

**SHERRI BAKER**  
9037 E 40 Rd., Bon Aqua, TN 37025

**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



**John Mullins**  
Director of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

**JAMES LANE**  
2059 Lake Dr., Centerville, TN 37033

**CHRISTY MAYS**  
450 Hwy 50, Centerville, TN 37033

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

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**REGULAR BOARD MEETING**  
**Monday, March 6, 2023 7:00 PM**  
**Room 203 Central Office**

- I. Public Comment Period
- II. Call To Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of February 6, 2023 Board Meeting Minutes
- VI. Approval of February 25, 2023 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
  - A. Employee of the Month
- IX. Communications to the Board
  - A. Director's Report
  - B. Financial Report
  - C. ESSER Updates
- X. Items Requiring Board Action
  - A. Trip Requests
    - 1. HCHS JROTC
    - 2. HCHS JROTC
    - 3. EHHS FBLA
    - 4. EHHS Jr. Chef
  - B. Event Request
    - 1. HCHS JROTC
  - C. HCMS Therapy Dog
  - D. Budget Amendments
  - E. School Gym Audio Upgrades Bid
  - F. RFP for Fuel Management System
  - G. Replacement of Gym Floor
  - H. Gym Floor Services Bid
  - I. Mathematics Textbook Adoption
  - J. Request for Interscholastic Athletic Practice During School Day

K. Budget Calendar

L. Board Policy 6.313 (1st Reading)

M. Board Policy 2.601 (1st Reading)

N. Board Policy 1.108 (2nd Reading)

O. Board Policy 5.607 (1st Reading)

P. Board Policy 1.106 (1st Reading)

Q. Board Policy 1.107 (1st Reading)

R. Board Policy Review 5.400--6.209

S. Director of Schools Search Process and Transition

XI. Announcements

XII. Adjourn

Monday, February 6, 2023  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on February 6, 2023, at 7:00 p.m. in Room 203 of the Central Office. School board members in attendance at the meeting were Tim Hobbs, Sherri Baker, Ron Gammons, Jim Hudgins, Doug Lane, Christy Mays, and Vance Willis.

One member of the public requested to speak to the board during the public comment period regarding the accomplishments of the GIVE 2.0 Grant, including funding industry credential certification for 94 culinary arts students, 430 students impacted through career day, 80 students in the HVAC program with 34 certified on the MM test and 24 certified through OSHA 10.

Tim Hobbs asked the group to observe a moment of silence.

Ron Gammons led the group in the Pledge of Allegiance.

Vance Willis made a motion to approve the board meeting minutes from January 9, 2023. Sherri Baker seconded the motion.

Monday, January 9, 2023  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on January 9, 2023, at 7:00 p.m. in Room 203 of the Central Office. School board members in attendance at the meeting were Tim Hobbs, Sherri Baker, Ron Gammons, Jim Hudgins, Doug Lane, Christy Mays, and Vance Willis. Vance Willis attended the meeting electronically.

One member of the public requested to speak to the board during the public comment period regarding the support his child had received from the transportation department regarding buses.

Tim Hobbs asked the group to observe a moment of silence.

Ron Gammons led the group in the Pledge of Allegiance.

Michelle Gilbert shared a correction to the board meeting minutes from 12/5/22 to remove the asterisk on the Director Report beside Alison Stanley.

Jim Hudgins made a motion to approve the corrected minutes for the board meeting held on December 5, 2022. Christy Mays seconded the motion. On a voice vote, the motion to approve the minutes was approved 6-0-1.

Christy Mays made a motion to approve the minutes from the special called meeting held on December 12, 2022. Jim Hudgins seconded the motion. On a voice vote, the motion to approve the special called meeting minutes was approved 7-0.

Vance Willis made a motion to approve the agenda. Ron Gammons seconded the motion.

Vance Willis made a motion to amend the agenda to add item X.P. Director of Schools transition. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the amended agenda. Sherri Baker seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, January 9, 2023, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held on Monday, January 9, 2023, at 6:00 p.m.

- I. Public Comment Period
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of December 5, 2022 Board Meeting Minutes
- VI. Approval of December 12, 2022 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
  - A. Employee of the Month--Sherri Baker
  - B. EHMS Golf Team--Michael Beem
  - C. Transportation Audit--Director of Schools
- IX. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. ESSER Updates--ESSER Grant Manager
- X. Items Requiring Board Action
  - A. EHHS Prom Request--Sponsor and Students
  - B. HCHS Prom Request--Sponsor and Students
  - C. Budget Amendments--Business Officer
  - D. Schools Playground Equipment Bid--Director of Maintenance
  - E. 2022-2023 Audit Contract--Director of Schools
  - F. Authorize Director of Schools in Resolution of JUUL litigation--Director of Schools
  - G. TSBA Legislative Agenda Resolutions--TLN Representative
  - H. Approval of Hearing Officer Lists--Director of Schools
  - I. Board Policy 2.601 (1st Reading)--Director of Schools
  - J. Board Policy 6.6011 (1st Reading)--Director of Schools
  - K. Board Policy 6.300 (1st Reading)--Director of Schools
  - L. Revised Board Policy 5.103 (2nd Reading)--Director of Schools

- M. Revised Board Policy 1.404 (2nd Reading)--Director of Schools
- N. Revised Board Policy 4.403 (2nd Reading)--Director of Accountability
- O. Board Policy Review 5.400-5.603 --Director of Accountability
- P. Director of Schools Transition

XI. Announcements--Board Retreat on January 28, 2023

XII. Adjourn

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

Jera Petrowski was recognized as the Employee of the Month.

The boys golf team from East Hickman Middle School was recognized as the District Tournament Champions.

Michelle Gilbert reported three additions to the Director Report: Brian Qualls under professional resignation, Gia Lawrence under Support Staff resignation, and Rachel Hudgins\* under Support Staff Appointment for HCHS Volleyball Coach.

Ron Gammons made a motion to approve the Director report. Sherri Baker seconded the motion.

Memorandum

To: Board Members  
 From: Michelle Gilbert  
 Date: December 13, 2022  
 RE: January Director's Report

**Hiring**

<u>Professional</u>	
Hannah Simmons	1st Grade Teacher at CES
<u>Support Staff</u>	
Stephanie Bailey	Bus Driver

**Resignation**

<u>Professional</u>	
Brian Qualls	HCHS School Counselor
<u>Support Staff</u>	
Gia Lawrence	CIS Educational Assistant

**Retirement**

Professional  
Support Staff

**Transfers**

Professional  
Support Staff

**Appointment**

<u>Professional</u>	
<u>Support Staff</u>	
Rachel Hudgins*	HCHS Volleyball Coach

**Open Positions**

- 1 Secondary Math Position
- 1 Secondary Science Position
- 1 K-5 position
- 1 Intervention Position
- 1 Spanish Position
- 2 Special Education Positions
- 1 Speech Language Position
- 1 Behavior Support Position
- Bus Drivers

\* Denotes a relationship under board policy 1.108. Applicants are qualified for the positions.

Ron Gammons made a motion to accept the financial report as presented. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0.

The ESSER grants manager shared ESSER updates with the Board.

Ron Gammons made a motion to approve the HCHS Prom for April 22, 2023 at the HCHS gym and the EHHS Prom for April 29, 2023 at EHHS from 7:00-10:00 p.m. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve budget amendments 19-21. Jim Hudgins seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>

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

Ron Gammons made a motion to approve the bid and purchase of playground equipment from Playworld for CES at \$25,599.72, for CIS at \$30, 881.67, for EIS at \$33,246.84. Jim Hudgins seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>

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

Jim Hudgins made a motion to reject the Cunningham Recreation bid for EHES playground equipment and purchase from cooperative purchase not to exceed \$25,000.00. Christy Mays seconded the motion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Sherri Baker  
Ron Gammons  
Tim Hobbs  
Jim Hudgins  
Doug Lane  
Christy Mays  
Vance Willis

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

Ron Gammons made a motion to approve the funding for the audit contract not to exceed \$35,000.00 with Blankenship CPA Group. Doug Lane seconded the motion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Sherri Baker  
Ron Gammons  
Tim Hobbs  
Jim Hudgins  
Doug Lane  
Christy Mays  
Vance Willis

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

Vance Willis made a motion to accept the settlement from JUUL and empower the executive committee to finalize agreement. Jim Hudgins seconded the motion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Sherri Baker  
Ron Gammons  
Tim Hobbs  
Jim Hudgins  
Doug Lane  
Christy Mays  
Vance Willis

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

Christy Mays made a motion to approve the eight TSBA resolutions and send them to TSBA and Representatives and Senators. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to adopt the hearing officer lists on the TSBA website. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0.

No action was taken on board policy 2.601. It will be a topic of discussion at the board retreat.

Sherri Baker made a motion to approve board policy 6.6011 on first reading. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion for the Director of Schools to put together a team to collaborate with stakeholders, get feedback, and combine policies 6.300 and 6.313 for the March board meeting. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker			
Ron Gammons			
Tim Hobbs			
Jim Hudgins			
Doug Lane			
Christy Mays			
Vance Willis			

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

Vance Willis made a motion to table policy 5.103 until the February board meeting with revisions. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve revised board policy 1.404 on second reading. Christy Mays seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve revised board policy 4.403 on second reading. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0.

