automatic verification of visitor information against the national sex offender list via partnership with Family Watchdog, which covers all 50 United States plus Puerto Rico and Guam.

This feature is included in the pricing for Hickman County Schools. All alerts will flow to the appropriate person via email and SMS as designated by internal security protocol.



Request for Proposal: School System Visitor Management System

8. **Must update the information in the offender databases at a minimum of once per week.**

Through our partnership with Family Watchdog, we offer the most frequently updated data available. For a background screening such as this to be optimized in a scemanner of how the data is sourced and prepared is important. The nature of the individual states' offender databases being updated at multiple intervals during the week is the reason behind our partnership with a specialized organization - to keep on top of the effort. The database is updated 2x a day for all reporting states. ***exclusions are some states like TX which update 3 times weekly.*



9. **Must generate a printed badge on an adhesive backed paper media.**

All visitors will receive a printed badge upon arrival and check-in via Brother printer using wireless or Bluetooth among other setting options.

Calvary Christian High School



Repeat visitors may also be granted a "Quick Badge". It allows a visitor with a prior check in to be administered a badge that can be scanned from a smart phone directly into the Visitu Ipad check-in. It may also be printed and scanned being used within the school program for repeat visitors. The frequent visitor can use the quick badge at a specific location until access is revoked by the school.

Visitu Quick Badge

Riverside Elementary



Stacey Talton

Returning Sub





SECTION III – Preferred Features

1. Must have an Emergency Button, which operates as a silent alarm.

The emergency button as an alarm – emergency management and set-up protocol is an additional feature allowing for notification of emergency via SMS or email.

2. Shall provide the ability to print badges ahead of time for groups of visitors.

The Visitu system gives you the ability to set up badges for large events prior to the event.

3. Must provide standard reports.

Standard reports include yet not limited to daily, monthly or weekly logs of visitors, volunteers, student tardies and dismissals. Each location is also able to schedule all standard (and customized) reports to run and be submitted via email.

4. Must allow for custom reports to be created.

Customizable reports include and not limited to times to run, who to include, what to exclude, date range and multiple options for who shall receive and who can run them. Visitu prides itself on customization and feature requests as needed for a client.

5. Can be used with Student Management Systems.

The Visitu Visitor Information System seamlessly integrates with Student Information Systems via free Clever API.

6. Must send both emails and texts to a customized list of recipients upon the initial of both a drill and/or a live emergency.

Emails and text alerts can be customized in conjunction with safety protocol and each location.



SECTION IV – Experience and References

School security and visitor management is more complex today than ever before. That's why schools and districts throughout the country use our market-leading solution to streamline and simplify visitor management and create safer campuses.

The following customers have successfully implemented Visitu in their district and would be happy to share their experience implementing and utilizing the system:

District Reference #1

School Name: Wooster District

Location: Ohio

Contact Name: Becky Furlong

Title: IT Director

Email: wstr_rfurlong@woostercityschools.org

Phone: 330.988.1111 x3251

District Reference #2

School Name: Barrington 220 District

Location: Illinois

Contact Name: Russ Vander Mey

Title: Systems Administrator

Email: rvandermey@barrington220.org

Phone: 847-842-3563



**Request for Proposal:
School System Visitor Management System**

SECTION V – Implementation and Support

Your successful implementation and ongoing use of our system is a top priority. Your dedicated Client Success Agent will assist your users every step of the way.

A. Implementation

All costs associated with implementation are included in the annual subscription. Hickman County Schools will have a dedicated Client Success Agent to ensure success with implementation. Support for setting up iPads and/or Brother printers will also be available at no cost.

B. Support

Client support is available during all working hours at no cost and 24/7 via support chat; a response will be provided within 1 business day for off-hour support questions.



**Request for Proposal:
School System Visitor Management System**

SECTION VI – Pricing

Your Visitu Education Subscription is outlined below. There is no charge for implementation and on-site training is available via dedicated Tennessee Account Executive Stacey Talton at no cost.

Hickman County Schools – Visitor Management System

Visitu Visitor Management System – Annual Subscription

Name	Price	QTY	Subtotal
Visitu Education Subscription – includes Visitu software as defined throughout and SaaS subscription for 8 locations. Unlimited Data Hosting. No limit for ipads and/or printers connected to any location. Access to Customer and Technical Support. Access to Offender Checks. New Product Features and Releases. Training and Implementation Services.	\$1,200 per location/per year	8	\$9,600

** Customer will be responsible for sales tax owed unless a tax exempt certificate is provided.*

Subtotal: \$9,600
Total: \$9,600

Thank you for the opportunity to submit this bid. We look forward to partnering with Hickman County Schools to provide a Visitor Management System and to help make your schools even safer.

Technical + Price

Proposal



SchoolCheck IN

Attention:

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

**RFP: School System Visitor
Management System**

BIDDER:

Summit Industries
Corporation d/b/a
School Check IN

BIDDER'S INFORMATION

Summit Industries Corporation
d/b/a School Check IN
P.O. Box 17979
Tampa, FL 33682-7979
Phone: 813.960.4433
Fax: 813.962.0901

COPY



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School Check IN[®]

P.O. Box 17979 ♦ Tampa, FL 33682-7979 ♦ (813)-962-7264 ♦ FAX (813)-962-0901

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A. COVER LETTER

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

School Check IN is pleased to present our proposal for a School System Visitor Management System to Hickman County Finance Office. We are well positioned to complete this contract in a professional and timely manner with more than 15 years of relevant experience in School System Visitor Management Systems for several schools and a team of qualified staff and resources. We are excited about participating in this procurement process and view this potential contract as a partnership between the Hickman County Finance Office and School Check IN.

We realize that effectiveness and customer satisfaction need to go hand-in-hand for a contract of such nature to be a success, and we feel that we are capable of meeting and exceeding both of these goals in a superior manner. We acknowledge any Addendum issued during the bidding process. School Check IN takes no exceptions or deviations to the requirements of the solicitation or the potential contract, and our proposal is fully compliant with all instructions and regulations.

Title of the Project	School System Visitor Management System
Name and Address of Firm	Summit Industries Corporation d/b/a School Check IN P.O. Box 17979 Tampa, FL 33682-7979
Phone Number of Firm	Ph.: 813.960.4433, Fax: 813.962.0901
Prime Contact Person	Barry Peterson
Email Address of the Prime Contact Person	info@schoolcheckin.com

If we at School Check IN can be of any assistance, please feel free to contact us at your convenience. We look forward to hearing from you and taking part in the next phase of this solicitation process.

Sincerely,

Barry Peterson
President, School Check IN
Ph.: 813.960.4433, Fax: 813.962.0901
info@schoolcheckin.com



B. VENDOR PROFILE

The reason companies work with School Check IN is the affordability, value and the quality of solutions we present to our clients. We have been the most affordable firm with the highest quality when compared to our competitors. If you consider us as your partner for this RFP, we can assure you that Hickman County Schools would benefit tremendously as a result of our exceptional delivery, quality, and affordability.

School Check IN has many years of experience in providing Visitor Management Systems to schools and we have always met expectations for all our clients. Please find attached a few recent projects with similar scope and complexity for reference purposes.

School Check IN serves over 3,000 schools coast-to-coast as well as across the globe with the Department of Defense Education Activity (DoDEA) schools. With over 15 years of development, School Check IN is well-adapted to today's best practices, including increased security and data privacy. Our system's acceptance continues to grow thanks to its ease-of-use, pricing, and wide range of options. We are confident that the information we present in this document will demonstrate why so many schools and school districts find School Check IN the most logical and cost-effective answer to their Visitor Management System. School Check IN is a proven software application that is qualified to provide the best solution that will exceed the requirements sought by Hickman County Schools for a visitor management system. The School Check IN software has checked in hundreds of thousands of visitors, volunteers, staff, and vendors as well as successfully identified both registered sex offenders with thousands of alerts issued to schools about those not allowed on campus. The use of smart client-server technology provides the fastest speed and reliability that can be configured as an employee operated station. School Check IN offers an efficient, user-friendly, and dependable system. Furthermore, School Check IN is confident that we can successfully execute the implementation of the visitor management system to the customer. School Check IN has an established procedural support design that will allow for easy installation and training as well as follow-up post implementation to ensure customer satisfaction. We are proud to provide world-class customer and technical support with live U.S. staff. What truly makes the difference is our caring staff who go the extra mile to deliver prompt service and support the customer is seeking. School Check IN fully understands the scope of service requested and requirements as listed in this RFP. Your consideration is valued and appreciated.

School Check IN has over 15 years of experience providing the K-12 market with a visitor management system that was originally introduced in 2003 as a front office tool for schools to replace the "sign-in books." School Check IN soon released OffenderCHECK, which enhanced school security by allowing schools to do an instant nationwide sex offender search on all visitors. School Check IN is a privately held corporation owned by Barry Peterson, President, and Tari L. Peterson, Officer and licensed practicing attorney in the state of Florida (over 20 years' experience).

School Check IN confirms that we not only have the required capability in all respects to fulfill the contract requirements but also integrity and reliability which will assure good-faith performance.

EXPERIENCE

Requirement: Must show other locations where the proposed solution is implemented district-wide in other districts or schools and provide references.

School Check IN has successfully offered continued support to districts both large and small along with thousands of individual schools and Department of Defense Schools (DoD). The School Check IN application is commonly used district-wide in Savannah-Chatham County Public Schools, Edinburg Independent School District, Spartanburg School District 7, Boerne ISD, Moon Area School District, and many more. In the references mentioned, School Check IN was able to deliver and install the hardware as well as train each site within a month of the start of the contract. The School District of Osceola County in Florida has been a loyal customer for the past six years with the contract beginning in August of 2013 and deployment at 64 sites. We were able to deliver all the hardware, including Dymo LabelWriter 450 Twin Turbo printers, ID badges, passes, and Snapshell license scanners within a week and had each site installed and trained within the given time frame. Recently, in March 2018, the school district decided to upgrade all Snapshell scanners to the Acuant ID-150 license scanner, and School Check IN was able to ship and install the necessary software of 50+ scanners within a month. Robertson County Schools, in Springfield, TN, initially only deployed three schools within the district. Once School Check IN's system had been set up and all personnel was trained, the district concluded that School Check IN's application was the answer to the visitor-volunteer management solution. Robertson County quickly added the rest of their schools within the year. School Check IN was awarded a contract by Anderson School District Five in August 2018. This included the deployment of School Check IN's '**All-In-One Kiosk**' at every school/site within the district. School Check IN had the equipment ready to ship within two days and performed on-site training that week. These training sessions were completed over a span of two days. School Check IN holds itself to a high-quality standard and ensures customers are pleased with the ease of use of our products and availability of support. Few of references are listed as below.

A.	Company:	ANDERSON SCHOOL DISTRICT FIVE	Contact:	Ben Willis, IT Director
	Phone:	864-260-5000	Email:	benwillis@anderson5.net
	Dates of Service:	6/2018 – current		
B.	Company:	OSCEOLA COUNTY SCHOOLS	Contact:	Robin Davis
	Phone:	407-870-4080	Email:	robin.davis@osceolaschools.net
	Dates of Service:	7/2014 – current		
C.	Company:	ROBERTSON COUNTY SCHOOLS	Contact:	James Marshall
	Phone:	615-384-5588	Email:	james.marshall@rcstn.net
	Dates of Service:	7/2016 – current		
D.	Company:	ANDERSON SCHOOL DISTRICT ONE	Contact:	Sherry Stone
	Phone:	864-947-4616	Email:	stonesd@anderson1.k12.sc.us
	Dates of Service:	7/2014 -- current		

C. SCOPE OF WORK & SYSTEM SPECIFICATIONS

It is the intent of the Hickman County Finance Office to solicit offers from qualified vendors to provide School System Visitor Management System in accordance with all requirements stated herein.

At a minimum, the Visitor Management System:

Shall be a web-based application.

1. Shall be capable of running on a standard configured desktop personal computer with broadband access to the Internet.
2. Shall be capable of being used by multiple internet browsers
3. Must be able to sign in and sign out visitors to a campus or District facility. This shall be done at a minimum by scanning a valid identification in one scan of the item such as a driver's license, identification card, military identification, or other legally recognized form of identification.
4. Must save prior visitor information for quick retrieval.
5. Must be able to set custom alerts on individuals (such as banned visitors, restricted access, restraining orders, custody issues, etc.).
6. Must have the ability to instantly and automatically check the visitor's information against the registered sex offender databases of all 50 United States at no additional cost. If a visitor is found in one of the databases to have a history as a registered sex offender, the System shall automatically notify the attendant on their computer monitor of the alert, and electronically notify by email or text message a specific individual or individuals of the alert.
7. Must update the information in the offender databases at a minimum of once per week.
8. Must generate a printed badge on an adhesive backed paper media.

Preferred features:

1. Must have an Emergency Button, which operates as a silent alarm.
2. Shall provide the ability to print badges ahead of time for groups of visitors.
3. Must provide standard reports.
4. Must allow for custom reports to be created.
5. Can be used with Student Management Systems,
6. Must send both emails and texts to a customized list of recipients upon the initial of both a drill and/or a live emergency.

School Check IN confirms that we have the capability to meet the above requirements with preferred features.

Since we have similar experience in providing School System Visitor Management Systems, we are capable of successfully managing the contract and exceeding expectations of Hickman County Finance Office. We are very keen to work as your solution partner for this RFP and can assure you the desired quality.

SYSTEM SPECIFICATIONS

School Check IN confirms that we have the capability to meet the following requirements:

1.	Client/Server or Web-based solution with centralized database storage and retrieval system.
2.	Microsoft environment compatibility.
3.	Specify hardware and network requirements to meet the minimum and optimum performance recommendations.

DESIRED FUNCTIONALITY

A. BADGES

1. Ability to print visitor badges using standard printers (non-proprietary).
2. Badges should be customizable and, at a minimum, include fields to display data such as full name, picture, date/time, and a notes field to record and display the reason for visit, visitor type, etc.

B. HISTORICAL DATA

Maintain a database that stores historical data of students, volunteers, teacher, staff, visitors, and parents who visit the school.

C. OTHER ID BADGES

The system must have the ability to read data from ID cards issued by the district, state agencies, and access control systems.

D. BACKGROUND CHECKS

Outline databases used, frequency of checks, and whether the system will run the check automatically and/or whether it is processed on demand for the following:

- i. Sex Offender Registry (mandatory)
- ii. Restraining Order(s) (optional)
- iii. Child Custody Issues (optional)
- iv. Criminal Background (optional)
- v. Custom Checks/Alerts

School Check IN confirms that the solution we have proposed has the capability to meet all the above-desired functionality requirements.

E. NOTIFICATIONS

School Check IN confirms that the solution has the ability to set/send alerts including email and SMS alerts.