The Director of Accountability shared the board policies up for review.

Ron Gammons made a motion to pull board policy 5.602 from review to add the duty hours of 7:30 a.m.-3:30 p.m. at the end of line 2. Christy Mays seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion for the board to instruct the Director of Schools to freeze all hiring, firing, and transfers of principals, assistant principals, and central office staff until the new Director of Schools starts. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker			
Ron Gammons			
	Tim Hobbs		
	Jim Hudgins		
Doug Lane			
Christy Mays			
Vance Willis			

On a roll call vote, the motion was approved 5-2-0-0.

An announcement was made that the board retreat would be held on Saturday, January 28, 2023, at the Central Office building from 8:00 a.m.-12:00 p.m.

Christy Mays made a motion to adjourn the meeting. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0.

The meeting was adjourned at 9:16 p.m.

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

Ron Gammons made a motion to approve the agenda from February 6, 2023. Doug Lane seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, February 6, 2023, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held on Monday, February 6, 2023, at 6:00 p.m. in Room 203 of the Central Office.

- I. Public Comment Period
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of January 9, 2023 Board Meeting Minutes
- VI. Approval of Agenda
- VII. Special Recognition
  - A. Employee of the Month--Vance Willis
  - B. HCMS Football Team--Michael Beem
- VIII. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. ESSER Updates--ESSER Grant Manager
  - D. Safety Plan--Safety Team
  - E. TSBA OPEB Quarterly Statement--Director of Schools
  - F. Amended Fund Balance--Director of Schools
  - G. 2021-2022 Audit Report--Director of Schools
- IX. Items Requiring Board Action
  - A. Trip Requests
    - 1. HCHS FFA--Sponsor and Students
    - 2. EHHS FFA--Sponsor and Students
  - B. Event Request
    - 1. EHHS Football--Coach and Players
  - C. ESSER 3.0 Plan Update--ESSER Grants Manager
  - D. ESSER 3.0 SchoolKit contract--ESSER Grants Manager
  - E. Safe Return to In-Person Learning and Continuity of Services Plan Addendum--ESSER Grants Manager
  - F. Budget Amendments--Business Officer
  - G. 2022-2023 Audit Contract--Director of Schools
  - H. Roofing Engineering Services--Maintenance Director
  - I. Donation to HCSS--Director of Schools
  - J. HCMS Therapy Dog Request--HCMS Principal



**Resignation**

Professional

Support Staff

Elena LaBlanc

Food Service

Carrollyn Hamilton

Food Service

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Support Staff

Ruth Gardner

CIS ESSER Assistant to CIS Special  
Education Assistant

Misty Willis

CIS Special Education Assistant to CIS  
Office Secretary

**Appointment**

Professional

Support Staff

**Open Positions**

1 Secondary Math Position

1 Secondary Science Position

1 K-5 position

1 Intervention Position

1 Spanish Position

2 Special Education Positions

1 Speech Language Position

2 Behavior Support Position

Bus Drivers

\* Denotes a relationship under board policy 1.108. Applicants are qualified for the positions.

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

Ron Gammons made a motion to accept the financial report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

The ESSER Grants Manager presented the ESSER updates to the Board.

The safety team presented the process and components of the safety plan to the Board.

Ron Gammons made a motion to approve the TSBA OPEB quarterly statement. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

The amended fund balance after the completed audit was presented to the Board.

The 2021-2022 audit report was shared with the Board.

Vance Willis made a motion to approve the HCHS FFA overnight trip request to the state convention in Gatlinburg, TN, for 4-6 people from March 19-March 22, 2023. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to approve the EHHS FFA overnight trip request to the state convention in Gatlinburg, TN, for 4 students from March 19-March 22, 2023. Two students were reported to receive the state degree. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0.

Tim Hobbs made a motion to approve the EHHS football overnight camp request to be held at Camp Meribah from July 16-20, 2023. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the updated ESSER 3.0 plan. Tim Hobbs seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherri Baker			
Ron Gammons			
Tim Hobbs			
Jim Hudgins			
Doug Lane			
Christy Mays			
Vance Willis			

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

Jim Hudgins made a motion to approve the School Kit Contract. Christy Mays seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherri Baker			
Ron Gammons			
Tim Hobbs			
Jim Hudgins			
Doug Lane			
Christy Mays			
Vance Willis			

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

Vance Willis made a motion to approve the Safe Return to In-Person Learning update. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to approve budget amendments 22, 23, and 24. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherri Baker			

Ron Gammons  
Tim Hobbs  
Jim Hudgins  
Doug Lane  
Christy Mays  
Vance Willis

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

Vance Willis made a motion to approve the finalized audit contract for 2022-2023. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to approve \$20,000 for engineering expenses from KBJM. Jim Hudgins seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker  
Ron Gammons  
Tim Hobbs  
Jim Hudgins  
Doug Lane  
Christy Mays  
Vance Willis

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

Michelle Gilbert made the Board aware of a donation to the school system of \$198,000.00, for the completion of the Book Bus project and identified Career Technical Education projects.

Sherri Baker made a motion to table the request for a therapy dog for HCMS for further planning and study including a survey and liability insurance. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to approve the HCHS TN Strong proposal for a community vape disposal. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Michelle Gilbert updated the Board on the process that was being undertaken to consolidate the discipline policies.

Ron Gammons made a motion to review a lawsuit in Williamson County as part of the revision process for 6.313. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to approve revised board policy 1.108 as presented on first reading. Ron Gammons seconded the motion.

Sherri Baker made a motion to amend to add language: "This shall not apply to any person within such a relationship who has been regularly employed by the Board prior to the inception of the relationship, adoption of this policy or board member's election and/or director's appointment. "

"Should a need arise to hire a "relative" of the Director or Board member, the Director can bring the matter to the Board in session which will require an affirmative simple majority roll call vote."

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker  
Ron Gammons  
Tim Hobbs  
Jim Hudgins  
Doug Lane  
Christy Mays  
Vance Willis

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

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker  
Ron Gammons

Tim Hobbs  
Jim Hudgins

Doug Lane  
Christy Mays  
Vance Willis

On a roll call vote, the original motion was approved 5-2-0-0.

Vance Willis made a motion to approve revised board policy 2.601 on first reading. Doug Lane seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker  
Ron Gammons

Tim Hobbs  
Jim Hudgins  
Doug Lane  
Christy Mays

Vance Willis

On a roll call vote, the motion failed 2-5-0-0.

Motion to approve revised board policy 5.801 and waive second reading to implement immediately.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker  
Ron Gammons  
Tim Hobbs

Jim Hudgins  
Doug Lane  
Christy Mays  
Vance Willis

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

Vance Willis made a motion to approve board policy 5.602 on first reading. Ron Gammons seconded the motion. Upon discussion, Vance Willis withdrew the motion.

Doug Lane made a motion to approve new board policy 6.6011 on second reading. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to approve revised board policy 5.103 on second reading. Christy Mays seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Made a motion to approve the review of board policies 5.605-5.803 with the exception of 5.607 to be pulled for first reading in March to clarify the ability to conduct dual enrollment with the law. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to approve the Director of Schools selection process and timeline. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Tim Hobbs made a motion to approve the strategic plan. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Doug Lane made a motion to adjourn. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

The meeting was adjourned at 9:37 p.m.

Saturday, February 25, 2023  
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in a special called session on Saturday, February 25, 2023, in the library at East Hickman High School. School board members in attendance at the meeting were Tim Hobbs, Sherri Baker, Ron Gammons, Jim Hudgins, Doug Lane, Christy Mays, and Vance Willis.

Tim Hobbs asked the group to observe a moment of silence.

Tim Hobbs led the group in the Pledge of Allegiance.

Ron Gammons made a motion to approve the agenda for the special called meeting for February 25, 2023. Vance Willis seconded the motion.

The Hickman County Board of Education will meet in a special called session on Saturday, February 25, 2023, at 3:00 p.m. in the library of East Hickman High School.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Items Requiring Board Action
  - A. Director of Schools Survey
  - B. Director of Schools Selection Process
- VI. Announcements
- VII. Adjourn

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

Ron Gammons made a motion to include the complete survey in the minutes. Sherri Baker seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>

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

Ron Gammons made a motion to proceed forward with interviews for Hickman County Director with John Mullins, Kelly Linkenhoker, Bill Hall, and Wade Shipman because they are candidates

with experience as directors, assistant directors, principals, and teachers. They all have experience with district budgets and administrative duties. They all meet the surveyed citizens' request by an overwhelming number who asked for someone outside the county and without ties to the county. They are highly qualified for the duties of a Director. Vance Willis seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Sherri Baker			
Ron Gammons			
	Tim Hobbs		
	Jim Hudgins		
Doug Lane			
	Christy Mays		

Vance Willis

On a roll call vote, the motion was approved 4-3-0-0.

Jim Hudgins made a motion to adjourn the meeting. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

The meeting was adjourned at 3:16 p.m.

# Hickman County Director/Superintendent of Schools Survey Results

Total Respondents: 371

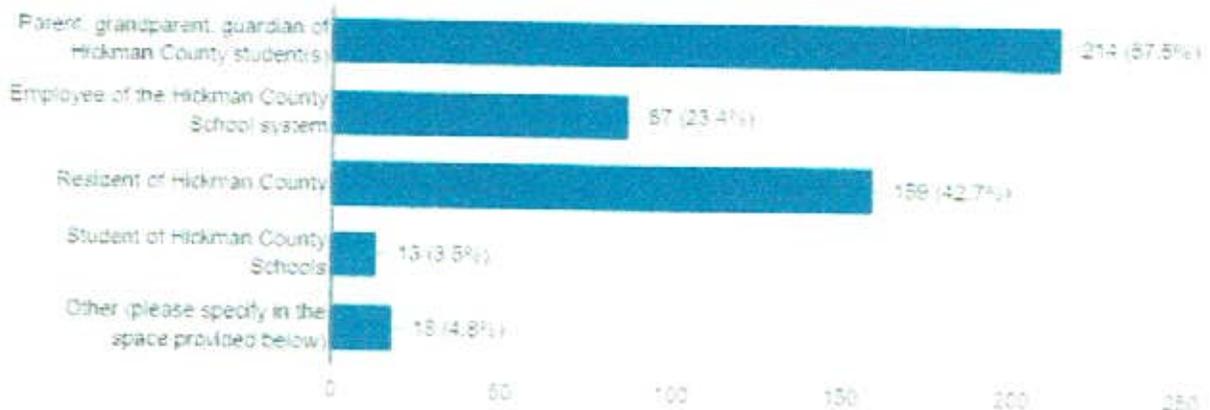
## Question 1:

Please indicate which of the following role(s) best apply to you. Please check all that apply.

- Parent, grandparent, guardian of Hickman County student(s)
- Employee of the Hickman County School system
- Resident of Hickman County
- Student of Hickman County Schools
- Other (please specify in the space provided below)

## Results:

Please indicate which of the following role(s) best apply to you. Please check all that apply.



## "Other" Responses:

- Former student who has a family member that is an employee.
- Mom, and a Substitute Teacher
- Former student
- Resident but past employee of Hickman county schools and alumni.
- Retired teacher
- Parent of former students
- I have a grandchild in the system. I retired after teaching 32 years.
- Concerned citizen that sees our system is 13th from the bottom in Tennessee education.

- Former student of Hickman County Schools
- Retired employee of Hickman County Schools
- Alumni, children are alumni, grandchildren are alumni or in the system alumni or attend Hickman County Schools
- Retiree from Hickman County School System.
- Business owner
- Grandparent of future HCS student
- Parent of disabled student at Hickman Co Schools
- Former parent within county
- I feel like the person should be from out of town so they dont have close family, friends and or church influence from local. I feel like a person from out of town would be unbiased and do a better job and not worry about hurting feelings.
- Lewis County resident who cares about children and who influences the next generation
- Former student
- I used To be a student

**In Summary:**

- The majority of respondents were family members/guardians of current Hickman County School Students (57.5%)
- 23.4% of those who participated in the survey were current school employees (88).
- Almost half of the respondents indicated they are residents of Hickman County (42.7%)

**Notes:**

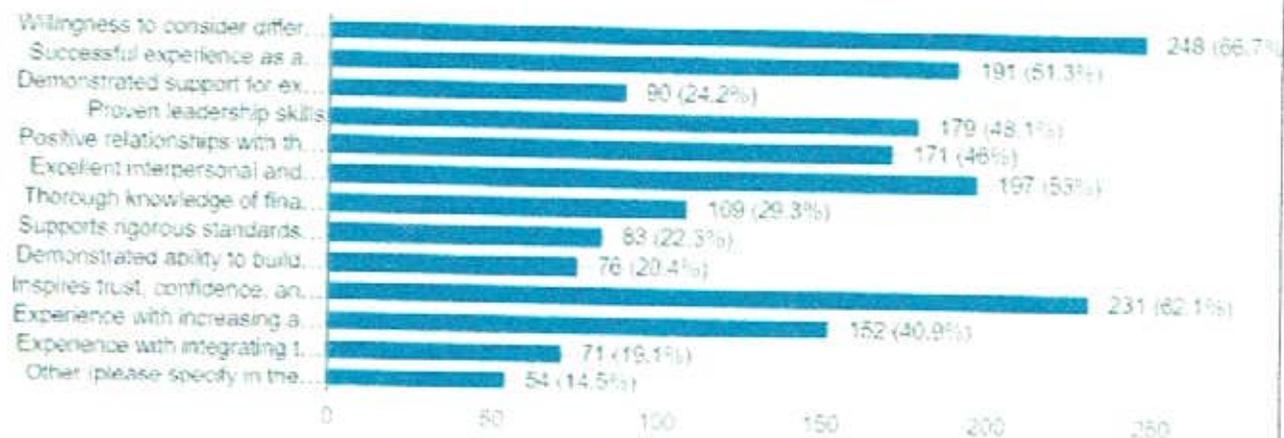
## Question 2:

Carefully review the list below. Select the five (5) qualifications or accomplishments you consider most important for the next Hickman County Director/Superintendent of Schools to possess.

- Willingness to consider different perspectives before making decisions
- Successful experience as a school leader
- Demonstrated support for extracurricular activities
- Proven leadership skills
- Positive relationships with the community
- Excellent interpersonal and communication skills
- Thorough knowledge of finance and school law
- Supports rigorous standards and high-quality assessments
- Demonstrated ability to build consensus between individuals and groups
- Inspires trust, confidence, and optimism
- Experience with increasing academic performance
- Experience with integrating technology in classroom instruction
- Other (please specify in the space provided below)

## Results:

Carefully review the list below. Select the five (5) qualifications or accomplishments you consider most important for the next Hickman County Director/Superintendent of Schools to possess.



## "Other" Responses:

- A committed Christian who puts God above all other parts of life.
- honesty and integrity and be someone not from this County
- Trust your teachers, listen to them, and know them personally in and out of school. Visit them often and support them!
- Willing to not show favoritism towards employees
- It is imperative that the candidate display the highest of character and be willing to stand for what's right.
- Preferably not someone with roots to Hickman county.
- Should be against LGBTQ+ and CRT being taught in the schools.
- I want someone who isn't kin to, married to, or is otherwise already everybody's "friend" and can remain neutral in decision and policy making.
- To have a superintendent that has integrity (to do the right thing)
- Proven ability to focus on the needs all children at all areas of the learning spectrum. Desire to provide rigorous and challenging courses which will better prepare children for college while also continuing to provide alternative options for those not college bound.
- Impartiality between East and Centerville
- Puts students safety first and stands up to bullying.
- Requires accountability for all (students, parents, staff)
- The most important value out of all of these is the Director being able to be trusted within the system and in the community. If there is no trust established, then there is not a way that the system and community will always be in support of the superintendent.
- interact with the students
- Experience with and knowledge about the law regarding other populations within the school (special education, ESL, etc.)
- They should be able to strive for a higher academic standard and not always think the State is correct. They should also not be for lgbt+ or CRT curriculum.
- CRT and sexual orientations (LGBTQ) should not be handled by our schools. The schools exist for the purpose of academic education and extracurricular activities that build knowledge and skills.
- Take evaluations completed by teachers of administrators seriously.
- To be fair to all
- Bulling in school need to stop & teachers need to help the one that are being bullied
- Commitment to God ordained biblical standards and willingness to oppose current LGBTQ+CRT agenda
- Someone that is not from this county. Our school system needs someone to come in who is unbiased. Someone who can do there job without being influenced by a family or acquaintance that lives here.
- Some one hired from out of the district, with little to no bias.
- Needs to be a Christian

- Successful experience as more than just a school leader. We need someone with a doctoral degree who has worked in district administration or higher education.
- The person needs to be courageous and willing to stand against the clique and good buddy system than exists in Centerville schools
- High levels of morality and a role model for the kids learning under them
- We need a superintendent with some integrity.
- He should be a Christian
- Bring back NO Nit policy!!!
- Help student with their grades by giving them time after school or extra credit some children need help and not getting it need to help children that needs help with school
- Ability not to micromanage our teachers to the point they move elsewhere.
- Fair. Hold all schools, students, and all teachers to the same standard.
- More of actually learning and not wasted classes there's so many classes i learn nothing in at all horrible teachers on there phone just there for a paycheck if you really care about our education get to know the teachers your hire and what they actually do.
- A neutral biase towards the different parts of the county. No favortism.
- Someone not from here.
- Presence in schools-don't be detached from what's going on :/
- Doesn't have the "old boy" mind set. Be willing to hire people who are not relatives.
- Making sure children with specific needs such as autism are having their needs met
- Has worked in all school levels (elementary, intermediate, middle and high) if you've never worked in high school it is impossible to fully understand how it works
- No favoritism
- Do the right thing regardless of the opinions of others
- Someone who will actually not be all about sports and will consider others
- Objectivity and fairness amongst all schools
- A superintendent that clearly communicates issues that may arise and offers support services to students.
- Someone who is not swayed buy tainted relationships, friendships and or guidance from local religious or less than desirable local groups
- A director to have dukes and consequences in place for teachers. It happens so often in high school teachers focus more on high school kid gossip, trying to fit in with high school students and discussing their personal life and problems example divorce, exes to the students.
- We need so many things in this school system. I think we need to hire someone from out of town that is not from here or doesn't have any ties to this school system or affiliated with any churches here! There needs to be so many changes and it's going to take someone that isn't related to anyone or know any to come in and make the changes needed for this county!!!!
- Trust..confiding..something that this system does not have..do not ever hire within this system again.