F. CHECK-IN/OUT FUNCTIONALITY

School Check IN confirms that the solution we have proposed has the capability to meet CHECK-IN/OUT FUNCTIONALITY

<p>Students</p>	<ul style="list-style-type: none"> • Link to student information system to populate student data via ODBC connection or text file import. • System can be used to record and print slips for late arrivals.
<p>Volunteers</p>	<ul style="list-style-type: none"> • Link to current external database to populate volunteer data via ODBC connection or text file import. • Conduct background checks for: Sex offenders (mandatory), restraining orders (optional), custodial issues (optional), criminal background (optional), and/or custom alerts/checks.
<p>Teachers/Staff</p>	<ul style="list-style-type: none"> • Link to current external database to populate teacher/staff data via ODBC connection or text file import. • Check-In/Out feature similar to time clock. • Check-In/Out by scanning employee badges. • Sex offenders (mandatory), restraining orders (optional), custodial issues (optional), criminal background (optional), and/or custom alerts/checks.
<p>Parents and Visitors</p>	<ul style="list-style-type: none"> • Print Badges • Conduct background check for: Sex offender (mandatory), restraining orders (optional), custodial issues (optional), criminal background (optional), and/or custom alerts/checks.

G. WEB-BASED SOFTWARE

School Check IN's solution has the following features:

- **Compatible with current versions of Firefox, Chrome, and Safari.**
- **Software is accessible from multiple computers district-wide simultaneously.**
- **Offline functionality is available in case of emergencies.**

H. SOFTWARE UPDATES

We propose not to have automatic software updates due to practical difficulties. For example, there can be cases where the School Check IN station may be in use, or the school may have turned off the station. This will challenge the automatic software update process. Furthermore, we would like to highlight that most of our school clients prefer to have scheduled updates performed by us.

I. LICENSING

The proposal we submit has Site licensing with the ability to access software and databases.

J. OUTLINE BACKUP METHOD

School Check IN confirms that we meet this requirement.

K. DATA IMPORTS/EXPORTS

The system must have the ability to export data from and import data into the visitor management system from the District level via ODBC connection or text file.

- i. Import student and teacher data/information from PowerSchool for attendance.
- ii. Export data for late arrivals (tardy slips), attendance, etc.
- iii. Easily interface with PowerSchool either through PS plug-in capability or data integration through Clever (preferred).

School Check IN confirms that we meet the above requirements. In addition, School Check IN has developed a “write-back” plugin, which allows for student late/tardy and student early dismissals to be written back to the PowerSchool student attendance table. Using School Check IN’s plugin allows for DAILY, TIME or MEETING Attendance Mode to be used.

L. REPORTING

School Check IN propose a system which can:

- Generate a report for check-in/out statistics
- Provide the ability to create customizable reports.
- Provide District level reporting.

M. CHECK-IN SPEED

Visitor check-in process must take 20 seconds or less.

School Check IN confirms that we meet the above requirement. With our new driver license scanner, new visitor check-in is completed in about 15 seconds, and returning visitor check-in is completed in under 10 seconds. This also includes the time taken to print the visitor ID Badge.

N. MOBILE DEVICES

School Check IN’s solution has the Ability to be utilized on mobile devices.

- iOS
- Android
- Windows

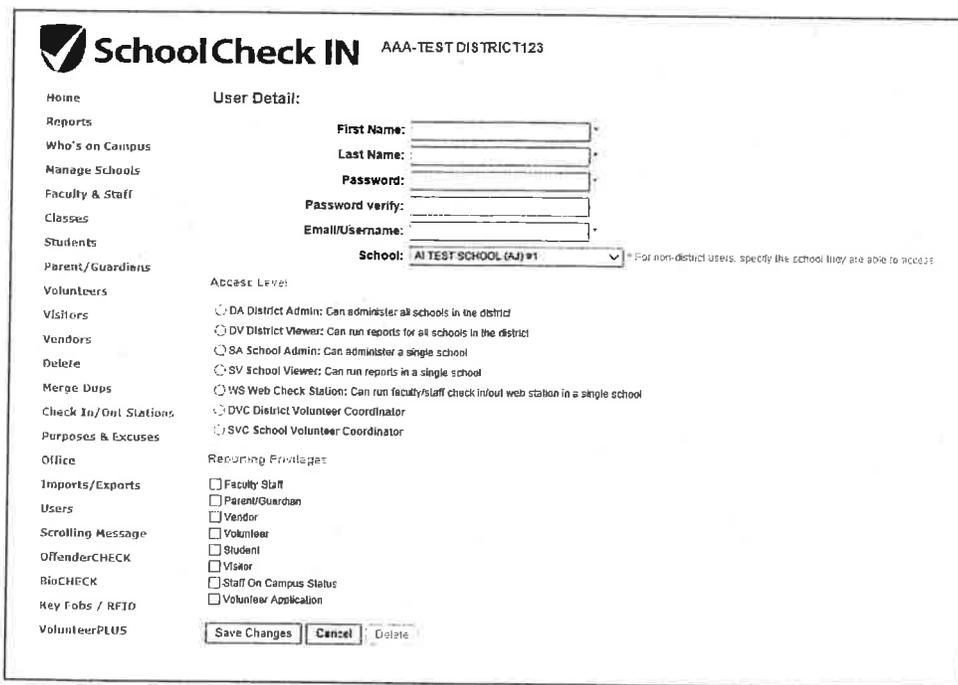
O. HARDWARE REQUIREMENTS

1. Non-proprietary

- i. Camera
 - ii. Badge-Printer
 - iii. Badge/Driver's License Scanner
 - a) Compatible with access control systems
 - b) Utilize the same ID badges that are used for access control and school ID.
 - c) Interface with Hid Proxy Cards
2. Wired or wireless network capability.

School Check IN confirms that the solution we have proposed has the capability to meet all the above hardware requirements.

P. SECURITY SYSTEMS



A screen shot of the various School Check IN Enterprise user account types.

Anyone trying to connect to our servers has to pass through the SonicWall Firewall where all IP details are logged.

In addition to the firewall, all log-in server traffic is recorded in the server level logs, which has been enabled on all of our servers. All successful logins, as well as failed authentications, are logged for every Remote Desktop connectivity. No one can directly access our servers without first being authenticated at VPN. VPN authentication is restricted to only School Check IN's management.

At the Application Level, IIS and Apache also maintain access logs of each web application.

One year logs are being maintained at every level from the Network level to Server level and then down to application access level.

Requirement: Must provide training and installation assistance for each school.

School Check IN confirms that we provide training and installation assistance for each school as below. We conduct:

1. End-user group training for performing all features of the software solution delivered.
2. District information technology staff training for providing technical support and maintenance of the software solution.

School Check IN provide delivery, installation, configuration, and testing of all components of the system software solution.

END-USER TRAINING & ONGOING SUPPORT

1. Requirements to support the proposed solution.

User manuals and pdf help files are available 24/7/365 online at <https://www.schoolcheckin.com/support.html>. Manuals are videos that detail the complete operation of School Check IN (user menus) for checking people in and out.

Support Hours

- **Customer Support –School Check IN**
 - M - F -- 7am to 7pm – School Days
 - M – F -- 7pm to 7am – SupportPLUS support
 - Weekends & Holidays – SupportPLUS support

Most support calls are questions, or installation, or training, or Updates/Renewals. Urgent calls are red-flagged and handed to a support person as quickly as possible. Our staff is trained to help customers get the support they need.

We empower our customers to get support when they need it. We have put an end to the nightmares of being on hold or waiting for a call back from customer support. Our support program allows customers to select the day and time for a support call that works best for them. Customers like being in control and always ask us one question after scheduling their support call and that question is “Why isn’t everyone doing this?” Our support team is the best.

School Check IN
Support Schedule

3 7 8 9

Select Support Service

Available Services

Support Installation Training Update/Renewal

School Check IN
Support Schedule

1 2

Select Appointment Date And Time

All times are Eastern US Time Zone



08:30 AM	01:10 PM
09:00 AM	01:40 PM
09:15 AM	02:10 PM
09:30 AM	02:20 PM
09:45 AM	02:40 PM
10:50 AM	02:50 PM
11:15 AM	03:10 PM
11:20 AM	03:20 PM
11:45 AM	03:40 PM
12:40 PM	03:50 PM

2. Summary of Staff Roles

Group 2: Site and District Administrators, Viewers, and Technical Specialists

- SA – Site Administrators
- SV – Site Viewers
- DA – District Administrators
- DV – District Viewers
- SP – Tech Specialists (district and site)

The SA and DA interact with SCHOOL CHECK IN™ in similar ways. These individuals have the primary responsibility of managing the application and data either at the site and/or at the district. Functions covered in the training sessions for these individuals include:

- Configuring the application
- Managing the data
- Configuring other user permissions and access.
- Data backups
- SCHOOL CHECK IN™'s options
- Using SCHOOL CHECK IN™ on a daily basis



The SP-Tech Specialist's (district and site) primary responsibility is maintaining the computer, associated hardware, and the system as a whole, which includes the software application. For these individuals, we cover the following details:

- Installing the SCHOOL CHECK IN™ application and other required software
- Configuring the SCHOOL CHECK IN™ application and other required software
- Installing associated hardware such as printers and scanners
- Configuring associated hardware such as printers and scanners
- Maintaining the system
- "Databases 101" – what to do and what not to do
- Normal SCHOOL CHECK IN™ operation on a day-to-day basis

Group 3: Executive Personnel and Management

Candidates in this group consist of the CIO, CTO, Database Manager, and school Office Manager.

Training course material consists of:

- Configuring the application
- Adding users and/or schools
- Adding, importing, editing and/or deleting system data
- Reporting
- Available SCHOOL CHECK IN™ options settings

The SV and DV interact with SCHOOL CHECK IN™ as people who run reports on accumulated system data. For example, they can see who is on campus, or who is late for school, or how many volunteer hours have accumulated, etc. The SV can view data for a single school whereas the DA can view data for any one and/or group of schools.

Group 4: District Administration Personnel

Candidates for this group include District administrators, such as the Superintendent, security officers, attendance clerks, bookkeepers, school principal, and other related personnel.

Training for this group consists of explaining the login procedure and various reporting options. Reports can be printed, exported, and/or displayed on-screen. Course material includes:

- SCHOOL CHECK IN™ options
- Normal SCHOOL CHECK IN™ operation on a day-to-day basis

SUPPORT

1. Provide acceptable and accessible system documentation
2. Provide technical support to resolve system related issues within agreed upon Service Level Agreements for an agreed timeframe following post-implementation.
3. Provide timely system upgrades and patches to resolve system problems.

School Check IN confirms that we meet the above requirements.

SPECIAL FEATURES OF OUR SOLUTION

- **POWER SCHOOL INTEGRATION** -- Included – no charge

We have increased our support for PowerSchool. We are now able to provide **"WRITE-BACK"** to the student attendance table in Power School. No one else offers this. This is big news, and our PowerSchool plug-in is included with School Check IN at no additional charge.

With our plug-in, you can now write back to the student attendance table in PowerSchool. For your PowerSchool attendance clerks, this will be very exciting news. The ability to write back late/ tardies and early dismissals to PowerSchool is a long requested feature. Write-Backs only became fully functional in PowerSchool 11. Write backs can be done for DAILY Attendance Mode, TIME Attendance Mode or MEETING Attendance Mode. The last month of school would be a great time to test and see how our plug-ins work. We will gladly assist you with setting this up.

<p>1/14-1/20</p> <p>M T W H F</p> <p>- - - - ●</p> <p>410</p> <p>P</p>	<p>School Check IN is the only application that can do ← THIS → in the PowerSchool student attendance table</p>	<p>1/14-1/20</p> <p>M T W H F</p> <p>- - - - ●</p> <p>150</p> <p>08 30</p> <p>AM-</p> <p>11:00</p> <p>AM</p>
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We have also expanded PowerSchool's SFTP (secure file transfer protocol) AutoSend to include Parent Guardians.

- **OTHER BIG NEWS** – Included – no charge

1. THREAT ASSESSMENT EVALUATION
2. EVENT / INCIDENT MANAGEMENT
3. STUDENT REUNIFICATION SYSTEM
4. STAFF TRACKER
5. VolunteerPLUS
6. PANIC ALERT BUTTON – 88HelpME



School Check IN[®]

P.O. Box 17979 ♦ Tampa, FL 33682-7979 ♦ (813)-962-7264 ♦ FAX (813)-962-0901

Product Feature	Description
<p>THREAT ASSESSMENT EVALUATION</p> <p>If You See Something – Say Something.</p> <p>If You Hear Something – Say Something</p>	<p>School Check IN's Enterprise edition offers a threat assessment evaluation. This tool will give teachers, administrators, counselors, employees, and SRO's an outlet where they can report what they see and hear in one place. This will allow professionals to perform comprehensive threat assessments before a tragedy occurs. Now if you see or hear something, you can say something and have it recorded in a comprehensive evaluation.</p> <p>Too often, the troubling signs were there, but no one person had the full picture to evaluate this until after the tragedy. That is because many adults only had one piece of the information pie and did not know what others had encountered. At Columbine High School, Marjory Stoneman Douglas High School, and in almost every school shooting, the school administrators, counselors, teachers, and SRO's all knew these shooters, but the shooters' information was not readily available in one place. School Check IN's threat assessment evaluation gives you the power to have this tool available for your school in an attempt to prevent tragedy before it occurs.</p> <ul style="list-style-type: none"> • How many times have you heard "If You See Something, Say Something"? The problem is there are few options for reporting and almost no way for people who are trained to assess threats to aggregate and see all the threats. In most schools, reports are not consistent and are often sent to the wrong people. School Check IN Threat Assessment Reporting is included at no additional charge. • With School Check IN's Threat Assessment feature, faculty and administrators can quickly and easily report what they see and hear. Reports will immediately be sent to those trained to best evaluate possible threats. Now, they will be able to see consolidated data on threats or the subject of the threat. Examining threat history provides the missing link to help administrators, counselors, and police better analyze the situation to act more proactively. • The goal is making schools safer, and Threat Assessment is another tool to achieve this goal.
<p>EVENT/INCIDENT MANAGEMENT</p>	<ul style="list-style-type: none"> • School Check IN also provides a complete Emergency Management solution designed specifically for K-12 schools. School Check IN Emergency Management is included at no additional charge. • School Check IN Event/Incident Manager allows districts to plan, schedule, and track all emergency drills or live events in one solution.



	<p>School Check IN Event/Incident Manager also provides automated notifications at both the school level and district level. Users can take and upload pictures of the Event or Incident. Sometimes a photo is worth a thousand words.</p> <ul style="list-style-type: none"> • School Check IN provides “Real Time Event/Incident Management.” Your school or district’s manager can see everything in real time. • School Check IN Emergency Management System -- Upload your action plans, facility maps and emergency operating procedures for quick and easy access. • School Check IN’s Emergency/Incident Management application combines best practices in emergency management to provide Emergency Managers with a comprehensive solution. • Detailed Event/Incident Reporting is included in School Check IN. Detailed post-incident reporting can easily be viewed as a pdf or printed and used for improving your school's event/incident response methods or for compliance purposes.
<p>STUDENT REUNIFICATION SYSTEM</p>	<ul style="list-style-type: none"> • School Check IN Reunification is a web-based reunification process. There is no “app” to download and install. School Check IN Student Reunification System is included at no additional charge. • There is no application to download and install. School Check IN allows teachers to securely log into www.schoolcheckin.net and instantly access class rosters in order to account for their students. Downloading student data to an insecure device like a person’s personal phone or tablet would breach student privacy laws. • School Check IN integrates with any Student Information System to seamlessly import student data. The School Check IN System provides automated student data imports from your existing SIS into a format that is optimized for student reunification. • Streamlined Reunification. The process of Parent Reunification is streamlined by having the ability to check out students to either “linked” or “unlinked” parent/guardians. Now, every teacher can be a reunification agent. • SIMPLE PROCESS Linked Parent/Guardians (P/G) – Select Parent/Guardian and see students that they are authorized to pick up at school. Select the student. Take a picture of the PG’s ID and of the PG’s face. Reunification is complete. Unlinked Parent/Guardians – Select Student and take picture

	<p>of the PG's ID and of the PG's face. Reunification is complete.</p> <p>School administrators can see in "real time" which students have been reunited and which students are still waiting.</p>
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We have worked long and hard on this and are very proud to bring these features to you. In particular, we are being told by school security and threat assessment professionals that our Threat Assessment Evaluation may be the most important tool they can have in assessing student threats. This is another School Check IN first for you, our customers. These are available today and we can schedule a demo for you. Share the Threat Assessment Evaluation with your security chief. This is a game changer.