- Mental health focused, SEL supportive
- All of the above.
- No connection with Hickman County. Hiring from within will most likely mean the continuation of every bad policy, favoritism, cronyism, etc.
- Look into teachers without being biased
- Whoever the next director is, please visit your schools as much as possible, give surveys or questionnaires to your teachers and staff to get their opinion on what is happening inside the building that you may not see.
- Someone who does not have ties to the biggest church in Centerville.
- Someone from Out of Town not associated with anyone in the school system.
- We need help with 1. student/parent apathy. 2. Lack of respect for teachers.
- Make administrators accountable
- Willingness to make wiser choices for the betterment of well being and health of Hickman County's children even if it means upsetting some parents.

### Summary:

- Respondents indicated the following five characteristics as highest priority when selecting a new director of schools:
  1. Willingness to consider different perspectives before making decisions (66.7%)
  2. Inspires trust, confidence, and optimism (62.1%)
  3. Excellent interpersonal and communication skills (53%)
  4. Successful experience as a school leader (51.3%)
  5. Proven leadership skills (48.1%)
- See comments for further insight

### Notes:

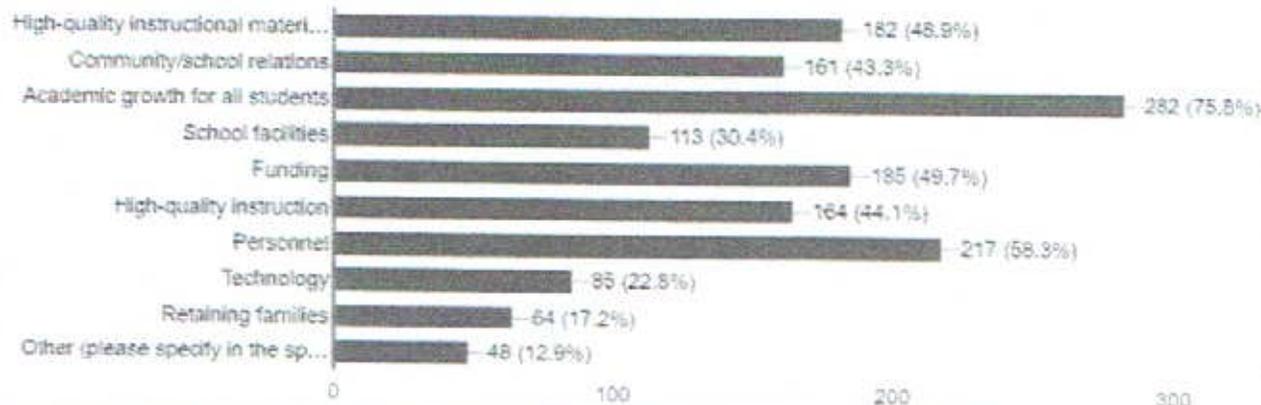
### Question 3:

Carefully review the list below. Select the four (4) most important issues or concerns facing our district in the next five (5) years.

- High-quality instructional materials/curriculum
- Community/school relations
- Academic growth for all students
- School facilities
- Funding
- High-quality instruction
- Personnel
- Technology
- Retaining families
- Other (please specify in the space provided below)

### Results:

Carefully review the list below. Select the four (4) most important issues or concerns facing our district in the next five (5) years.



### "Other" Responses:

- Retaining current employees.
- The school board- they have clearly made a stance that they do not care about students, but rather so themselves. The school system (board members included) need to have a unified stance (with all parties in complete agreement) on the direction this school system needs to take.
- Understanding the mental health crisis and it's impact on learning.

- Resist LGBTQ and Critical Race Theory indoctrination. This is not real education
- Accountability for ALL teachers . All teachers should be held to the same expectations that include rigor for students and the use of HQIM!
- Work to retain our teachers by supporting them.
- Pressure to accept/teach gender identity/LGBTQ, etc. These are not education issues & do not belong in the schools.
- Maintaining trust and moral with administrators, teachers, and staff and the current board;
- Favoritism
- Ability to handle the increasing student problems in a manor that does not penalize other students
- Finding qualified teachers will be one of the hardest challenges facing the system. With other surrounding districts paying personnel more than ours currently, it will be difficult to make the job appealing to incoming teachers.
- Find another superintendent like Michelle Gilbert!!
- They should not think that the answer to exceptional education is throw more money at it.
- Favoritism in the schools are an upmost concern in this county
- Pay
- Aiding families with instilling good character
- Communication with parents, teachers, and. community. There needs to be accountability with all administrators in responding in a timely manner to principals, teachers, and parents. There is needs to a fluency between the central office and the individual school's administration and staff. This causes confusion, conflict, and an overall disconnect. Actions speak much louder than words. If you say you are transparent, then follow through with actions. Show up at scheduled meetings with parents, staff, and other meetings. There needs to be consistency with all, not just friends or those who have influence. Do what you say because that shows integrity.
- The Gay and Trans stuff going around
- It is not realistic to limit this to only four areas. Niche .com has Hickman County Schools 13th from the bottom in Tennessee. If the Board of Education is concerned about this and not believing some state award of excellence for politics the overall system will need a thorough review and corrective actions taken All these and others apply to
- The threats from state government that impose restrictions on our LEA and the advancement of Charters Schools into our state.
- An increased pressure to add LGBTQ+ and Critical Race Theories to our schools. This cannot be tolerated and will be detrimental for the next generation in Hickman County if these agendas run rampant in our county. We need a leader who is grounded in truth and willing to stand up against these dangerous agendas.
- Schools are blatantly showing favoritism especially Hickman County High School. Something has to be done. It has become a major concern.

- LGBTQ+ and CRT teaching should stay out of our schools.
- We need to be able to attract and retain good teachers.
- It is essential that academics are not politicized and we avoid social justice and teaching values. Those are the responsibilities of the families and have no place in education.
- Head lice checks. NO NITS ALLOWED! They contain LIVE BUGS!
- LICE!
- engagement
- Higher quality cafeteria experiences, including how to grow and cook.
- School discipline is far and away the top priority. Stop letting attorneys dictate policy and procedures. Do the right thing then defend yourself for having done so. DO NOT do the thing least likely to become litigated simply because you fear recourse. DO what must be done regardless of the initial reaction.
- Liberal agenda (transgender, etc.)
- More actual information or class about actual life and not following the repeated matrix to make us lowlifes.
- Keeping teachers
- How truancy is handled. Children that are chronically sick do not need to be punished.
- Would like an ethics committee to oversee the actions of the entire school board and board of education staff.
- High ethical standards for staff and especially for school board members
- The relationship of school board members with the community, administration and personnel.
- Accountability of School Board Members to the Boardmanship Code of Conduct.
- Need to appoint ethics committee to over look School board members ethics at school, school board meetings and out in public.
- One of the most concerning and pressing issues facing our system is the HCBOE's identifying what their role as a board is and their building a relationship with the new Director that reflects trust, confidence, and assurance that their choice of Director will lead and work to improve HCSS.
- Bullying is something that seems to be pushed under the rug, even to the point the victim is punished more so than the bully.
- Getting a pay rise
- We left this this district because we felt our children were not safe there. You need to hire a school administrator from outside the county that has fresh eyes to what goes on in the county and is not afraid to step on toes to keep children safe.
- Life skills
- That CRT and Gender Issues NOT be taught to students
- All of the above. Appropriate discipline is also a concern.
- Left wing ideologies like Critical Race Theory, Equity, Inclusion and Diversity, Queer studies, intersectionality, Marxism, 3rd or 4th wave feminism etc. creeping, (or galloping) into curriculum and in class instruction.

- Every school building needs a Fulltime Registered Nurse. Sharing and splitting nurses is unsafe, dangerous, inadequate, and does not meet the needs of the students or staff.
- Please hold our principals and teachers to high standards and observe them with fidelity. Also, have a way for teachers and staff to reach out if there is an issue.
- Accountability of School Board Members and their relationship with the community and schools
- When we only cater to those than can be sent to Freed Hardeman, we do a disservice to those who want to go to different educational opportunities. The dual enrollment is only a benefit to those going to FH and is otherwise a waste of time. Additionally, seniors at hchs only having a couple classes left to take and leaving school by 10 am is a massive concern. Either the board needs to provide more funding to retain what teachers we have and hire new ones, or there will continue to be a steady steam of middle class families headed out of county or homeschooling.
- School board and personnel relationship is very negative.
- Favoritism is very bad in this district especially Hickman County High. Something has got to change.
- Additional security
- Having a nurse in every school
- Funding sports and transportation for sports
- There is a great need for more help in the classrooms. Our teachers are overwhelmed and ill equipped. I believe each class needs an assistant, possibly cameras in classrooms/lunch rooms, nutritious meals, junk food/candy ban. Junk food is directly linked to negative behaviors and mental illness. We need a superintendent that cares about the health and well being of students than being liked. Bullying, theft and dishonesty is also rampant in Hickman Schools, especially in the higher grades.

### Summary:

- Respondents indicated the following four as being the top four areas of concern or interest in the upcoming years:
  1. Academic growth for all students (75.8%)
  2. Personnel (58.3%)
  3. Funding (49.7%)
  4. High-quality instructional materials/curriculum (48.9%)
- See comments for further insight

### Notes:

**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

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

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



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

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

**SHERRI BAKER**  
9037 E 40 Rd., Bon Aqua, TN 37025

**VANCE WILLIS**  
2668 Hwy 48 N., Nunnally, TN 37137

The Hickman County Board of Education will meet in regular session on Monday, March 6, 2023, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held on Monday, March 6, 2023, at 6:00 p.m. in Room 203 of the Central Office.

- I. Public Comment Period
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of February 6, 2023 Board Meeting Minutes
- VI. Approval of February 25, 2023 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
  - A. Employee of the Month--Tim Hobbs
- IX. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. ESSER Updates--ESSER Grant Manager
- X. Items Requiring Board Action
  - A. Trip Requests
    1. HCHS JROTC
    2. HCHS JROTC
    3. EHHS FBLA
    4. EHHS Jr. Chef
  - B. Event Request
    1. HCHS JROTC
  - C. HCMS Therapy Dog--HCMS
  - D. Budget Amendments--Business Officer
  - E. School Gym Audio Upgrades Bid--Business Officer
  - F. RFP for Fuel Management System--Transportation Director
  - G. Replacement of Gym Floor--Maintenance Director
  - H. Gym Floor Services Bid--Maintenance Director
  - I. Mathematics Textbook Adoption--Textbook Coordinator
  - J. Innovative School Model Grant--Career Technical Director
  - K. Request for Interscholastic Athletic Practice During School Day--Athletic Director
  - L. Budget Calendar--Director of Schools

- M. Board Policy 6.313 (1st Reading)--Director of Schools
- N. Board Policy 2.601 (1st Reading)--Director of Schools
- O. Board Policy 1.108 (2nd Reading)--Director of Schools
- P. Board Policy 5.607 (1st Reading)--Director of Accountability
- Q. Board Policy 1.106 (1st Reading)--Director of Accountability
- R. Board Policy 1.107 (1st Reading)--Director of Accountability
- S. Board Policy Review 5.400--6.209--Director of Accountability
- T. Director of Schools Search Process and Transition--Director of Schools

XI. Announcements

XII. Adjourn

**DOUG LANE**  
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**VANCE WILLIS**  
2868 Hwy 48 N., Nunnally, TN 37137

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: February 27, 2023  
RE: March Director's Report

**Hiring**

Professional

Ernesto Rosas

EHHS Theater Arts

Support Staff

Cynthia Monroe  
Autumn Vanover  
Sandy Clinton  
Christie Simmons  
Kristen Redding

EHES Part-Time ESSER Assistant  
CES Part-Time ESSER Assistant  
Substitute Teacher  
Food Service  
Food Service

**Resignation**

Professional

Mary Middleton

AWARE Student Support Specialist

Support Staff

Anna Spears  
Allison Gordon

CES Part-Time ESSER Assistant  
Food Service

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Support Staff

**Appointment**

Professional

Ryan Harrison

HCMS Boys Assistant Soccer Coach

Support Staff

Aric Hinson  
Ben Green  
Stacey Davidson

HCHS Assistant Softball Coach  
HCMS Boys Soccer Coach  
HCMS Volunteer Softball Coach

**Open Positions**

1 Secondary Math Position  
1 Secondary Science Position  
1 K-5 position  
1 Intervention Position  
1 Spanish Position  
2 Special Education Positions  
1 Speech Language Position  
2 Behavior Support Position  
Bus Drivers

\* Denotes a relationship under board policy 1.108. Applicants are qualified for the positions.

141	General Purpose School	Account	Description	Year-To-Date		Month-To-Date		% of Budget	Estimate Avg/Mth	Actual	% of Avg
				Budget Estimate	Actual	Actual	Actual				
<b>Revenues</b>											
40110			Current Property Tax	2,953,480.00	(2,951,573.01)		246,123.33	(1,203,791.97)	99.94 %		489.10 %
40120			Trustee's Collections - Prior Year	80,000.00	(47,040.08)		6,666.67	(10,206.26)	58.80 %		153.09 %
40125			Trustee's Collections - Bankruptcy	0.00	(592.31)		0.00	(8.23)	0.00 %		0.00 %
40130			Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(20,769.27)		3,750.00	(154.81)	46.15 %		4.13 %
40140			Interest And Penalty	21,000.00	(6,562.21)		1,750.00	(1,832.73)	31.25 %		104.73 %
40161			Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,421.27)		333.33	(268.36)	60.53 %		80.51 %
40162			Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)		500.00	0.00	100.00 %		0.00 %
40210			Local Option Sales Tax	2,350,000.00	(1,680,566.06)		195,833.33	(277,051.30)	71.51 %		141.47 %
40270			Business Tax	30,000.00	(10,830.97)		2,500.00	(2,351.43)	36.10 %		94.06 %
41110			Marriage Licenses	1,300.00	(931.00)		108.33	(19.00)	71.62 %		17.54 %
43517			Tuition - Other	2,000.00	(1,000.00)		166.67	(500.00)	50.00 %		300.00 %
43570			Receipts From Individual Schools	30,000.00	(8,222.41)		2,500.00	0.00	27.41 %		0.00 %
43582			Community Service Fees - Adults	200.00	(121.40)		16.67	0.00	60.70 %		0.00 %
44120			Lease/Rentals	10,000.00	(7,333.17)		833.33	0.00	73.33 %		0.00 %
44170			Miscellaneous Refunds	30,000.00	(10,061.04)		2,500.00	0.00	33.54 %		0.00 %
44530			Sale Of Equipment	15,000.00	(9,331.55)		1,250.00	0.00	62.21 %		0.00 %
44560			Damages Recovered From Individuals	3,000.00	(1,299.48)		250.00	0.00	43.32 %		0.00 %
44570			Contributions & Gifts	15,000.00	(10,406.00)		1,250.00	0.00	69.37 %		0.00 %
46175			On-Behalf Contributions For OPEB	35,000.00	0.00		2,916.67	0.00	0.00 %		0.00 %
46511			Basic Education Program	23,031,000.00	(16,312,714.87)		1,919,250.00	(2,330,387.84)	70.83 %		121.42 %
46515			Early Childhood Education	417,796.00	(202,152.46)		34,816.33	(28,143.23)	48.39 %		80.83 %
46520			School Food Service	22,000.00	0.00		1,833.33	0.00	0.00 %		0.00 %
46550			Driver Education	5,000.00	0.00		416.67	0.00	0.00 %		0.00 %
46590			Other State Education Funds	240,000.00	0.00		20,000.00	0.00	0.00 %		0.00 %
46591			Coordinated School Health	90,000.00	0.00		7,500.00	0.00	0.00 %		0.00 %
46594			Family Resource Centers	59,223.00	(29,611.66)		4,935.25	0.00	50.00 %		0.00 %
46610			Career Ladder Program	45,000.00	(26,030.15)		3,750.00	0.00	57.84 %		0.00 %
46851			State Revenue Sharing - T.V.A.	240,000.00	(113,566.60)		20,000.00	0.00	47.32 %		0.00 %
46980			Other State Grants	0.00	(95,158.00)		0.00	(95,158.00)	0.00 %		0.00 %
46981			Safe Schools	86,560.00	0.00		7,213.33	0.00	0.00 %		0.00 %
46990			Other State Revenues	15,000.00	0.00		1,250.00	0.00	0.00 %		0.00 %
47590			Other Federal Through State	0.00	(500.00)		0.00	0.00	0.00 %		0.00 %
47640			Rotc Reimbursement	70,000.00	(14,378.69)		5,833.33	(2,483.39)	20.54 %		42.57 %
48610			Donations	0.00	(198,000.00)		0.00	0.00	0.00 %		0.00 %
48990			Other	315,123.52	(79,366.45)		26,260.29	(12,933.21)	25.19 %		49.25 %
49700			Insurance Recovery	10,000.00	(193,593.64)		833.33	(193,593.64)	1,935.94 %		13,231.24 %
49800			Transfers In	25,000.00	0.00		2,083.33	0.00	0.00 %		0.00 %