Product Feature	Description
<p>STAFF TRACKER - Included – no charge</p>	<p>One of our customers asked for a way to track district staff when they are out of their office. If your district office runs like most district offices, you are constantly going places and it's not always easy to know if you are in your office or out at a school. This district asked us if we could create an IN/OUT Board so when someone asks where the superintendent is, or where you are, School Check IN's IN/OUT Board will display your destination or location. You can use this to track administrative staff, support technicians, maintenance staff, etc.</p>
<p>VolunteerPLUS -- Included – no charge</p>	<p>If your district is not using VolunteerPLUS, you should consider using it. There is no need to buy a separate application to manage your volunteers when you already have VolunteerPLUS included in School Check IN. Create a customized online volunteer application. Create different volunteer access levels or create corporate volunteer groups. Ask school specific customized questions. Do instant sex offender checks on all volunteers (no charge). Easily approve your volunteers. A volunteer activity calendar is included for each school and email contact for one, many or all your volunteers. Volunteers can check their hours and log off-site hours. VolunteerPLUS is integrated into School Check IN, so volunteers can easily check in and check out at the School Check IN station.</p>
<p>88 HELP ME Panic/Alert Button</p>	<p>88 HELP ME PANIC ALERT BUTTON We have introduced our PANIC/ALERT button for the front office and for teachers. Help is now one click away. The 88HelpME panic alert button will always remain visible on the Windows desktop. When clicked, both an SMS Text Alert and Email Alert are instantly sent to your school's response team. The alert includes the person's name and location. 88HelpME is FAST, EASY & RELIABLE. 88HelpME has a discounted price for School Check IN customers. 88HelpME is another School Check IN first.</p>

D. PRICE PROPOSAL

SYSTEM & CONFIGURATIONS

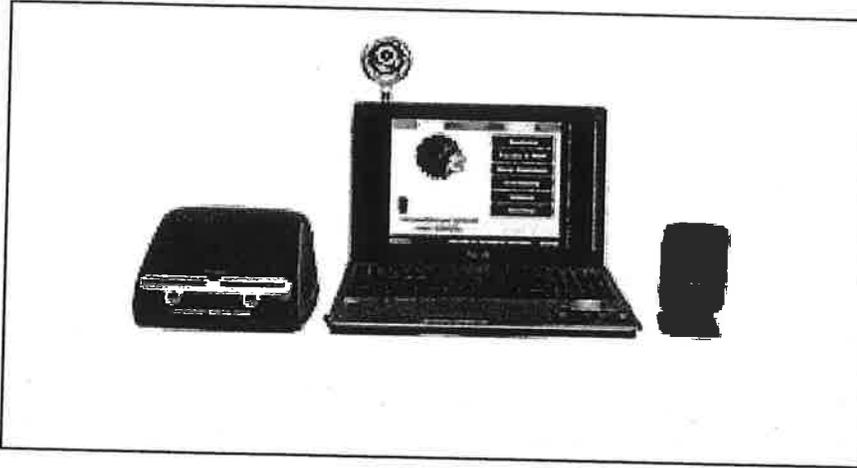
Installed on a district or school provided windows desktop or laptop computer.



DRIVER LICENSE SCANNER PREFERENCE	SYSTEM COST
 <p>2D Driver License Barcode Scanner & Web Camera & Dymo 450 TWIN Labelwriter Printer</p>	<p>\$1,195.00</p>
 <p>ID-150 Driver License Scanner or CR5400 Driver License Scanner & License Scanner Dymo 450 TWIN Labelwriter Printer</p>	<p>\$500.00 Upgrade Price</p>

SYSTEM / CONFIGURATION #1

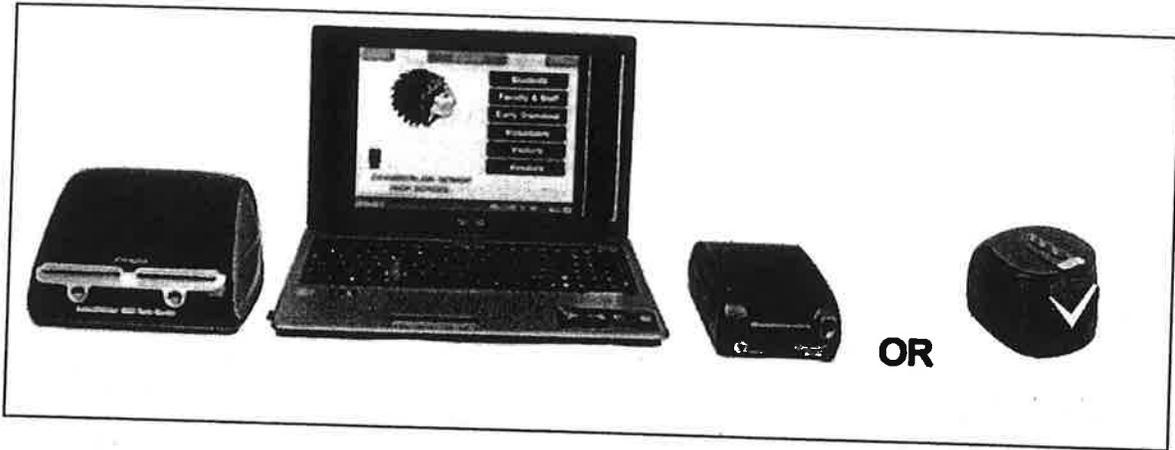
Installed on a district or school provided Windows 10 desktop or laptop computer.



School Check IN Enterprise System #1		
Qty	Description	Remarks
1	SCI Enterprise Software Application w/ OffenderCHECK (Annual Subscription)	Included
1	SCI 2D 417 PDF Barcode Scanner or E-Seek M260 Driver License Scanner	Included
1	SCI Software Updates	Included
1	Dymo Label writer TWIN 450	Included
1	SCI Web Camera	Included
1	Visitor/Volunteer ID Badges (5 rolls = 1,500 ID Badges)	Included
1	Student Passes (5 rolls ~ 5,000 Passes)	Included
1	SCI Faculty/Staff Web Check IN/OUT station	Included
1	SCI Student Late/Tardy & Early Dismissal	Included
1	SCI VolunteerPLUS	Included
1	SCI Web Installation & Training	Included
1	SCI OffenderCHECK Monitoring Service	Included
1	Telephone Technical Support	Included
1	SCI Webinar Back To School Summer Training	Included
	TOTAL	\$1,195.00

SYSTEM / CONFIGURATION #2

Installed on a district or school provided Windows 10 desktop or laptop computer.



School Check IN Enterprise System #2		
Qty	Description	Remarks
1	SCI Enterprise Software Application w/ OffenderCHECK (Annual Subscription)	Included
1	SCI ID-150 Driver License Scanner or SCI 5400 ID Driver License Scanner	Included
1	SCI Software Updates	Included
1	Dymo Labelwriter TWIN 450	Included
1	Visitor/Volunteer ID Badges (5 rolls = 1,500 ID Badges)	Included
1	Student Passes (5 rolls ~ 5,000 Passes)	Included
1	SCI Faculty/Staff Web Check IN/OUT station	Included
1	SCI Student Late/Tardy & Early Dismissal	Included
1	SCI VolunteerPLUS	Included
1	SCI Web Installation & Training	Included
1	SCI OffenderCHECK Monitoring Service	Included
1	Telephone Technical Support	Included
1	SCI Webinar Back To School Summer Training	Included

SYSTEM / CONFIGURATION #3

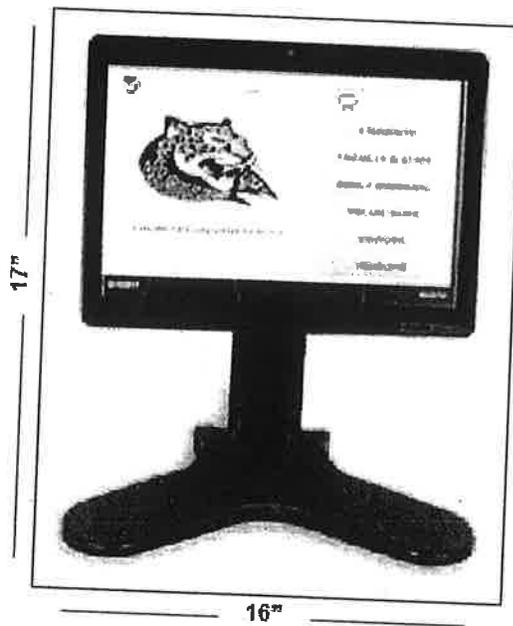
Installed on a district or school provided Windows 10 desktop or laptop computer.

KIOSK Touch Screen System Is The FASTEST Check In Process. Nothing is Faster.

School Check IN ELO Enterprise Kiosk System		
Qty	Description	Remarks
1	School Check IN ELO Kiosk 15.6" diagonal, Active matrix TFT LCD (LED) Full HD 1920 x 1080 @ 60Hz Microsoft® Windows® 10 Professional Intel Celeron Processor 4 GB Memory, 128 GB SSD (Solid State Drive) Projective Capacitive (PCAP) Technology Commercial Grade, Fanless Two 2W Internal Stereo Speakers 2-D Driver License & Barcode Scanner 2 USB 3.0 ports Network Adapter 10/100/1000 Mbps Wi-Fi 802.11 a/b/g/n/ac Front Facing High Definition Camera Additional Video Out – 2 nd Micro HDMI out Bluetooth 4.0 Resolution -- Full HD 1920 x 1080 @ 60Hz Molded Case Tilt Up/ Down Monitor Left/ Right 90° Turn Monitor Stand Table Top Mount (included) VESA Wall Mount Ready 5-Year Manufacturer Equipment Warranty	
1	SCI Enterprise Software Application w/ OffenderCHECK (Annual Subscription)	Included
1	Dymo Label writer TWIN 450	Included
1	SCI Software Updates	Included
1	Visitor/Volunteer ID Badges (9 rolls = 2,700 ID Badges)	Included
1	Student Passes (5 rolls ~ 5,000 Passes)	Included
1	SCI Faculty/Staff web check-in/out station	Included
1	SCI Student Late/Tardy & Early Dismissal	Included
1	SCI VolunteerPLUS	Included
1	SCI Web Installation & Training	Included
1	SCI OffenderCHECK Monitoring Service	Included
1	Telephone Technical Support -- (School Days M-F 7 am to 7 pm with After Hours PLUS)	Included
1	SCI Back To School Summer Training	Included
1	Shipping	Included

*Note: We are pleased to deduct \$199.00 for each Dymo Labelwriter Printer that is not ordered.

SCHOOL CHECK IN KIOSK



12 SECONDS

VISITOR CHECK IN
Scan ID, OffenderCHECK,
Check IN & Print ID Badge.

***THAT'S FAST --
NO, THAT'S SUPER FAST.***

Fastest Check IN EVER!!



School Check IN ELO Kiosk

**w/Dymo 450 Twin
Label writer Printer**

SYSTEMS, SOFTWARE, SUPPLIES & HARDWARE

School Check IN Visitor & Volunteer Management Systems			
1	SYSTEM / CONFIGURATION #1		
1	UPGRADE -- SYSTEM / CONFIGURATION #2		\$1,195.00
1	UPGRADE -- SYSTEM / CONFIGURATION #3 (School Check IN Kiosk	ADD→	\$ 500.00
		ADD→	\$1,180.00
School Check IN Visitor & Volunteer Annual Maintenance			
1	Annual Maintenance per station (After year1)		\$475.00
Supplies & Consumables			
1	SCI ID Badges -- Five Pak = 1,500 ID Badges color = White	5¢ each	\$75.00
1	SCI ID Badges -- Five Pak = 1,500 ID Badges color = Yellow or Pink	5.2¢ each	\$85.00
1	SCI Student Passes – Five Pak ≈ 5,000 passes color = White	1¢ each	\$45.00
1	SCI Key Fobs (package of 50 – includes barcodes printed on each Key Fob)		\$ 50.00
1	SCI RFID Tags (package of 50)		\$ 75.00
Kiosk Upgrades			
1	I-5 Processor Upgrade		\$495.00
1	4 Year Warranty		\$ 125.00
1	5 Year Warranty		\$ 250.00
Optional Hardware			
1	USB Web Camera		\$125.00
1	Gooseneck Stand for use with Web Cam		\$175.00
1	USB Bar Code Reader		\$175.00
1	SCI RFID Reader		\$195.00
1	Dymo Labelwriter Single Roll ID Badge Printer – Model 450		\$115.00
1	Dymo Labelwriter Single Roll Turbo ID Badge Printer – Model 450		\$145.00
1	Dymo Labelwriter TWIN Roll ID Badge Printer – Model 450		\$199.00
1	ID-150 Driver License Scanner		\$795.00
1	CR5400 Driver License Scanner		\$695.00
1	2D 417 PDF Driver License Barcode Scanner		\$525.00

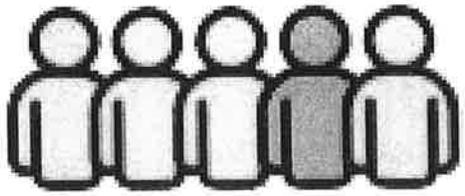


WARRANTY INFORMATION

Type	Terms	Contact point
SCI Driver License Scanner	1-year manufacturer warranty	contact School Check IN
Dymo Labelwriter	2-year manufacturer warranty	contact Dymo
School Check IN Kiosk	3-year manufacturer warranty	contact School Check IN
School Check IN Software Application	Life of contract	contact School Check IN

Customer Support	Monday to Friday -- 7 am to 7 pm – School Days Monday to Friday – 7 pm to 7 am – SupportPLUS support Weekends & Holidays – SupportPLUS support
Maintenance	Warranty for hardware --Replaced or repaired
Repair Services	Office drop-off or UPS pickup – 24 to 48 hours

Support Hours (Eastern Standard Times)



SafeVisitor

S O L U T I O N S

Hickman County School System

Request for Proposal "School System
Visitor Management System"

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Executive Summary

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

RE: Hickman County School System
Request for Proposal
“School System Visitor Management System”
Due Date: June 17, 2019 @ 10:00 a.m.