141	General Purpose School	Account	Description	Year-To-Date		Estimate		Month-To-Date	
				Budget Estimate	Actual	% of Budget	Avg/Mth	Actual	% of Avg
<b>Total</b>	<b>Revenues</b>			<b>30,302,682.52</b>	<b>(22,040,133.75)</b>	<b>72.73 %</b>	<b>2,525,223.54</b>	<b>(4,158,883.40)</b>	<b>164.69 %</b>
71100	Regular Instruction Program			(15,322,463.00)	9,159,996.42	59.78 %	(1,276,871.92)	1,309,899.27	102.59 %
71150	Alternative Instruction Program			(238,087.00)	92,836.01	38.99 %	(19,840.58)	13,067.25	65.86 %
71200	Special Education Program			(3,329,017.00)	1,547,524.40	46.49 %	(277,418.08)	216,968.85	78.21 %
71300	Career and Technical Education			(1,335,400.00)	539,666.07	40.41 %	(111,283.33)	69,767.13	62.69 %
72110	Attendance			(180,519.00)	91,636.86	50.76 %	(15,043.25)	10,648.72	70.79 %
72120	Health Services			(390,722.00)	219,107.91	56.08 %	(32,560.17)	33,168.67	101.87 %
72130	Other Student Support			(1,065,415.00)	439,606.72	41.26 %	(88,784.58)	52,008.58	58.58 %
72210	Regular Instruction Program			(1,421,957.00)	616,719.16	43.37 %	(118,496.42)	82,054.64	69.25 %
72220	Special Education Program			(125,050.00)	65,647.51	52.50 %	(10,420.83)	8,052.76	77.28 %
72230	Career and Technical Education			(211,246.52)	117,893.35	55.81 %	(17,603.88)	14,599.06	82.93 %
72250	Technology			(511,826.00)	262,288.64	51.25 %	(42,652.17)	22,322.91	52.34 %
72290	Other Programs			(35,000.00)	20,218.50	57.77 %	(2,916.67)	0.00	0.00 %
72310	Board Of Education			(684,913.00)	425,156.95	62.07 %	(57,076.08)	58,590.94	102.65 %
72320	Director Of Schools			(303,453.00)	180,185.29	59.38 %	(25,287.75)	19,251.38	76.13 %
72410	Office Of The Principal			(1,923,819.00)	996,780.13	51.81 %	(160,318.25)	119,540.29	74.56 %
72510	Fiscal Services			(50,000.00)	0.00	0.00 %	(4,166.67)	0.00	0.00 %
72610	Operation Of Plant			(2,433,500.00)	1,543,884.28	63.44 %	(202,791.67)	171,633.52	84.64 %
72620	Maintenance Of Plant			(1,424,070.00)	815,572.73	57.27 %	(118,672.50)	95,711.13	80.65 %
72710	Transportation			(2,405,422.00)	1,297,763.16	53.95 %	(200,451.83)	51,792.84	25.84 %
72810	Central And Other			(257,883.00)	23,214.51	9.00 %	(21,490.25)	3,030.00	14.10 %
73100	Food Service			(38,571.00)	0.00	0.00 %	(3,214.25)	0.00	0.00 %
73300	Community Services			(143,813.00)	64,668.72	44.97 %	(11,984.42)	8,515.03	71.05 %
73400	Early Childhood Education			(494,196.00)	222,395.69	45.00 %	(41,183.00)	29,168.60	70.83 %
76100	Regular Capital Outlay			(690,000.00)	460,000.00	66.67 %	(57,500.00)	460,000.00	800.00 %
<b>Total</b>	<b>Expenditures</b>			<b>(35,016,342.52)</b>	<b>19,202,763.01</b>	<b>54.84 %</b>	<b>(2,918,028.54)</b>	<b>2,849,791.57</b>	<b>97.66 %</b>
<b>Total</b>	<b>141</b>		General Purpose School	<b>(4,713,660.00)</b>	<b>(2,837,370.74)</b>	<b>-60.19 %</b>	<b>(392,805.00)</b>	<b>(1,309,091.83)</b>	<b>-333.27</b>

142	Account	Description	Year-To-Date			Month-To-Date		
			Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>								
44170		Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47131		Vocational Educ - Basic Grants To	76,025.50	(40,600.34)	53.40 %	6,335.46	0.00	0.00 %
47141		Title 1 Grants To Local Educ Agencies	1,139,705.53	(552,477.16)	48.48 %	94,975.46	(72,393.79)	76.22 %
47143		Special Education - Grants To States	1,166,398.51	(393,819.78)	33.76 %	97,199.88	(53,518.76)	55.06 %
47145		Special Education Preschool Grants	48,300.09	(10,768.39)	22.29 %	4,025.01	(1,393.51)	34.62 %
47146		English Language Acquisition Grants	(575.00)	(14,947.99)	-2,599.65 %	(47.92)	0.00	0.00 %
47148		Rural Education	183,248.52	(22,083.51)	12.05 %	15,270.71	0.00	0.00 %
47189		Eisenhower Prof Development State	183,554.83	(80,401.65)	43.80 %	15,296.24	(11,369.75)	74.33 %
47301		COVID-19 Grant #1	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47307		COVID-19 Grant B	2,788,287.13	(308,088.22)	11.05 %	232,357.26	(55,499.77)	23.89 %
47309		COVID-19 Grant D	278,941.70	(69,500.00)	24.92 %	23,245.14	(56,500.00)	243.06 %
47401		American Rescue Plan Act Grant #1	7,382,066.63	(745,723.95)	10.10 %	615,172.22	(256,161.21)	41.64 %
47402		American Rescue Plan Act Grant #2	133,741.05	(22,019.27)	16.46 %	11,145.09	0.00	0.00 %
47403		American Rescue Plan Act Grant #3	11,038.16	(7,127.87)	64.57 %	919.85	0.00	0.00 %
47404		American Rescue Plan Act Grant #4	30,010.96	(5,382.50)	17.94 %	2,500.91	0.00	0.00 %
47590		Other Federal Through State	475,227.10	(172,558.14)	36.31 %	39,602.26	(100,381.74)	253.47 %
<b>Total Revenues</b>			<b>13,895,970.71</b>	<b>(2,445,498.77)</b>	<b>17.60 %</b>	<b>1,157,997.56</b>	<b>(607,218.53)</b>	<b>52.44 %</b>
<b>Expenditures</b>								
71100		Regular Instruction Program	(4,713,574.55)	1,112,983.05	23.61 %	(392,797.88)	77,046.99	19.61 %
71150		Alternative Instruction Program	(49,171.84)	23,066.69	46.91 %	(4,097.65)	2,957.27	72.17 %
71200		Special Education Program	(912,860.56)	305,232.89	33.44 %	(76,071.71)	43,470.30	57.14 %
71300		Career and Technical Education	(111,587.28)	36,691.81	32.88 %	(9,298.94)	0.00	0.00 %
72110		Attendance	(83,198.38)	17,710.38	21.29 %	(6,933.20)	2,530.05	36.49 %
72120		Health Services	(62,920.36)	20,308.77	32.28 %	(5,243.36)	2,901.26	55.33 %
72130		Other Student Support	(615,805.43)	265,718.47	43.15 %	(51,317.12)	43,065.69	83.92 %
72210		Regular Instruction Program	(1,726,728.29)	509,899.60	29.53 %	(143,894.02)	52,585.95	36.54 %
72220		Special Education Program	(545,932.57)	187,252.26	34.30 %	(45,494.38)	23,308.34	51.23 %
72230		Career and Technical Education	(7,550.00)	0.00	0.00 %	(629.17)	0.00	0.00 %
72250		Technology	(153,320.40)	32,716.66	21.34 %	(12,776.70)	4,673.80	36.58 %
72610		Operation Of Plant	(1,491,284.70)	453,229.00	30.39 %	(124,273.73)	0.00	0.00 %
72710		Transportation	(3,000.00)	0.00	0.00 %	(250.00)	0.00	0.00 %
73100		Food Service	0.00	0.00	0.00 %	0.00	0.00	0.00 %
76100		Regular Capital Outlay	(3,410,777.44)	0.00	0.00 %	(284,231.45)	0.00	0.00 %
99100		Transfers Out	(8,258.91)	0.00	0.00 %	(688.24)	0.00	0.00 %
<b>Total Expenditures</b>			<b>(13,895,970.71)</b>	<b>2,964,809.58</b>	<b>21.34 %</b>	<b>(1,157,997.56)</b>	<b>252,539.65</b>	<b>21.81 %</b>
<b>Total</b>	<b>142</b>	School Federal Projects	<b>0.00</b>	<b>519,310.81</b>	<b>100.00 %</b>	<b>0.00</b>	<b>(354,678.88)</b>	<b>0.00 %</b>

143	Central Cafeteria	Account	Description	Year-To-Date		Month-To-Date				
				Budget Estimate	Actual	Estimate Avg/Mth	Actual			
		<b>Revenues</b>								
43521		Lunch Payments - Children	603,000.00	(189,498.60)	31.43 %	50,250.00	(4,670.72)	9.29 %		
43522		Lunch Payments - Adults	75,000.00	(17,269.08)	23.03 %	6,250.00	(211.60)	3.39 %		
43523		Income From Breakfast	55,000.00	(54,776.10)	99.59 %	4,583.33	(1,081.61)	23.60 %		
43525		A La Carte Sales	175,000.00	(90,420.43)	51.67 %	14,583.33	(1,599.85)	10.97 %		
43570		Receipts From Individual Schools	0.00	(61,059.99)	0.00 %	0.00	(61,059.99)	0.00 %		
44110		Investment Income	0.00	(266.51)	0.00 %	0.00	(134.58)	0.00 %		
44170		Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %		
46520		School Food Service	0.00	(16,733.53)	0.00 %	0.00	(16,733.53)	0.00 %		
47111		USDA School Lunch Program	873,000.00	(741,880.34)	84.98 %	72,750.00	(114,214.53)	157.00 %		
47113		Breakfast	540,000.00	(269,232.46)	49.86 %	45,000.00	(40,159.89)	89.24 %		
47114		USDA - Other	81,983.75	(81,162.68)	99.00 %	6,831.98	(1,275.48)	18.67 %		
		<b>Total Revenues</b>	<b>2,402,983.75</b>	<b>(1,522,299.72)</b>	<b>63.35 %</b>	<b>200,248.65</b>	<b>(241,141.78)</b>	<b>120.42 %</b>		
		<b>Expenditures</b>								
73100		Food Service	(2,865,507.75)	1,631,514.33	56.94 %	(238,792.31)	17,099.66	7.16 %		
		<b>Total Expenditures</b>	<b>(2,865,507.75)</b>	<b>1,631,514.33</b>	<b>56.94 %</b>	<b>(238,792.31)</b>	<b>17,099.66</b>	<b>7.16 %</b>		
<b>Total</b>	<b>143</b>	Central Cafeteria	<b>(462,524.00)</b>	<b>109,214.61</b>	<b>23.61 %</b>	<b>(38,543.67)</b>	<b>(224,042.12)</b>	<b>-581.27</b>		



**Hickman County Schools Board Agenda Item Request**

Date: 22-Feb-23

Name of School: Hickman County High School

Item Requested: Out-of-State Trip 23 MAY 2023

Explanation: HCHS JROTC request permission to attend the Week of the

Eagles event at Fort Campbell, KY as part of our 7th Annual Adventure Camp.

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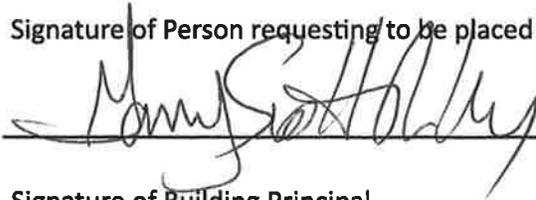
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Attachments (if necessary and appropriate):

Adventure Camp Proposal & Transportation Request.

Signature of Person requesting to be placed on the agenda:



Signature of Building Principal





### Hickman County Schools Trip Request

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: Fort Campbell, KY

Purpose: Week of the Eagles

Date and Time frame: May 23, 2023

Number of Students: 30

Number of Chaperones: 2

Cost Associated: \$3 (Army Chow Hall)

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? N/A Number of Lunches needed? N/A

How will students travel? Bus

Is a transportation request attached if system transportation is needed? Yes

Teacher :  1SG RILEY

Signature of Principal: 

Signature of instructional Supervisor \_\_\_\_\_

\*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.



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## WEEK OF THE EAGLES

### The 101st Airborne Division (Air Assault) and Fort Campbell Host Week of the Eagles, May 19-25, 2023.

First held in 1974, Week of the Eagles honors the legacy and heritage of the 101st Airborne Division (Air Assault) and involves both Veterans and current Soldiers of the Division.

The 101st was activated on Aug. 16, 1942, at Claiborne, Louisiana. Its first Commanding General, Maj. Gen. William C. Lee, noted that the Division had no history, but that it had a "rendezvous with destiny." He added that the new Division would habitually be called into action when the need was "immediate and extreme" and that it would "fall on its enemies like a thunderbolt from the skies."



([https://home.army.mil/campbell/index.php/download\\_file/view/4150/788](https://home.army.mil/campbell/index.php/download_file/view/4150/788))

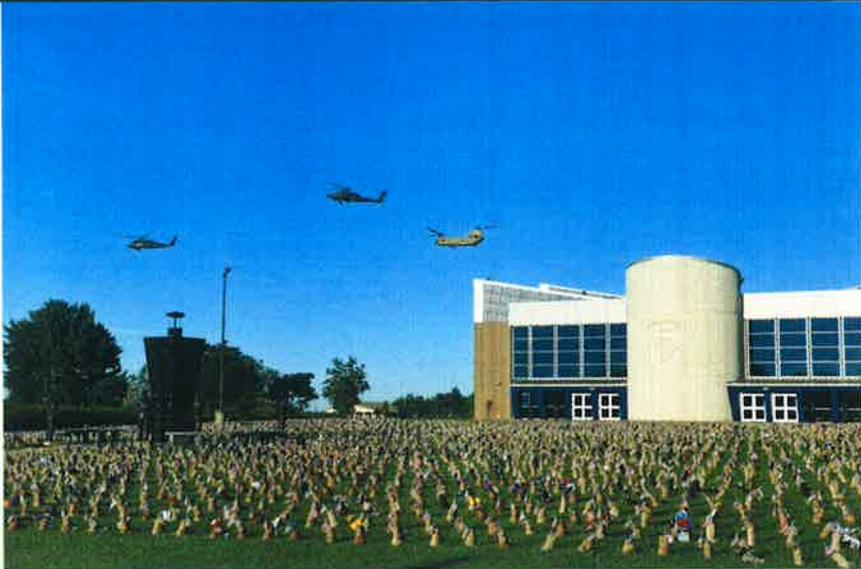
Maj. Gen. William C. Lee, commander 101st Airborne Division), reviews his men at Camp Claiborne, La. during activation day ceremonies. Source: "The Epic of the 101st Airborne Division, A Pictorial Biography of the United States 101st Airborne Division Compiled and Arrange By the Unit Public Relations Office, Auxette, France, 1945." (Photo Credit: U.S. Army)

All visitors will be required to stop at the TC Freeman (Gate 4) Visitor Control Center to receive a visitor pass. Visitors should ensure they arrive early to allow plenty of time to get a pass before attending any events. For information about requirements for a visitor pass, [CLICK HERE \(HTTPS://HOME.ARMY.MIL/CAMPBELL/INDEX.PHP/VISITOR-CHECK-IN\)](https://home.army.mil/campbell/index.php/visitor-check-in).

Many events take place outdoors. Everyone is encouraged to dress comfortably for the weather and outdoor activities and to bring water. To stay up-to-date on the heat category, [CLICK HERE \(HTTPS://HOME.ARMY.MIL/CAMPBELL/INDEX.PHP/HEAT-CATEGORY\)](https://home.army.mil/campbell/index.php/heat-category), and for other weather alerts, [CLICK HERE \(HTTPS://HOME.ARMY.MIL/CAMPBELL/INDEX.PHP/WEATHER-ALERTS\)](https://home.army.mil/campbell/index.php/weather-alerts).



Individuals can also use the free Digital Garrison app on a mobile device to stay up-to-date on any updates to Week of the Eagles events in the announcements and push notifications and even navigate to various locations on post. After downloading the app, create an account and select Fort Campbell. To enable push notifications in Digital Garrison: Click Account at the Bottom, Click Communication Preferences, Click Push Notifications, Enable Installation Notifications, Select "I agree to receive notifications from Digital Garrison", and Click Save.



## Boots on the Ground

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**Hickman County Schools Board Agenda Item Request**

Date: 21-Feb-23

Name of School: Hickman County High School

Item Requested: JROTC Cadet Leadership Challenge (JCLC)

Explanation: HCHS JROTC request permission to fulfill the requirement

in Cadet Command Regulation 145-2 to participate in JCLC at the Wendell Ford National Guard

Training Center. June 6th through the 10th. HCHS JROTC will be bringing nine cadets to the training.

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Attachments (if necessary and appropriate):

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Signature of Person requesting to be placed on the agenda:

Mary Scott Kelly

Signature of Building Principal

R. D.

7063 (8) Appropriate civilian attire for wear after training, if authorized. Clothing which  
7064 may present a negative image such as short shorts, cutoffs, and halter-tops are not  
7065 allowed.