SafeVisitor™ is part of the SafeHiring Solutions™ umbrella of companies. SafeHiring™ was founded in 2004 and conducts more than 200,000 background checks for more than 6,000 schools and organizations throughout the U.S. This makes SafeVisitor™ one of the only visitor and volunteer management systems that is fully integrated with an international background screening firm, as well as integration with Skyward student information system and offering Arrest Alert, an integration with 90% of the jails in the United States. ArrestAlert™ can be used for Real-Time Monitoring, whereby candidates can be monitored in real-time and instant notifications are sent to school designated contacts if there is an arrest so an investigation can be implemented if necessary.

SafeVisitor™, which includes SafeVolunteer™ and SafeVendor™, has a leadership team and advisory board with decades of law enforcement experience with large metropolitan police departments, state police, U.S. Secret Service, military as well as school security experts, former Navy Seal, cybersecurity and private security experts. We worked closely with Fort Wayne, Indiana Community Schools to develop SafeVisitor™. Fort Wayne Schools has more than 4,500 employees, 53 buildings and 30,000 students. It has also been selected as the visitor management system for large school insurance companies like Wright Insurance, Hylant Insurance, Astra Insurance and Keystone Insurance. SafeVisitor™ is also utilized by large international volunteer organizations like Kiwanis International to manage their volunteers worldwide. Kiwanis International has more than 600,000 members and reports more than 18.5 million volunteer hours annually. Currently, SafeVisitor™ is implementing one of the largest school districts in the country, with 200,000+ students, 40,000+ employees, 250+ buildings and approximately 50,000 volunteers.

With the close guidance of security experts who are top advisors in the field, SafeHiring Solutions™ has developed the only visitor management solution in the United States that is fully integrated with industry background screening and offers a complete solution suite for Visitor Management. The proposed Visitor Management suite addresses the daily challenge of accounting for temporary visitors, volunteers, and vendors who are in and out of all campuses.

SafeHiring Solutions™ have very responsive Client Support Services teams which are available, either onsite or remotely, from step one of communication through implementation, setup, training, and support. We provide support services in a variety of methods to both individual schools and the district

at-large to effectively ascertain and resolve any needs related to the recommended product offerings within this proposal. These methods of communication include face to-face and virtual support methodologies, as well as phone and email ticketing options.

In closing, we at SafeHiring Solutions™ are delighted to have this opportunity to present our comprehensive solution to help augment and fortify your safety and security processes and protocols. Based upon the system specifications provided within the RFP, SafeHiring Solutions™ is fully confident that we not only meet but exceed all work requested within the solicitation. Most importantly, our provided services are reliable, safe and proactive which aligns with your core values and strategic planning success factors. Therefore, we are looking forward to establishing and cultivating a strong sustained partnership with you for years to come.

Sincerely,



Michael T. McCarty
CEO, President and Founder

Primary Contact for Project

Lauren Thomas
VP Business Strategies
866-443-0002
lauren.thomas@SafeHiringsolutions.com

Physical Address

64 E Marion St
Danville, IN 46122
SafeHiringsolutions.com

Our Team

<https://www.SafeVisitor™solutions.com/meet-the-team>

Mike McCarty, Founder & CEO, is also Founder & CEO of one of the fastest growing background screening firms in the U.S.- [Safe Hiring Solutions™](#)– with thousands of clients such as Liberty Mutual Insurance, Kiwanis International, Brotherhood Mutual Insurance Company, Big Brothers Big Sisters, Boys and Girls Clubs and Mennonite Mutual Insurance Company.

He has more than 25 years of violence prevention experience that includes being a violent crime detective with the Metro Nashville Police Department where he was instrumental in developing and implementing the largest law enforcement-based family violence program in the U.S. as well as a lieutenant at the Indiana Law Enforcement Training Academy.

Mike is the author of "[Choking in Fear: a Memoir of the Hollandsburg Murders](#)" which was the basis for a documentary on the Discovery Channel titled Very Bad Men.

Mike has facilitated violence prevention training and consulting nationally and internationally to organizations such as U.S. Homeland Security, U.S. Department of Defense, U.S. Department of Justice, National Sheriff's Association and the Federal Law Enforcement Training Center.

Mike is also active in the community and has served on numerous boards including Northview Christian Church Stepping Stones, Outreach Inc., Domestic Violence Network of Indianapolis and the Montgomery County Chamber of Commerce.

mike.mccarty@SafeHiringsolutions.com

Lauren Thomas, VP Business Strategies, encompassed by a phenomenal leadership team, and utilizing her competitive nature, strives to lead the vision of the company. After majoring in criminal justice at Indiana University, Lauren launched herself into the legal field as a paralegal for a private firm, specializing in criminal defense for seven (7) years. She then moved to a Fortune 500 national commercial retail corporation where she negotiated all leases and contracts.

With her ability to lead, Lauren added coaching to her list of careers. She has guided the Danville Community School's volleyball program for eight (8) years and continues to serve as the high school girl's varsity coach. Lauren is able to apply her wide range of legal background and leadership experience to help drive and implement the company's vision.

lauren.thomas@SafeHiringsolutions.com

Brigitt Klaum, VP Customer Advocacy, leads our client strategies team and coordinates with sales, support and client services. She started with our background screening firm Safe Hiring Solutions™ in operations, client management then lead client services and was promoted to Chief of Client Strategies in 2017.

Brigitt is forward thinking and always focused on the client experience and coordinates closely with our leadership team on our development calendar and ensures that all of our products create a great experience for our clients. She also brings almost 10 years experience within the background screening industry and a vast understanding of background screening best practices, understanding of criminal record sources as well as state and federal compliance issues.

brigitt.klaum@SafeHiringsolutions.com

Eric Stauffer, VP Innovation and Technology, brings 30 years of technology leadership experience to Safe Hiring Solutions that includes writing software, leading development and IT teams as well as business strategies and operations.

He spent 16 years as a Systems Analyst for Eli Lilly Company before launching an international 360 feedback and appraisal company Bowland Solutions in 2005. Prior to joining Safe Hiring Solutions, Eric was the CTO of a HR & recruiting software company.

Eric.stauffer@SafeHiringsolutions.com

Claudia Hurt, Director of Marketing, attended Purdue University where she studied Organizational Leadership and Communications. During her studies, she worked in a variety of small mercantile settings where she discovered she enjoyed customer service and public interaction. During this period she also organized and ran a local summer youth camp, co-taught a church youth group, and spearheaded the planning and organization of a county-wide Beautiful You conference for teen girls while serving as an early morning D. J. for a central Indiana Christian radio station. While working and helping to manage a family-owned gift shop, she began to help with the planning and operation of an annual 3-day Midwest Pastor's Conference that serves upwards of 400 people every year.

When asked why she enjoys working at Safe Hiring Solutions™ Claudia readily admits that she loves the idea of providing a valuable service that plays a pivotal role in ensuring the safety of others. She enjoys the opportunity to interact with people from all over while bringing her combined experience in organization, problem-solving, and customer service, to a thriving mission-oriented workplace.

claudia.hurt@SafeHiringsolutions.com

Advisory Board

Paul Dvorak

Special Agent in Charge, U.S. Secret Service, Indianapolis Field Office

As Special Agent in Charge of the Indianapolis Field Office, Paul Dvorak is responsible for managing protective responsibilities for our nation's leaders, and investigations impacting the financial infrastructure and payment system in the State of Indiana. Mr. Dvorak was appointed the Indianapolis 500 Federal Coordinator by the Secretary of Homeland Security for several years.

Mr. Dvorak was previously assigned to Secret Service Headquarters where he oversaw the travel logistics for more than 6,000 employees in support of the President and Vice President's domestic and international travel. As a supervisor in the Dignitary Protective Division, Mr. Dvorak coordinated the overall security plan for two United Nations General Assemblies attended by over 350 world leaders. He also managed logistics for visits of foreign dignitaries to the United States, including Pope Benedict XVI and Queen Elizabeth II.

Mr. Dvorak served on the Presidential Protective Division during the George W. Bush Administration where he conducted protective advances and physical security. He began his career in the Birmingham Field Office as a criminal investigator. Mr. Dvorak is certified as Senior Executive Service by the U.S. Office of Personnel Management.

Dottie Davis

President, Davis Corporate Training, Inc.

Retired Director of Security, Fort Wayne Community Schools

Dottie is the Owner of Davis Corporate Training, Inc., a private training and consulting business. Dottie began her career in law enforcement in 1981 with the Fort Wayne (IN) Police Department (FWPD) where she served for nearly 32 years. Davis held the rank of patrol officer, sergeant, lieutenant, captain, and last served as the Director of Training at the Academy and held the rank of Deputy Chief. She served as a hostage negotiator for 7 years. She implemented the Crisis Intervention Team with the Fort Wayne Police Department to better serve individuals in a mental health crisis with dignity and respect. Due to this work, she has received several awards from the National Alliance on Mental Illness. As well, Davis was instrumental in bringing the Lethality Assessment Program to the agency to assist first responders in determining whether a victim of domestic violence was at risk of homicide. In 2003, she was the first female officer of the FWPD selected to attend the National FBI Academy in Quantico, Virginia. During her career she received numerous commendations, including two Meritorious Service Citations.

After retiring in 2013, she was selected as the Director of Security for Fort Wayne Community Schools (FWCS), the largest school corporation in the State of Indiana with over 30,000 students and nearly 5,000 employees. She was responsible for supervising approximately 100 law enforcement officers and other security personnel in the schools. During her employment with FWCS, she developed and implemented safety protocols for 63 buildings, which included emergency plans utilizing plain talk, mass push notifications in the event of a lockout or lockdown, and creating a visitor/vendor/volunteer management system that was installed in all schools within the district to identify sex offenders and excluded parties, as well as to know who was on premise in the event of a critical incident. She has presented at several conferences on school safety throughout the country.

For nearly 3 decades she has been a family violence trainer, and has trained thousands of law enforcement officers, prosecutors, advocates, and judges throughout the nation. The Indiana Coalition Against Domestic Violence (ICADV) named her the 1998 Law Enforcement Officer of the Year, and in 2004 she was the recipient of the Harlene Bartlett award from the ICADV for her continued commitment to victims of family violence. She has spoken at the National District Attorneys Association (NDAA) Conference on Domestic Violence from 1999 through 2011. In 2006 she received the Stephen L. VonRiesen Lecturer of Merit Award from the NDAA. Davis has also lectured in Canada for the International Association of Women Police, The Ontario Provincial Police, and VCARS, a victim advocates group. She is the 2007 recipient of the ATHENA Award given by the Fort Wayne Chamber of Commerce, which is awarded to individuals for “professional excellence, for providing valuable service to their community and for assisting women in their attainment of professional goals and leadership skills”. In 2012 she received the Lifetime Achievement Award from the Rocky Mountain Women in Law Enforcement organization in Colorado.

Davis serves as a Board member for the YWCA Northeast Indiana, Fort Wayne Sexual Assault Treatment Center, Mental Health America of Northeast Indiana, and the Euell Wilson Center. She is also an advisory board member for two universities and SafeHiring™ Solutions, and sits on numerous committees for both profit and non-profit organization.

Randy Celori

Director Safety & Security, Lake Stevens, WA School District

Randy W. Celori has an accomplished history of 33 years in law enforcement and is well recognized throughout the Pacific Northwest for his expertise. Mr. Celori spent 11 years as the Chief of Police in the growing community of Lake Stevens, Washington, preceded by 21 years of law enforcement and distinguished service in the United States Army. While serving in the Army, he performed Military Police Duties throughout the United States and abroad. His assignment to West Point required him to work closely with the United States Military Academy to provide a safe and effective learning environment for students, staff and faculty. Upon his retirement from military service in 1995, he joined the police force in Lake Stevens, Washington, where he rose to the top position of Chief of Police in 2001. During his tenure as Chief of Police, he was directly responsible for overseeing complex and highly publicized criminal cases, State Accreditation of the Police Department and the implementation of the Department of Justice Safe Schools Program to over 7600 students and 10 schools. Upon his retirement from law enforcement, Mr. Celori now manages the Safety and Security Programs for Lake Stevens School District.

Former and Current Affiliations:

- Board Member Snohomish County Police Auxiliary Services Center, SNO PAC 911
- Board Member Snohomish County Department of Emergency Management
- Advisory Team Member, Snohomish County Department of Emergency Management
- Chairman, Washington State Boating Safety Council
- President, Greater Lake Stevens Chamber of Commerce
- President, Snohomish County Sheriff and Police Chiefs Association
- Member, Washington State Sheriffs and Police Chiefs Association
- Member, International Association of Chiefs of Police

Specialized Training and/or Experience:

- Criminal/Internal Investigation
- Critical Incident Management

- Safe Schools Program, United States Department of Justice

Safety and Security for Major Community and Sporting Events, Including:

- United States Military Academy Football and Basketball Games
- Army Navy Football Games
- International Ironman Triathlon Events
- Community Festivals Exceeding 30,000 Attendees

Awards and Decorations:

- Washington Association of School Administrators Award for Community Leadership
- Lake Stevens School District Excellence Award for Service to Education and Safe Schools Program
- Police Officer of the Year, City of Lake Stevens
- Two United States Army Meritorious Service Medals
- Two United States Army Commendation Medals
- United States Army Europe Soldier of the Year
- United States Army Recruiting Support Command Soldier of the Year
- Greater Lake Stevens Chamber of Commerce Member of the Year

Brian Krause

Vulnerability Solutions Group, PA State Police ret.

Prior to his position as a founding member of Vulnerability Solutions Group, LLC, Brian served 25 years as a Trooper with the Pennsylvania State Police. In this time, he was a member of the Risk & Vulnerability Assessment Team (RVAT) within the Domestic Security Division, focusing primarily on conducting risk and vulnerability assessments of public and private facilities and events throughout the Commonwealth of Pennsylvania. Brian also has extensive experience and expertise in conducting complex and sensitive investigations. In the course of his career, he has worked with countless local, state, federal and international law enforcement officials, as well as prosecutors at every level.

Areas of Specialization

Risk & Vulnerability Assessments: In his time with VSG and the Pennsylvania State Police, Brian personally conducted over 170 risk and vulnerability assessments of public and private facilities, including but not limited to schools, colleges, power plants, casinos, professional sports stadiums, health care facilities, industrial facilities, critical infrastructure, warehouses, factories, government buildings, office buildings, and large special events. He has conducted over 120 assessments on K-12 schools alone. These assessments stress critical components such as access control, CCTV, intrusion detection, communications, vehicle access, lighting, visitor policies, asset protection, and perimeter control. Brian has also instructed and presented on security assessment methodology, strategies, and implementation.

Investigations: In his 19 years as a criminal investigator, Brian conducted thousands of investigations involving the full spectrum of investigative disciplines, including: homicide, robbery, burglary, assault, sexual assault, drug, fraud, asset misappropriation, forgery, theft, and insurance fraud. He has successfully assisted in the prosecution of countless cases in state and federal courts, as well as located and recovered stolen assets and personal property throughout the state and nation. Brian has conducted hundreds of in- depth, pre-employment background investigations for both enlisted and civilian personnel of the Pennsylvania State Police. He also has extensive experience in gathering intelligence and conducting physical and electronic surveillance in a wide array of sensitive criminal investigations.

Certifications and Degrees

Brian is Certified as a Physical Security Professional (PSP) by ASIS International and is a graduate of the U.S. Department of Homeland Security Physical Security Training Program at the Federal Law Enforcement Training Center, Glynco, Georgia. He also holds a Bachelor of Science degree in Administration of Justice from Pennsylvania State University where he graduated with honors.

Caroline Ramsey Hamilton, CHS III

Risk & Security LLC

Caroline Ramsey Hamilton is a leading expert on Active Shooter Prevention and Response. She is a member of the **Chiefs of Police Working Group, a Public-Private Partnership to create a new standard for Protection of our Schools**, K-12, as well as Colleges and Universities with Chiefs of Police throughout Florida.

She has been a Security Analyst for over 20 years and was a Charter Member of the Project to Create a Public School Risk Assessment Program in 1990, in conjunction with the National Institute of Justice and the Criminal Science Division of Eastern Kentucky University under a grant from the U.S. Department of Homeland Security.

With over twenty-years of experience in all threat events, including Active Shooter, Workplace Violence and other forms of violence, related to **reducing liability and increasing compliance**.

She is an expert on regulatory compliance including working with building security models for schools, for healthcare and hospitals, for the Nuclear Regulatory Commission to design a protocol for Nuclear Generators, and a Risk Model for the Pentagon Force Protection Agency (PFPA).

She is the President of Risk & Security LLC, the world's leading security risk assessment company, working with Dr. Donald Miller, and a team of special forces risk assessment experts.

Ramsey-Hamilton was a Charter member of the U.S. NIST Risk Models Workshop and served on the working group to create a **Defensive Information Warfare Risk Model, for the Secretary of Defense for C4I**. She has worked on **Active Shooter Models for PFPA, for DOD's Technical Support Working Group, creating risk models for Nuclear Facilities, Security for Dams and Substations, FEMA 428 for Safe Schools, Colleges and Universities**, and Hospital Facilities Risk Models, and Medication Error models for pediatric patients.

Ramsey-Hamilton has created many public schools, colleges and universities. School security and safety risk models for a variety of facilities, including State and Federal agencies. She creates custom workplace violence, active shooter prevention, risk and threat assessment programs for Facilities Security, Schools, and College Security, Hospital Security, Homeland Security, FERC, NERC, DHS, FEMA, and NFPA, and including federal, state and local governments.

Caroline has worked with the Florida Hospital Association on Active Shooter Security Risk Assessments and was the featured speaker at their Annual Airport Security Symposium on the Active Shooter Strategies for Airports.

Ramsey-Hamilton received the **Anti-Terrorism Accreditation Board Lifetime Achievement Award**. She speaks at security conferences around the world, and also speaks at all major security conferences about preventing active shooters, and workplace violence.

She has conducted over 1000 security risk assessments including both Active Shooter risk, Facility Security risk, and Schools Risk assessments. She has created custom software programs for the Nuclear Regulatory Commission, the California Department of Judicial Services, the National Institute of Justice, the Department of Homeland Security, and many other organizations, both public and private.

She has published articles in dozens of professional journals, including SecurityInfoWatch, Defense Journal, Florida Hospital Association, ASIS Security Management, and the Computer Security Journal. She

has performed security risk assessment around the world, including Sheikh Khalifa Medical Center in the United Arab Emirates for the Cleveland, Clinic, the Australia Defense Forces, the South Australian Police, the Japan Defense Department, the City of Chiang Mai, Thailand, the Taiwan Defense Department and many others.

Carrol R. (Cal) Black

F.B.I. Retired

Cal Black grew up in the Chicago area, graduated from Wabash College, Crawfordsville, IN in 1966. Cal served in the FBI from 1969-1983 in Jackson, San Francisco (and Oakland RA), FBIHQ, and Indianapolis. Some responsibilities included Informant Coordinator, Applicant Coordinator, Special Agents Legal Defense Fund Representative, Physical Fitness Coordinator, Bank Robbery Coordinator, Senior SWAT Team Leader and Firearms and Defense Tactics Instructor.

Subsequent to Bureau service Cal became Vice President and Director of Corporate Security for INB National Bank, Indianapolis. He was elected the first Chairman of the Crime Committee, City of Indianapolis, in 1987. In 1988 he was elected President, Board of Police Commissioners, Crawfordsville, IN. He was a Certified Fraud Examiner, Certified Financial Services Security Professional, served on the Central Indiana Crime Stoppers Board of Directors, and as a Director of D.A.R.E. Indiana, Inc. Cal was named Civilian Commissioner of the SWAT venue for the 2001 World Police and Fire Games in Indianapolis. He was a member of the Central Indiana Critical Incident Stress Debriefing Team.

Cal has been honored by the Indianapolis Police Department, the Marion County Sheriff's Department, the Metropolitan Drug Task Force, the Indiana State Police and the Indianapolis Division of the FBI. He was very active in the Indiana Chapter of the Society of Former Special Agents of the FBI as Secretary/Treasurer, Vice Chairman and Chairman. He helped organize both the national and regional Society conventions in 1993 and 1996 respectively and served as Member-At-Large of the Society from 1991-1994. In 1994 he was elected to a two-year term as North Central Regional Vice-President.

In 2000 Cal was selected to serve a three-year term as a Trustee of the Former Agents Foundation. Cal is a member of the FBI Agents Association and is a lifetime member of the J. Edgar Hoover Center for Law Enforcement. He is a member of both the Indianapolis and Phoenix chapters of the Society.

Mike Greenwald

Systems Engineer, Central Security & Communications

Mike has over 38 years of commercial and institutional security and alarm, fire, access control, video and integrated systems experience. Mike has been with Central Security & Communications (CSC) since 2002. Before coming to CSC, Mike worked as an executive at Interface Security, Securitylink and ACT Security.

Through his extensive experience, Mike has developed knowledge and skills in selling, coordinating, managing and planning multiple projects in multiple trades including, security, electrical and communication. This experience and expertise have allowed Mike to successfully sell and manage projects in occupied facilities and campuses while minimizing interruption once construction begins. He has also managed offices and regions along with starting several security companies.

Select Project Experience

- Wishard Hospital
- Simon Headquarters
- SMC
- Warren Township Schools
- IRS
- Indianapolis Motor Speedway
- Cook Medical
- Indiana State Board of Health
- Star Financial health
- Lutheran Hospital, Ft. Wayne, IN
- Vera Bradley
- Kite Property Group
- Washington Township Schools
- Pike Township Schools
- VA Hospital
- IU Foundation

Education, Licenses, Professional Organizations & Certifications

- Associates from ATT Tech
- IUPUI School of Engineering
- CSAA
- NFPA
- Electronic Security Association
- Alarm Monitoring Group
- Intrepid Perimeter Protection
- Southwest Microwave Certification
- Radio telephone 1st Class License
- First Alert Product Certification
- Bosch Product Certification
- Southwest Microwave Certification

Pete Just**CTO, MSD Wayne Township Schools**

Pete is the Co-founder and Chairman of the Indiana Chief Technology Officer's Council (2010-2013) and is also a Certified Educational Technology Leader (CETL). He is one of the twelve charter members of the Indiana Department of Education's eLearning Leadership Cadre. Pete was elected to the CoSN National Board in 2014 and was Chairman of the CoSN14 conference. He desires to help technology leaders be empowered with the resources needed to lead well in their own school systems. Pete's numerous presentations at the state and national level promote his district's initiatives and the lessons learned. He has taught online graduate classes in both educational leadership and educational technology as an adjunct professor for Indiana University. Dedicated to using technology to enhance learning and opportunity, Pete's passion is in giving all students the chance to fulfill their God-given potential.

Formerly a biology teacher, Pete taught high school science and media for thirteen years. Convinced that technology has the power to be an equalizer and empower learners, his mission has been to understand technology trends and best educational practices and enable the systemic changes to make them a reality

for staff and students. With a passion for digital learning opportunities, he implements technology initiatives that focus on the core of education - our classrooms. Involved in the launch of Indiana's first online school in 1999 and additional online and blended programs including the recent launch of Achieve Virtual Education Academy in 2010, he has an understanding of what it takes to make a school successful online. He also has led the township's technology application of UDL by creating digital learning spaces of all thousand district classrooms. With the support of his team, the MSD of Wayne Township has successfully created environments to allow students multiple pathways to graduation and enabling long term successes.

Tony Vespa

Founder, Vespa Group, Former Navy Seal

Tony is the founder of Vespa Group, a security and technology consulting firm headquartered in Indianapolis, Indiana. He holds a B.S. in Computer Science, is a distinguished graduate of the U.S. Naval Academy, and completed six overseas deployments during his time in the Service. He is an expert in intelligence collection, exploitation, and fusion and has extensive experience in U.S. interagency and foreign government collaboration.

Tony has a passion for solving complex problems and is committed to having a profound impact on our national security through innovation, collaboration, and economic development. He is actively engaged with key Indiana stakeholders such as the Indiana Office of Technology, Indiana Economic Development Corporation, National Center for Complex Operations, and the Cyber Leadership Alliance.

Company Description

Additional information re: SafeVisitor™

SafeVisitor™ is a cloud-based system which allows for large enterprise deployments across unlimited locations and is compatible with all standard-compliant browsers, including chrome, firefox, edge and safari.

SafeVisitor™ maintains an active development calendar with an internal VP of Technology and support team, which results in new functionality being released monthly to all our clients. 95% of the functionality is at no cost to clients. 5% of the functionality is new modules like a student information system like Skyward or new screening solutions like ArrestAlert.

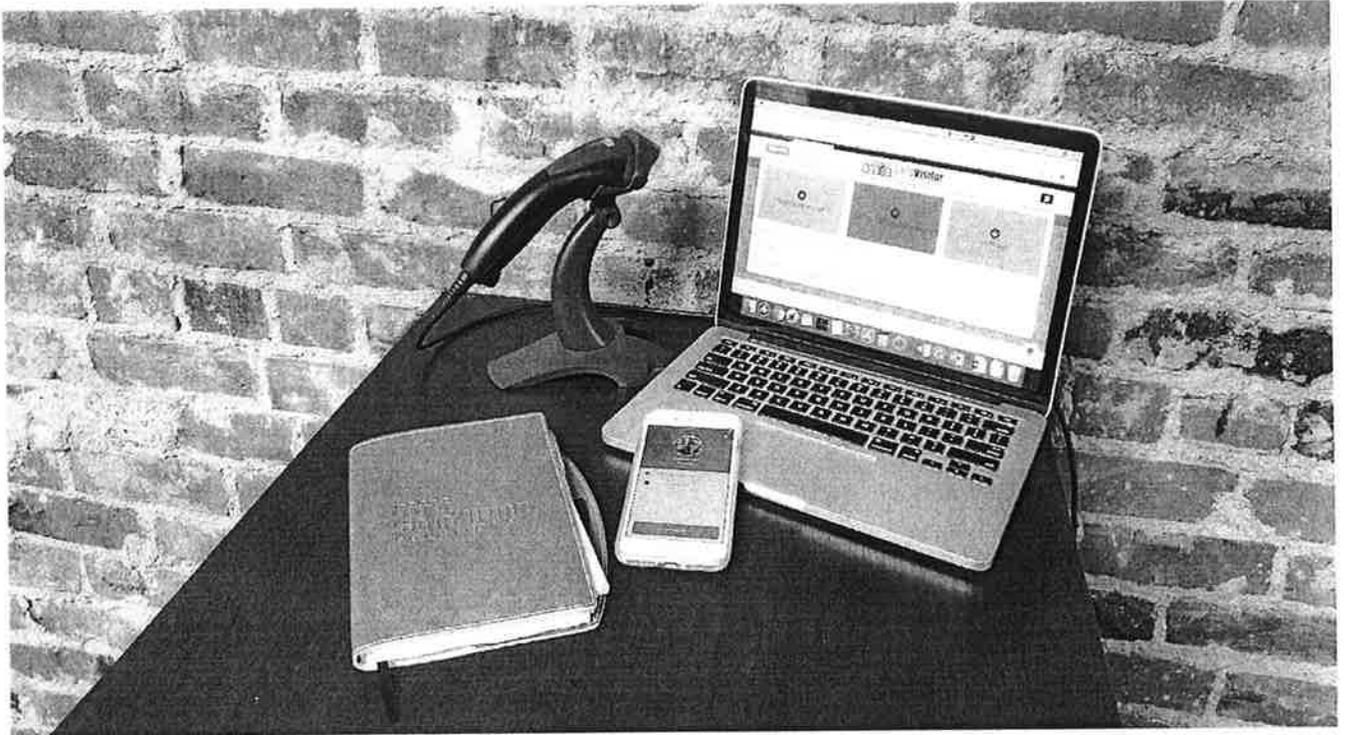
Here is a high-level overview of development schedule planning that is not inclusive of functional updates:

- Biometrics. This technology will allow for several enhancements to help better identify persons:
 - May become the visitor ID.
 - Can be used to flag excluded parties.
 - Will be used to develop Bus/Car Rider Module.
- Bus/ Car Rider Module. Biometrics and integration with student information system will allow us to create a bus/ car rider module to ensure students are on the correct bus or released to an approved party.
- Integrate Access Control Systems. Integrations will allow employees who scan in with access control to be logged and shown on the SafeVisitor™ dashboard.
- Re-Unification Module. SafeVisitor™ is a cloud-based system which will allow for a module to reunify students with approved parties in the event of an emergency that requires evacuation to a secured location.
- Learning Management Systems. Currently walking through partnership opportunities with different learning management systems that may lead to an integration in SafeVisitor™.

SafeVisitor™ hardware options:

- Desktop hardware: webcam, barcode reader with stand, printer. To be used with existing PC monitor.
- Custom Kiosk that can be mounted to the wall or stand alone in a vestibule and has a 2d scanner and high definition camera.
- Client Created Kiosk from existing client compatible notebooks

Part B Specifications





Specifications: Vendor

Vendor Specification 1: Pricing

	Cost Per Building	# of Buildings	Total Cost
SafeVisitor License Options			
SafeVisitor Annual License Fee	\$ 450.00	8	\$ 3,600.00
Training/Setup	\$ 250.00	-	\$ 250.00
SafeVolunteer	Included	-	-
SafeVendor	Included	-	-
National Sex Offender Search on Visitors	Included	-	-

One of the Following Per Building Required	Cost Per Item/Bundle	# of Buildings	Total Cost
Stand Alone Curve Kiosk	\$ 3,150.00	8	\$ 25,200.00
Wall Mount Kiosk	\$ 3,150.00	8	\$ 25,200.00
Shipping Per Kiosk	Between \$150 - \$400	8	-
Dymo Printer	\$ 130.00	8	\$ 1,040.00
Hardware Bundle	\$ 650.00	8	\$ 5,200.00
Shipping Per Hardware Bundle	\$ 25.00	8	\$ 200.00

Included in the Hardware Bundle:

- Zebra 2D Scanner
- Scanner Stand
- Webcam
- Dymo Label Printer 450
- Time Expiring Labels (2 rolls)
- *Kiosk may or may not utilize Dymo Printer

Optional Services

Background Checks	Per Person
National Volunteer Background Check	\$ 17.95
Additional Counties of Residence	\$ 5.95
Federal Criminal Court Search	\$ 3.95
ArrestAlert - Real Time National Volunteer Arrest Monitoring	\$ 1.00
RefLink Automated Reference Checks Per Candidate Fee	\$ 3.95
Driving Records	\$3.50 - State Fee

Included in the Background Check:

- SSN Trace
- Address Verification
- National Criminal Database
- National Sex Offender Registry
- One County Criminal Court Search

Option Modules

	Per Building
Volunteer Facial Recognition Verification ID	\$ 250.00
Employee Facial Recognition Verification ID	\$ 250.00
Facial Recognition Integrated with Access Control	\$ 350.00

Skyward Student Pick Up Integration

Single Building	\$ 995.00
Small School	\$ 1,295.00
Medium School	\$ 1,695.00
Large School	\$ 2,195.00
Enterprise Level 26+ Schools	\$ 2,495.00

SafeVisitor Full System Pricing for **HICKMAN COUNTY SCHOOL SYSTEMS** with
 Skyward
BRIAN QUALLS – claudia.hurt@safehiringsolutions.com

SafeVisitor Suite Pricing		
8 Building(s)	Year 1	Year 2
License Fee	\$3600.00	\$3600.00
Training/Implementation Fee	\$250.00	-
Onsite User Training*	S	-
Employment Module*	S	S
Volunteer Module*	S	S
Geo-Fencing for Mobile App*	S	S
WATCH Integration*	S	S
Skyward Integration*	\$1695.00	\$1695.00
Reflynk Reference Checks*	S	S
ArrestAlert* \$0.00/person		
ArrestAlert Set Up Fee	S	-
Ship/Handle/Assemble	S	-
Hardware Pack x 8**	\$5200.00	-
TOTAL COST:	\$10745.00	\$5295.00

*optional added services

****hardware pack consists of:**

8 - Dymo Label Writer 450 Turbo

8 - 720p HD Webcam

8 - Zebra DS4308-DL Scanner w/ Stand

8 - Scanner Stand

16 - Self-Expiring Badges (500/location)

0 - SafeVisitor Kiosk

Additional Comments:

Here is the pricing information for SafeVisitor, Scan In/Scan Out Solutions. This service is for the check in of your visitors and the Skyward integration. Please let me know if you have any additional questions.

Vendor Specification 2: References

SafeVisitor™ Reference #1:

Company/Organization: Fort Wayne Community Schools Contact

Name: Michael Manuel

Title: Director of Security

Address: 1200 South Clinton St

City: Fort Wayne State, Indiana

Zip: 46802

Telephone Number with area code: 260-467-2125

Email Contact: michael.manuel@fwcs.k12.in.us

Internet Address: <https://www.fwcs.k12.in.us/>

Fort Wayne Community Schools (FWCS) is located in NE Indiana and has 4,500 employees, 30,000 students and 63 buildings. FWCS uses SafeVisitor™ to manage:

- Temporary Visitors
- Volunteers
- Vendors/ Contractors
- Student Teachers
- Substitute Teachers
- Employees

FWCS requires each of their volunteers to complete the online application, e-sign for their volunteer policy, e-sign for the background check and this pushes their information to SafeHiring™ Solutions to conduct a national volunteer background check and return the data to SafeVisitor™. Volunteers with no criminal history are automatically approved, receive an ID badge and authentication to download and active the SafeVistor MobileApp. FWCS has two levels of volunteers. One level must renew every 3 years and one every 2 years. SafeVisitor™ communicates with each level of volunteer 30 days prior to background check expiring to make sure they renew or their status is moved to expired. Starting in 2017, FWCS implemented the Employment Module of SafeVisitor™ which manages the requirement for their 4,500 employees to have an Expanded Criminal History Background Check every 5 years. Indiana law requires that starting in 2017, 20% of employees complete this background check until 100% of school employees have completed. We uploaded a list of their current employees, divided in groups of 20% so that first group is expired and receives email to complete the background check. Then each year the next 20% receive the same email until all employees have completed the background check. At 5 years, SafeVisitor™ notifies employees to renew their state mandated background check.

We are working closely with FWCS to develop new functionality/ modules in SafeVisitor™:

- Biometric applications
- Bus/Student Pickup
- PowerSchool Integration
- Access Control Integration

SafeVisitor™ Reference # 2

Company/Organization: Lake Stevens School District Contact

Name: Randy Celori

Title: School Safety, Security & Health Specialist

Address: 12309 22nd St NE

City: Lake Stevens

State: WA

Zip: 98258

Telephone Number with area code: (425) 335-1566

Email Contact: randy_celori@lkstevens.wednet.edu

Internet Address: <https://www.lkstevens.wednet.edu/>

Lake Stevens School District adopted SafeVisitor™ in 2017 to manage:

- Temporary Visitors
- Volunteers
- Vendors/ Contractors

Randy Celori, Director of Security and former Lake Stevens Chief of Police, worked closely with the SafeVisitor™ team and the Washington State Police to facilitate an integration with the WATCH Background Check System.

Lake Stevens uploaded their list of 5,000+ volunteers to SafeVisitor™ and moving forward the renewals will be managed by SafeVisitor™.

The WATCH integration converted the Lake Stevens paper-process of collecting authorizations and entering manually into the WATCH system to a paperless and automated process. Volunteers enter their information online and the request is sent automatically to WATCH with results returned instantly. WATCH returns the data to SafeVisitor™ which can be read and managed by the school.

- Volunteers with no criminal history are automatically cleared and notified.
- Exact or Potential Matches are returned as individual reports. School determines eligibility for volunteering and selects:
 - Approved
 - Denied
 - Denied & Added to Exclusion List
- Duplicate Matches which requires a form printed and returned to WATCH.

Randy Celori has also joined the SafeVisitor™ Advisory Board and will be the representative for WA schools.

SafeVisitor™ Reference # 3:

Company/Organization: Hamilton Southeastern School District Contact
Name: Vicky Foutty
Title: Human Resources
Address: 13485 Cumberland Rd
City: Fishers
State: IN
Zip: 46038
Telephone Number with area code: 317-796-0050
Email Contact: vfoutty@hse.k12.in.us
Internet Address: <http://www.hse.k12.in.us/ADM/home.aspx>

Hamilton Southeastern Schools (HSE) is one of the fastest growing school districts in the U.S. with more than 23 buildings and 20,000 volunteers. HSE uses SafeVisitor™ to manage:

- Temporary Visitors
- Volunteers
- Vendors/ Contractors
- Student Teachers
- Substitute Teachers
- Employees
- School Resource Officers

HSE requires each of their volunteers to complete the online application, e-sign for their volunteer policy, e-sign for the background check, watch their anti-bullying video and then pushes their information to SafeHiring Solutions™ to conduct a national volunteer background check and return the data to SafeVisitor™. Volunteers with no criminal history are automatically approved, receive an ID badge and authentication to download and active the SafeVistor™ MobileApp.

HSE requires that the volunteer renew AND pay for their background check every 2 years. SafeVisitor™ manages notifications and renewals as well as collecting the required fee for the background check.

Starting in 2018, HSE implemented the Employment Module of SafeVisitor™ which manages the requirement for their employees to have an Expanded Criminal History Background Check every 5 years. Indiana law requires that starting in 2017, 20% of employees complete this background check until 100% of school employees have completed. We uploaded a list of their current employees, divided in groups of

20% so that first group is expired and receives email to complete the background check. Then each year the next 20% receive the same email until all employees have completed the background check.

At 5 years, SafeVisitor™ notifies employees to renew their state mandated background check.

We are working closely with HSE to develop new functionality/ modules in SafeVisitor™:

- Biometric Applications
- Bus/Student Pickup
- Access Control Integration
- Skyward Student Information Systems Integration

Vendor Specification 3. Training and Installation

SafeVisitor™ provides a customized, comprehensive training plan to ensure all stakeholders can fully utilize the SafeVisitor™ Solutions. Prior to delivering training, we will collaborate with Hillsborough County Public Schools to incorporate district protocols and procedures.

The training plan and options include the following:

- Asynchronous Options (video, webinars and online tutorial repository)
 - Audience: School Administrators, School First Responders, Train-the-Trainer, and Staff Training
- Synchronous Options (onsite and scheduled webinars)
 - Audience: School Administrators, School First Responders, Train-the-Trainer, and Staff Training

Vendor Specification 4. Customer Support

SafeVisitor has very responsive Client Strategies and Support team, as well as a highly engaged Business Development team that is available, either on site or remotely, from step one of communication through implementation, setup and support. The following are communication options for immediately support response:

- Toll free number rings entire support team 866-443-0003
- Direct Dial Phone Numbers for client service representatives
- Direct email and group support email for client services reps and team
- Live chat is available inside SafeVisitor™ application on every page for your users
- Support via phone is available 8AM- 5PM EST
- Support via email/chat
 - Level 1 until 8PM EST
 - Level 2 24hrs/day

Specifications: Visitor Management System

Visitor Management Specification 1: Web-based Application

SafeVisitor™ is a cloud-based system which allows for large enterprise deployments across unlimited locations and is compatible with all standard-compliant browsers, including chrome, firefox, edge and safari.

SafeVisitor™ is stored securely in the cloud on Microsoft Azure and monitored by a security company that is owned and operated by a former Special Forces Cyber Security Expert who ensures we are utilizing the highest security levels available by Microsoft. SafeHiring Solutions™ and SafeVisitor™ are SSAE 16 and PCI compliant

Visitor Management Specification 2: Configured Desktop Personal Computer

As SafeVisitor™ is a cloud-based system and compatible with all standard-compliant browsers, including chrome, firefox, edge and safari, the system functions on any device with access to standard-compliant internet browsers, including but not limited to a desktop personal computer.

Visitor Management Specification 3: Multiple Internet Browser

SafeVisitor™ is compatible with all standard-compliant browsers, including chrome, firefox, edge and safari.

Visitor Management Specification 4: Scan In/ Scan Out of Visitors

SafeVisitor™ uses scan in/scan out technology to sign in and sign out visitors. This is done by scanning any North American government issued ID, including U.S. Driver's License, Military ID, Mexican Matricula Card, and Canadian ID Card. SafeVisitor™ uses any of these ID types to scan visitors into the building and scan them out as well.



Visitor Management Specification 5: Visitor Information/ Visitor Logs

SafeVisitor™ has an easy-to-access visitor log that keeps track of the visitor, the time they arrived, and the time they left the premises. An example of a visitor log found on the SafeVisitor™ website is below.

Visitor	Visiting	Reason	Building	Attendant	Registration Type	Date	In	Out
WILSON, KENNETH	Dem. Client	Meeting	Dem. Building	Dem. Client Admin		6/13/19	8:16 AM	10:25 AM
WILSON		Admission	Dem. Building	Admission	Visitor	6/12/19	10:21 AM	2:49 PM
WILSON		Job Meeting	Dem. Building	Dem. Client Admin	Visitor	6/12/19	10:17 AM	10:21 AM
WILSON	Site	Meeting	Dem. Building	Dem. Client Admin		6/12/19	10:13 AM	10:15 AM
WILSON, MICHAEL	Site	Site	Dem. Building	Dem. Client Admin		6/12/19	9:57 AM	2:19 PM
WILSON, MICHAEL			Dem. Building	Attendant	Volunteer	6/11/19	12:02 PM	12:57 PM
WILSON		Class Enrollment	Dem. Building	Attendant	Visitor	6/11/19	10:16 AM	1:29 PM
WILSON, MICHAEL	Site	Meeting	Dem. Building	Dem. Client Admin		6/11/19	10:15 AM	2:19 PM
WILSON	Site	Parent Meeting	Dem. Building	Dem. Client Admin		6/11/19	10:12 AM	10:15 AM
WILSON, MICHAEL	Site	Meeting	Dem. Building	Dem. Client Admin		6/10/19	10:20 AM	10:24 AM
WILSON, MICHAEL	Site	Meeting	Dem. Building	Dem. Client Admin		6/10/19	9:36 AM	9:37 AM
WILSON, MICHAEL	Site	Meeting	Dem. Building	Dem. Client Admin		6/6/19	8:53 AM	11:54 AM

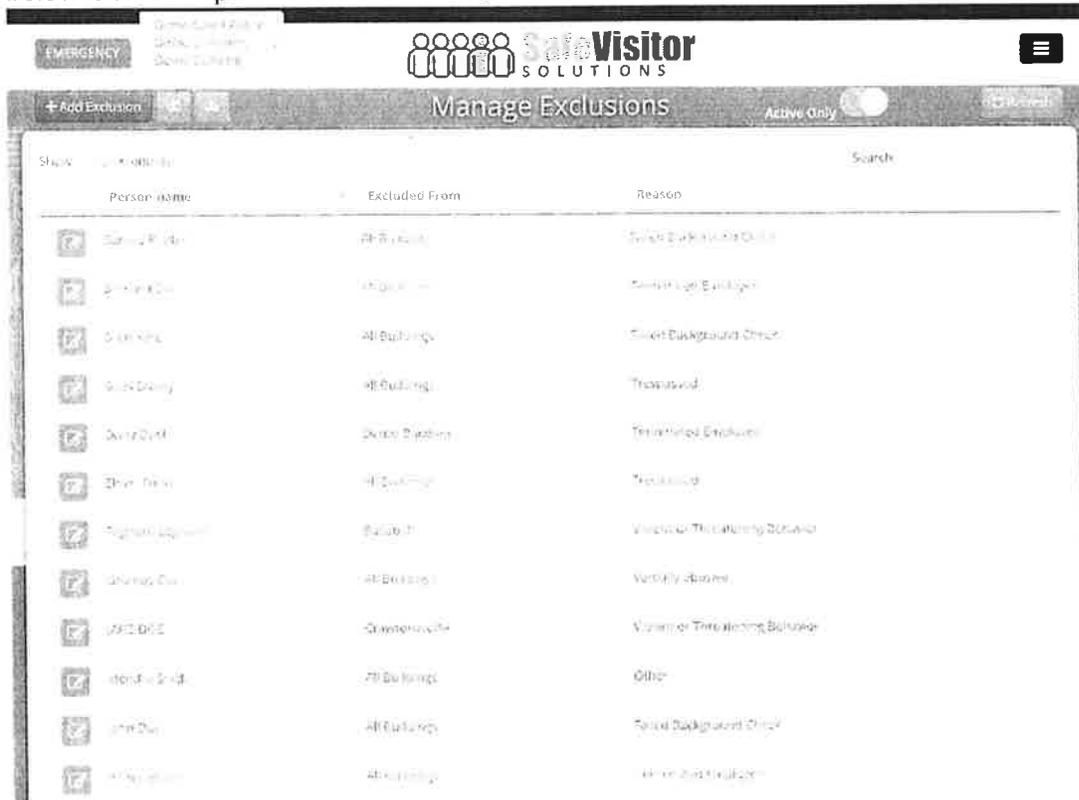


Visitor Management Specification 6: Customer Alert

SafeVisitor™ allows the school to create its own exclusion lists. These lists can be made globally (pertaining to the entire district) or they can have a scope (specific building exclusions). These lists can also specify if the visitor only has certain permissions within the building. Within each visitor’s information, the school can add customizable notes regarding individual excluded parties. These notes can be used for anything. Some notes examples include: “This visitor has restricted access in the school”, “there is a restraining order against this individual”, “there are custody issues present with this individual”, or “this visitor is allowed to only enter this building if they are accompanied by the principal”. Once the visitor’s ID is scanned, he/she will be checked against the National Sex Offender Registry and any exclusion lists the schools or district has.

Watch List Capability A list of individuals who are not allowed on site can be uploaded to the system or added ad-hoc. During the add process, administrators can select if the individual is not allowed at all sites or only restricted from a single site.

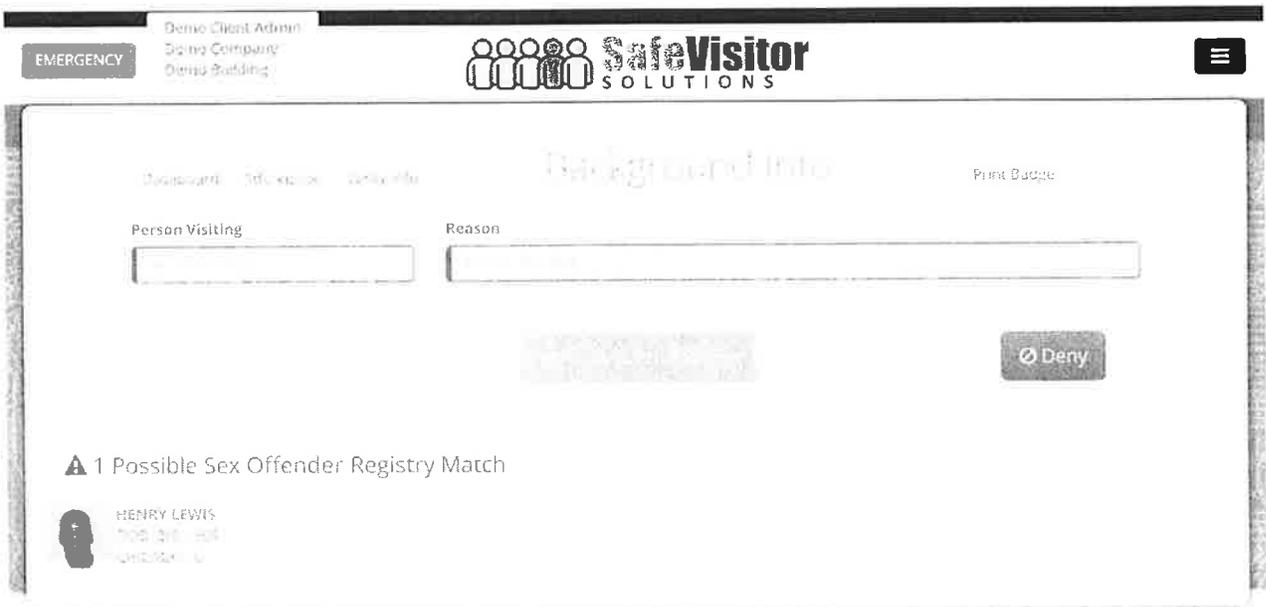
Below is an example of an exclusion list.





Visitor Management Specification 7: National Sex Offender Check and Alert

SafeVisitor™ automatically checks any visitor against the National Sex Offender Registry (NSOR) at no additional cost. If a visitor is scanning in and there is a hit on the NSOR, the secretary is notified prior to the visitor being allowed access into the building. An example of a NSOR hit can be found below.



Visitor Management Specification 8: Refresh of Sex Offender Database

SafeVisitor™ partners with a third-party provider for the National Sex Offender data that is updated/refreshed at minimum one time per day.



Visitor Management Specification 9: Printed Badge

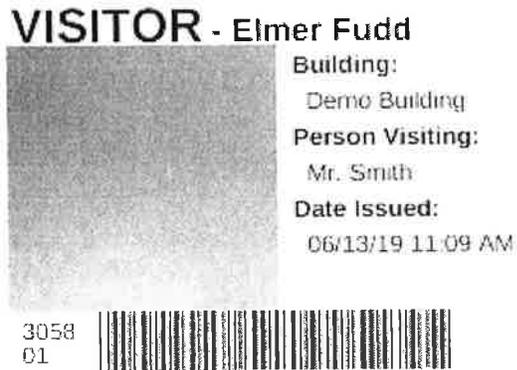
SafeVisitor™ generates a disposable printed, adhesive badge for each visitor entering the building. The badge has a stop sign covered by an opaque sticker. The opaque sticker lasts about 6 hours, and then it bleeds through letting you know the badge is expired.

- Photo
- Name
- Visitor type: Volunteer, Contractor, etc
- Building
- Date/Time
- 2D barcode to scan out

MobileApp:

Approved volunteers, employees, contractors etc. receive a confirmation email that provides a unique ID# and a link to download the SafeVisitor™ MobileApp. The MobileApp is the ID card that can be scanned when entering a school building to log them in. The SafeVisitor™ MobileApp also has geofencing capabilities.

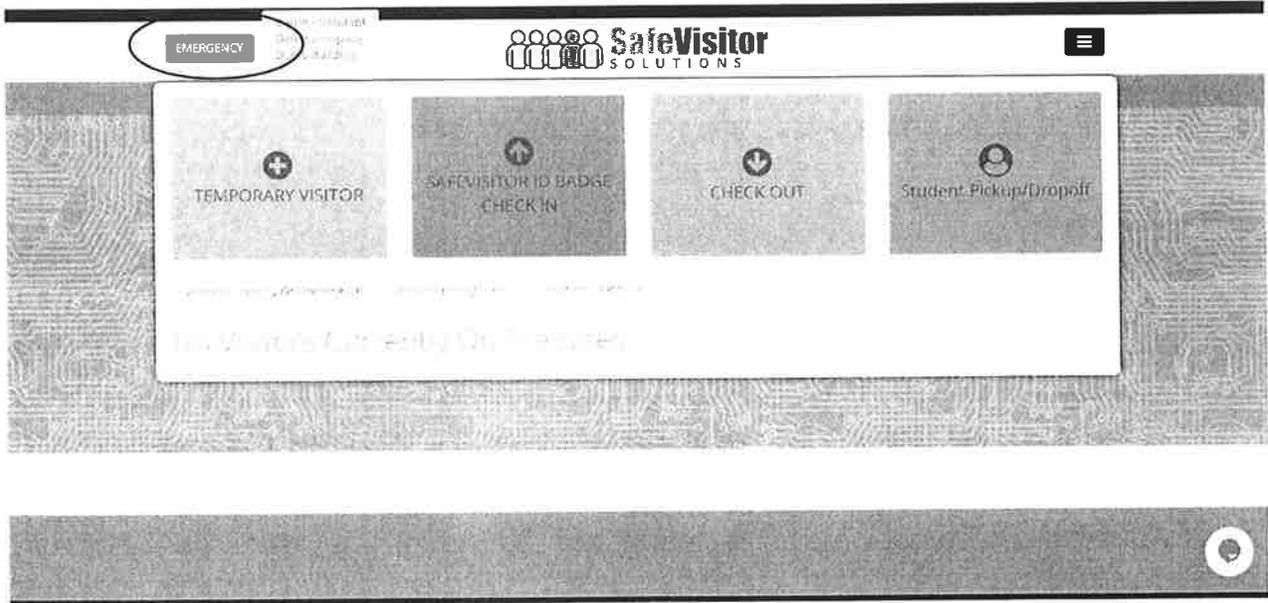
Below is an example of the disposable badge:



Preferred Features

Preferred Feature 1: Emergency Button

SafeVisitor™ has global and local emergency notifications. If a visitor enters the premises, scans their ID, and is a part of your building exclusions list or registered sex offender, an alert will be sent out. This alert can be sent to your principals, SRO's, or whomever you deem necessary to receive those alerts. When this alert is transmitted, the visitor will not be alerted of the message that is going out.



Preferred Feature 2: Pre-Registration Link and Print Ahead Badge

SafeVisitor™ is a system that was built to be scalable yet easy to configure. Specific configurations include whitelisting capabilities:

Whitelisting Capability

There are many options in the Whitelisting functionality. This includes the following:

- **Pre-Registration/ Event Registration** - SafeVisitor™ creates a link for visitor pre-registration. This can be used as part of a calendar invite or for events like a Grandparent's Day. The pre-registration also allows you to upload a CSV/Excel file of upcoming visitors. Pre-registered visitors show on the dashboard under Visitors Arriving Soon and front office staff only needs to click a button that logs them in and prints an ID badge.
- **Volunteer** - For high frequency volunteers, they can become an approved volunteer, allowing to be directly tied to the necessary background check as specified by the client. The volunteer will be provided a link to authorize the background screening process. Once screening is complete and approved, the volunteer will receive a long term badge that will help expedite entry at each visit.
- **Substitute or Student Teachers** - Many school districts manage substitute teachers and/ or student teachers in SafeVisitor™. Once they have completed the required background checks and onboarding requirements, they are issued an ID that can be scanned each time they enter and exit one of your buildings.
- **SafeVendor** - Schools have two options for managing vendors/ contractors:
 1. Registration Type. If you create a registration type, then vendor/contractors complete your required background checks and are approved by the school district.
 2. SafeVendor. SafeVisitor™ requires a national background check. Approval is based on a set of criteria that was developed by school security personnel. The advantage for the school is SafeVisitor™ manages the entire process. The advantage for the contractor is if they visit multiple school districts they are approved at any school using SafeVisitor™.
- **Employment Module** - SafeVisitor™ is used by many school districts to also manage their current employees to ensure they have completed their background checks, rechecks and can be used to log them in as a visitor in a building where they do NOT work, if required.

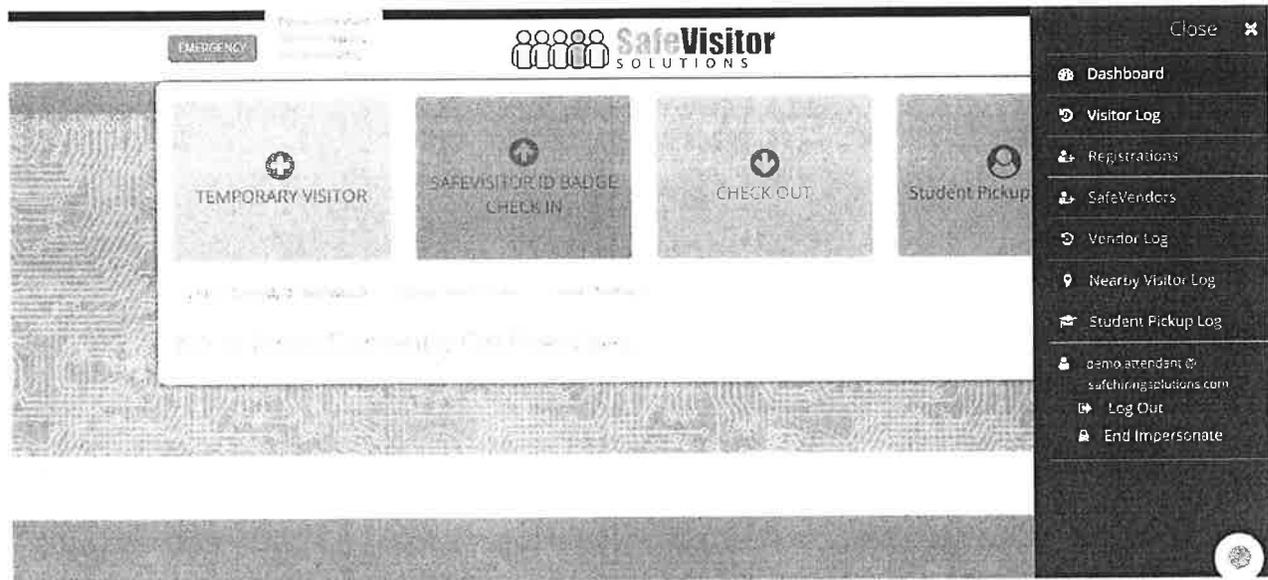
Preferred Feature 3: Standard Reports

SafeVisitor™ solutions automatically capture data for easy extraction and analysis through the enterprise-level data analytics and reporting software. From alert incident to visitor tracking, data is stored for easy access and extraction as needed, including visualization tools for easy and precise analysis of multiple data points. Additionally, all data can be exported as excel or CSV files.

SafeVisitor™ creates visitor logs for every visitor who enters or exits a building. The visitor logs can be filtered by building, user, date ranges or by visitor name. The data is retained forever in the system.

All visitors that are denied entry are logged in a separate Denied Entry Log. This allows administrators to monitor and view how many people are denied entry and for what reasons.

Reporting functionality for logged visitors, vendors, volunteers, excluded party lists, etc. can be accessed directly through the dashboard as shown below:



Preferred Feature 4: Customized Reports

SafeVisitor™ reports can be exported to excel sheets or csv files for customization and extensive filtering.

Preferred Feature 5: Student Management Systems

SafeVisitor™ is the only visitor management system with a direct real-time integration to Skyward Student Information System. SafeVisitor™ development team has extensive integration experience, allowing for integration with a myriad of student management systems. This allows for tracking of student arrival, student tardy, early dismissal, student pick up/ guardian approval for pick up, excluded student information, reunification, etc.

Through our standard API documents, SafeVisitor™ can easily integrate with any necessary third-party software/ vendor.

Preferred Feature 6: Emergency Notification Lists

SafeVisitor™ both global and local emergency notifications, set by the client. This allows the messages to be sent to custom contacts, selected by the client, within the school district and community.



Misty Shelton
Director of Accountability
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: June 21, 2019
Up for review: 1.400-1.503

Up for review:

1.400-1.503

School Board Meetings
Public Hearings
Notification of Meetings
Agendas
Appeals to and Appearances Before the Board
Rules of Order (just approved on 2nd reading in June)
Minutes
School District Rules
Board-Community Relations
Visitors to the Schools
Boarding Meeting News Coverage
News Releases, News Conferences and Interviews

Thank you in advance for your careful consideration of these policies.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education

	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 01/07/19
		Rescinds: 1.400	Issued: 05/01/17

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

2 Every meeting of the Board, except those allowed to be closed by law, will be open to the public.¹
3 Open meetings will be physically accessible to all students, employees, and interested citizens.³

4 Cameras, camcorders or other photographic equipment may be used during Board meetings. The
5 Board has the right to limit the use of such equipment if it interferes with the conducting of Board
6 business by motion and majority vote.

7 **REGULAR MEETINGS**

8 Regular meetings of the Board shall be held on the first (1st) Monday of each month at 7:00 p.m.

9 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
10 by the chairman.

11 **SPECIAL MEETINGS**

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

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

16 1. To enable the Board to concentrate and take action on a single problem or set of problems;
17 or

18 2. To enable the Board to take emergency action between regular meetings.
19

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

22 **ELECTRONIC ATTENDANCE⁵**

23 Absent board members may attend a regular or special meeting by electronic means if the member is
24 absent because of work, a family emergency, or the member's military service. If a board member is
25 absent due to military service, he/she may participate electronically as often as he/she is able to do so.
26 However, a board member may not participate electronically more than two (2) times per year for
27 absences due to work and/or family emergencies.

1 *General Requirements*

2 The following requirements apply to all electronic attendance, regardless of the reason for the
3 member's absence:

- 4 1. A quorum of the Board must be physically present at the meeting in order for any member to
5 attend electronically.
- 6 2. Any member wishing to participate electronically must do so using technology that allows the
7 chair to visually identify the member.
- 8 3. The responsibility for the connection lies with the member wishing to participate electronically.
9 No more than three (3) attempts to connect shall be made unless the Board chooses to make
10 additional attempts.

11 *Work-Related Absence*

12 The following requirements apply to electronic attendance due to a work-related absence:

- 13 1. The Board member must be absent from the county due to work.
- 14 2. The member wishing to participate must give the chair and Director of Schools at least five (5)
15 days' notice prior to the meeting of the member's desire to participate electronically.

16 *Family Emergency*

17 The following requirement applies to electronic attendance due to a family emergency:

- 18 1. The member must be absent due to the hospitalization of the member or the death or
19 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
20 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or
21 sister-in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. 95-126
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Section 504 and ADA Grievance Procedures 1.802

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Public Hearings</h2>	Descriptor Code: 1.401	Issued Date: 05/01/17
		Rescinds: 1.401	Issued: 06/05/00

- 1 The Board may hold public hearings in the following circumstances:
- 2 1. When a licensed employee is dismissed during a contract period. Any licensed employee
 - 3 of the Board is entitled to a hearing, upon written request, and shall be advised of the same
 - 4 in the event of a dismissal;¹
 - 5
 - 6 2. When a student has been suspended and the resolution has not been satisfactory;²
 - 7
 - 8 3. When a parent or legal guardian shall contest the school assignment of their child;³ and/or
 - 9
 - 10 4. When the Board deems it to be in the public interest.

11 Any individual(s) requesting a hearing before the Board will make such request in writing stating the
 12 purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the
 13 specific reasons for requesting the transfer. All requests for hearings must be received by the Board or
 14 director of schools within the time limit prescribed by law for that category of hearing.

Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301 (GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

Cross References

- Appeals To and Appearances Before the Board 1.404
 Suspension/Dismissal of Nontenured Teachers 5.200
 Suspension/Dismissal of Tenured Teachers 5.201

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Notification of Meetings</h2>	Descriptor Code: 1.402	Issued Date: 05/01/17
		Rescinds: 1.602	Issued: 08/02/99

- 1 Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval of a schedule
- 2 of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director
- 3 of schools' office and in each of the public schools. The schedule shall also be sent to the president of
- 4 the local education association² and to the local news media for periodic announcement. No other notice
- 5 of regular meetings shall be necessary beyond those stated and the holding of the particular regular
- 6 meetings at the appointed times, if the date and time of the next regular meeting was announced at the
- 7 last held board meeting.

- 8 In the case of special board meetings, notice shall be posted in the same locations with notice sent to the
- 9 local news media and the president of the local education association, as in the case of regular meetings,
- 10 at least forty-eight (48) hours prior to the meeting.

- 11 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
- 12 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions, notice
- 13 shall be given to all appropriate parties as is practical.

- 14 All notices of special board meetings shall state the time, place, and purpose of the meeting.

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)

Cross References

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="margin: 0;">Agendas</h2>	Descriptor Code: 1.403	Issued Date: 05/01/17
		Rescinds: 1.403	Issued: 08/02/99

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board
 2 meeting. Any board member may place items on the agenda for discussion. The particular order may
 3 vary from meeting to meeting in keeping with the business at hand.

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

11 Staff members or citizens of the district may suggest items for the agenda.

12 For items to be considered on the agenda, they must be received in the director of schools' office ten (10)
 13 days prior to the scheduled date of the Monday meeting. The person(s) requesting an item on the agenda
 14 shall forward any background information to the director of school's office so that the material will be
 15 included in the delivery to the board members prior to the meeting.

16 **ANNUAL AGENDA**

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

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 05/01/17
		Rescinds: 1.608	Issued: 08/02/99

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints
4 or concerns which have not advanced through the proper administrative procedure from the point of
5 origin.

6 If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the
7 Board, the matter shall be referred in writing to the office of the director of schools and the Board shall
8 determine whether to hear the appeal.

9 APPEARING BEFORE THE BOARD

10 Individuals desiring to appear before the Board must submit a written request with descriptive materials
11 to the office of the director of schools ten (10) days before the meeting. If the request is approved by
12 the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will
13 be recognized at the beginning of the meeting and given time to speak when their topic of interest is
14 addressed on the agenda. All requests submitted will be included in the board packet.

15 Recognition of individuals who are not citizens of the school system is to be determined by a majority
16 vote of the Board.

17 The chairman may recognize individuals not on the agenda for remarks to the Board if he/she determines
18 that such is in the public interest. A majority vote of members present can overrule the decision of the
19 chairman.

20 Individuals speaking to the Board shall address remarks to the chairman and may direct questions to
21 individual board members or staff members only upon approval of the chairman. Each person speaking
22 shall state his name, address, and subject of presentation. Remarks will be limited to five (5) minutes
23 unless time is extended by the Board. The chairman shall have the authority to terminate the remarks of
24 any individual who is disruptive or does not adhere to Board rules.¹ Members of the Board and the
25 director of schools have the privilege of asking questions of any person who addresses the Board.

26 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
27 the office of the director of schools.

Legal References

1. TCA 39-17-306

Cross References

- School Board Meetings 1.400
- Agendas 1.403
- Complaints About School Personnel 5.502

Hickman County Board of Education

	Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date: 06/03/19
		Rescinds: 1.405	Issued: 03/05/19

1 The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the
2 Board in all cases to which they are applicable, except as otherwise provided by any statutes applicable
3 to the Board, or by policies of this Board including the following exceptions:

4 **VOTING METHOD**

5 When a formal vote is taken on any question brought before the Board, the decision shall be made on
6 the basis of a majority of the membership of the Board.¹

7 Roll call votes will be used at the discretion of the chairman or upon the request of any board member.
8 Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's
9 individual vote may be recorded in the minutes. No secret votes shall be used.²

10 **CHAIRMAN'S PARTICIPATION**

11 The person chairing a meeting may participate in discussion, make motions, and vote on all issues as
12 any other member without relinquishing the chair.³

Legal References

1. TCA 49-2-202(g)
2. TCA 8-44-104(b)
3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <div style="text-align: center; font-size: 1.5em; font-weight: bold; padding: 10px 0;">Minutes</div>	Descriptor Code: 1.406	Issued Date: 05/01/17
		Rescinds: 1.406	Issued: 08/02/99

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of
 2 the Board.¹ The draft of the minutes of the previous meeting shall be sent to all board members with the
 3 agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed
 4 by the chairman and director of schools.² The minutes shall become permanent records of the Board and
 5 shall be made available to interested citizens and the news media upon request.^{3,4} A copy shall be mailed
 6 to all board members, the president of the local education association, and to each of the schools no more
 7 than thirty (30) days after approval by the Board.⁵

8 The minutes shall include:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or
 10 absent, and the approval of the minutes of the preceding meeting;^{2,3}
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together
 12 with the names of the members making and seconding the motions, and a record of the
 13 members voting “aye” and “nay” in the event of a roll call vote;^{2,3}
- 14 3. Reports, documents, and objects relating to a formal motion may be omitted from the
 15 minutes, if they are referred to and identified by title and date;⁶
- 16 4. Names of persons addressing the Board and the purpose of their remarks; and
- 17 5. A brief account of those items discussed, and whether or not any motions were made
 18 regarding those items.
- 19
- 20
- 21
- 22

Legal References

1. TCA 49-2-301(b)(C)(D)
2. Robert’s Rules of Order, Article VII, Paragraph 41
3. TCA 8-44-104
4. TCA 10-7-503
5. TCA 49-2-203(a)(12)
6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)

Cross References

Hickman County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 08/07/17
		Rescinds: 1.407	Issued: 05/01/17

1 The director of schools shall maintain all school district records required by law, regulation and board
 2 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
 3 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
 4 request in writing and receive copies of open public records subject to the payment of reasonable
 5 cost.^{1,2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
 7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
 8 be released for public inspection.¹¹

9 All requests to inspect or receive copies of records shall be submitted to Becky Coleman, the district's
 10 public records request coordinator and records custodian.¹²

11 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
 12 Original documents remain intact and confidential information in copies produced for a requestor shall
 13 be redacted. The director of schools shall develop a procedure to redact confidential information.

14 **REQUESTS FOR INSPECTION²**

15 Citizens requesting to inspect public records shall submit their request and a government issued photo
 16 identification card with the citizen's address to the district's public records request coordinator during
 17 normal business hours. Requests may be made in person, in writing, by telephone, fax, or electronic mail
 18 (email). The coordinator shall submit the information to the appropriate records custodian. The records
 19 custodian will contact the citizen and indicate when the records will be available to inspect.

20 If the records cannot be made available within seven (7) business days, the records custodian shall
 21 provide a records production letter indicating the time needed to complete the request.

22 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
 23 denial letter indicating the basis for the denial.

24 **REQUESTS FOR COPIES²**

25 Citizens requesting copies of public records shall complete and submit the Records Request Form and a
 26 government issued photo identification card with the citizen's address to the district's public records
 27 request coordinator during normal business hours. The coordinator shall submit the Records Request
 28 Form to the appropriate records custodian.

29 The records custodian shall provide an estimate of the reasonable costs to produce the requested records.
 30 The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable

1 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
2 reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The
3 citizen shall pay the estimated reasonable costs by cash, money order or cashier's check prior to the
4 district producing the copies.

5 If the records cannot be made available within seven (7) business days, the records custodian shall
6 provide a records production letter indicating the time needed to complete the request.

7 If the request for copies is denied, the records custodian shall provide the citizen with a records request
8 denial letter detailing the basis for the denial.

9 **FREQUENT AND MULTIPLE REQUESTS**

10 When the total number of requests for copies made by a requestor within a calendar month exceeds four
11 (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce
12 copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this
13 policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee
14 Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found
15 at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost.
16 Further, the names of persons inspecting records and the date of inspection shall be recorded.

17 **RECORDS RETENTION**

18 The director of schools and/or his designee(s) shall retain and dispose of school district records in
19 accordance with the following guidelines:^{2,4}

- 20 1. The director of schools and/or his/her designee(s) will determine if a particular record is of
21 permanent or temporary value in accordance with regulations promulgated by County Public
22 Records Commission and the Tennessee Institute for Public Services records manual;^{5,6}
- 23 2. Temporary value records which have been kept beyond the required time may be recommended
24 to the Public Records Commission for destruction;^{7,8}
- 25 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
26 transferred to the State Library and Archives. The temporary value records rejected by the State
27 Library and Archives may be transferred to another institution or destroyed;^{7,8,9}
- 28 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
29 director of schools desires to destroy the original permanent record, these records must be
30 reproduced by microfilming or some other permanent reproduction method. Permission to
31 destroy any original permanent record after microfilming follows the same procedure noted
32 above for temporary records;^{6,8} and
- 33 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,
34 removal or loss of records.¹⁰

- 1 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹³**
- 2 Becky Coleman
- 3 Office of Information and Services
- 4 931-729-3391 Ext 2225

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
13. Public Acts of 2016, Chapter No. 722

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Board-Community Relations</h2>	Descriptor Code: 1.500	Issued Date: 05/01/17
		Rescinds: 1.500	Issued: 08/02/99

- 1 In order to promote school-community interaction relating to the policy and operation of the schools,
 2 the Board will:
- 3 1. Strive to keep citizens of the school system regularly informed about all policies, problems
 4 and planning through channels of communication, its own efforts, and the office of the
 5 director of schools;
 - 6
 7 2. Encourage the public to inquire, learn about, and express a continuing interest in the
 8 operation of the schools;
 - 9
 10 3. Direct all school employees, including teachers, administrators and support service
 11 personnel to participate in good school-community interaction by:
 - 12
 13 a. Transmitting pertinent and correct information to citizens upon request or upon
 14 initiative of school employees;
 - 15
 16 b. Seeking ways to improve school-community relations; and
 - 17
 18 4. Recognize the right of news media to inquire, research and report to the public information
 19 about local schools.
- 20 The principal of each school shall be responsible for the development of a public relations program and
 21 shall promote programs which involve parents and the community with the school.
- 22 The director of schools shall be responsible for leadership in school-community relations. Through the
 23 use of his staff, he/she will promote a program to best coordinate the involvement of the schools and
 24 community.

Legal References

Cross References

- Visitors to the Schools 1.501
- Board Meeting News Coverage 1.502
- Advertising & Distribution of Materials in Schools 1.806
- Crisis Management 3.203
- Community Use of School Facilities 3.206
- Staff Community Relations 5.606

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="margin: 0;">Visitors to the Schools</h2>	Descriptor Code: 1.501	Issued Date: 05/01/17
		Rescinds: 1.501	Issued: 08/02/99

- 1 Except on occasions, such as school programs, athletic events, open house and similar public events; all
- 2 visitors will report to the school office when entering the school and will sign a log book. Authorization
- 3 to visit elsewhere in the building or on the school campus will be determined by the principal or designee.
- 4 Guest passes shall be issued for all persons other than students and employees of the school.¹

- 5 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto
- 6 the grounds or into the school buildings during the hours of student instruction except students assigned
- 7 to that school, the staff of the school, parents of students, and other persons with lawful and valid business
- 8 on the school premises.

- 9 The principal or his/her designee has the authority to exclude from the school premises any persons
- 10 disrupting the educational programs in the classroom or in the school, disturbing the teachers or students
- 11 on the premises, or on the premises for the purpose of committing an illegal act.²

- 12 The principal shall engage law enforcement officials when he/she believes the situation warrants such
- 13 measures.

- 14 Students shall not bring non-student brothers or sisters to school. Requests to bring out-of-town visitors
- 15 to school must be submitted to the principal.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406

Cross References

Section 504/ADA Grievance Procedures 1.802
 Vendor Relations 2.809
 Security 3.205
 Care of School Property 6.311

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Board Meeting News Coverage</h2>	Descriptor Code: 1.502	Issued Date: 05/01/17
		Rescinds: 1.502	Issued: 12/07/09

- 1 A copy of the agenda and agenda materials will be sent in advance to members of the news media who
- 2 request it. Additionally, all reports approved by the Board shall be made available to the media.
- 3 The press will be provided with working copies of the agenda and agenda materials upon request.
- 4 The chairman of the Board and/or the director of schools will be available after each meeting to answer
- 5 questions and to clarify points of discussion and action.

Legal References

Cross References

Board-Community Relations 1.500
 News Releases, Conferences and Interviews 1.503

Hickman County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <div style="text-align: center;">News Releases, News Conferences, and Interviews</div>	Descriptor Code: <div style="text-align: center;">1.503</div>	Issued Date: <div style="text-align: center;">05/01/17</div>
		Rescinds: <div style="text-align: center;">1.503</div>	Issued: <div style="text-align: center;">08/02/99</div>

- 1 The release of official news from the system and schools shall be coordinated as follows:
- 2 1. The board chairman will be the official spokesman for the Board, except as this duty is
- 3 delegated to others;
- 4
- 5 2. News releases which are of a systemwide nature or pertain to established system policy are
- 6 the responsibility of the director of schools or a designated member of the administrative
- 7 staff; and
- 8
- 9 3. News releases which are of concern to only one school or to an organization of one school
- 10 are the responsibility of the principal of that particular school.
- 11 When individual board members or the director of schools express their views on any issue which is in
- 12 opposition to a view expressed in board policy, they have the duty to make clear that the view
- 13 expressed is not the official view of the Board or school system.

Legal References

Cross References

Board-Community Relations 1.500
 Board Meeting News Coverage 1.502
 Crisis Management 3.203