7066  
7067 (9) Swim suits, full body (no bikinis or male/female thongs).  
7068

7069 (10) SAI/AI will provide appropriate brushes, soap, etc., for care and maintenance  
7070 of the brown boot.  
7071

7072 **9-31. Attendance and Waivers**

7073 a. Each high school JROTC unit is required to participate in an annual JCLC. At a  
7074 minimum, each school is required to take 10% of their rising LET 1 - 3 Cadets to JCLC.  
7075 The management of slots for attendance to JCLC is the responsibility of the JCLC  
7076 Commandant. The JCLC Commandant will authorize slots based upon availability of  
7077 resources. Cadets attending JCLC must be in good academic standing with a minimum  
7078 grade point average of at least 2.0, and have successfully taken the Cadet Challenge.  
7079 JCLC commandants should take advantage of maximum capacity at JCLC locations;  
7080 i.e., use all available barracks space to maximize attendance.  
7081

7082 b. Brigades may require all JROTC instructors to attend JCLC. If fewer are required,  
7083 Brigade should ensure that SAIs and AIs rotate JCLC attendance from year to year.  
7084 When applicable, school districts are encouraged to extend instructor contracts to cover  
7085 the duration of JCLC. Brigades can waive the cadre attendance requirement under  
7086 exceptional circumstances, which precludes a unit's participation.  
7087

7088 c. Brigades may approve a waiver for unit JCLC attendance only if a school offers an  
7089 equivalent JCLC experience, which meets the JCLC objectives and POI requirements  
7090 outlined in this regulation. As a minimum, these experiences should include the  
7091 following:  
7092

7093 (1) Living with and interacting with Cadets from other schools. This offers diversity  
7094 in cultural and environmental experiences.  
7095

7096 (2) Opportunities for leadership, physical fitness, academic enrichment, and  
7097 citizenship exercised in an unfamiliar environment.  
7098

7099 (3) Adventure training, recreation, and other activities not normally available to  
7100 Cadets.  
7101

7102 d. Medical waivers are approved in accordance with Brigade SOP. Cadets with  
7103 asthma, severe allergies, diabetes, or other medical conditions must have written  
7104 parental or legal guardian consent and medical clearance from a licensed physician  
7105 prior to attending JCLC. The SAI will communicate with the physician and explain the  
7106 training activities that occur at a JCLC.  
7107



## DEPARTMENT OF THE ARMY

SEVENTH BRIGADE (ROTC)  
JUNIOR RESERVE OFFICER TRAINING CORPS  
1468, 328 Third Ave  
FORT KNOX, KY 40121-5600

S: DTS Worksheet Sheet 03 Apr 23

S: Trans Request 03 Apr 23

ATCC-GG-J

01 January 2023

MEMORANDUM FOR Seventh Brigade Directors of Army Instruction/Senior Army Instructors/Army Instructors

SUBJECT: JROTC Cadet Leadership Challenge (JCLC) 2023, Wendell H. Ford Regional Training Center

1. Reference: CCR 145-2 Organization, Administration, Operation, Training and Support.
2. Through-out this document, all references to "Cadre" will be defined as Instructors and chaperones.
3. The mission of the JCLC 2023 is to provide JROTC cadets the opportunity to experience adventure and leadership training while interacting with their peers in a military setting while having fun.
4. The purpose of this memorandum is to provide Senior Army Instructors (SAIs) and Army Instructors (AIs) guidance and instructions for the preparation and execution of logistical and administrative support for JCLC 2023. 7th Brigade (KY/TN) JCLC 2023 will be held at the Wendell H. Ford Regional Training Center (WHFRTC), Greenville, KY from 30 May – 11 Jun 2023. There will be 8 companies arriving on consecutive days starting with Alpha Co on 31 May 2023. **Those schools that are providing the Company Commanders and or First Sergeants will make arrangements to arrive NET 0900 and NLT 1100 on their reporting date. Company Commanders will ensure their companies are able to provide a rescue vehicle (van) and driver (a dedicated, enclosed vehicle that is capable of holding a rescue litter/stretchers) for the training sites their companies are assigned to for TD 0 PT Test; TD1; TD2 and TD3.** Schools providing Company Commanders and First Sergeants (with cadets) will be provided a noon ration on their day of arrival. The company minus will report directly to their **assigned company barracks for in-processing NLT 1400** on their report date. **Company minus schools will not be provided a noon ration on their day of arrival.** All schools have been notified of their company assignments for Junior ROTC Cadet Leadership Challenge 2023 and cannot change their assigned company without prior approval from JCLC Commander. **Due to limited billeting space, all schools are limited to their assigned number of cadets unless otherwise coordinated through the Company Commander of their assigned company.** *At no time will the company cadet personnel count exceed 119 cadets for a 75/25 company and 118 cadets for a 50/50 company.*

5. **Camp Assignments:** JCLC 2023 at WHFRTC will be Instructor led and training will consist of Modified Cadet Challenge, Water Survival, Leadership Reaction Course, Rafting, Intramurals, One Rope Bridge, Rappelling, Rope Corral, Confidence Course, Land Navigation, and Field Craft Skills Training (FCST). Training sites are subject to change depending on availability. Staff positions are: JCLC Commander, JCLC Sergeant Major, JCLC S-1, JCLC S-1 Assistant, JCLC S-3, JCLC S-4, JCLC S-4 Assistant and JCLC Transportation Officer. Committees are annotated in the attached JCLC staffing enclosure. **Committee members will report NLT 1300 hours on the date indicated (31 May 2023, per Enclosure 09) and will be at the Range Control OIC/RSO Briefing, 1400, 31 May 2023, Range Control Operations Building, WHFRTC.** Schools will be assigned to companies based on graduation dates and female to male ratio. Schools will contact their assigned “**Company Commander**” and provide them the required information (DTS data sheet, Enclosure 12) for any cadre or chaperones attending JCLC. Company Commanders will resolve all issues pertaining to billeting of cadre and chaperones. Company Commanders must remain sensitive to those schools where school policy demands a chaperone from their school system. Company Commanders will forward all DTS data sheets request to brigade by the deadline of 03 Apr 2023. All schools will keep their assigned company commander informed and updated on any changes pertaining to JCLC. All instructors who attend JCLC 2023, but do not have an assigned position, will be assigned as Platoon TAC Officers and NCOs to the platoon where their cadets are placed. Instructors will be required to assist at training sites as needed and determined by the site OIC/NCOIC. **This includes those instructors who are also bus drivers.**

6. **Travel:** DTS Travel Orders will be initiated by the 7<sup>th</sup> Brigade Junior ROTC Operations office and forwarded to the instructor when completed. Funding will cover expenses from the high school to WHFRTC and return only. Cadet Command will not fund visitations to other sites either on the way to WHFRTC or the return.

The DTS worksheet and transportation request must be sent to Bde through the company commanders by **03 Apr 23**. A DTS worksheet will be filled out on all instructors and chaperones attending JCLC. Transportation request will be reviewed by 7<sup>th</sup> Brigade Junior ROTC Operations Office and then forwarded to Budget Branch for funding. Instructors must email or fax the **Certification of Services Rendered** (Encl: 9), GPC Form Sec 889 v4 (Encl 13), and **vendor invoice (with Tax ID)**, within five (5) days of return from summer camp to the Bde HQ's: 502-624-6241 for check request.

Transportation requests must be in the 7<sup>th</sup> Brigade HQ's **NLT 03 Apr 2023**. It is the responsibility of the instructors to research and select the most economical transportation available, not the most convenient. Request for additional instructors at JCLC based on transportation requirements will not be accepted. Here are two methods to request the selected transportation:

1. **Any transportation cost that is more than \$2500 contact Johnny Gavin at 7th Bde.**
2. **Request for IMPAC Purchase (RIP):** Those schools that request transportation **costing less than \$2,500.00** will submit the Transportation request. All Check and Credit Card requests can be e-mailed or faxed. **Multiple van requests will be looked at on a case-by-case basis.** Instructors will make every reasonable attempt to acquire a vehicle of sufficient capacity, with a luggage rack or towing ability, for transport of cadets and duffel bags and which meets the minimum requirements. It is more cost effective to rent one vehicle and a trailer than it is to rent two vehicles. If renting a van and a trailer, a separate RIP is required for each. **No vans larger than ten passengers can be used per Cadet Command Regulations.**

**THERE WILL BE NO EXCEPTIONS TO THE FOLLOWING POLICIES:**

a. All vehicles will be requested and paid for thru a completed Request for IMPAC Purchase. The only credit card (personal not gov't) reimbursement that will be authorized in DTS is cost of gasoline for rental vehicles. **Instructors must estimate the approximate cost of the fuel required for the trip to WHFRTC and return and place that on the DTS worksheet sheet.**

b. It is the responsibility of the instructor to ensure that the requested vehicle vendor will accept the Government IMPAC Visa Card (over the phone) or IMPAC Visa Check. Be extremely careful that you do not leave the impression on the vendor that the government has committed to using and paying for the equipment.

c. It is the SAI/AIs responsibility to ensure that a payment arrangement with Cadet Command has been awarded prior to using any vehicle.

d. Commercial buses will only be approved for a multiple program (DAI) schools, or schools from the same area traveling to JCLC 2023 together. This does not include school buses from your school system. Use discretion when planning group travel.

e. For those using school buses, **the bus and driver are not authorized to stay for the week.** Reimbursement will be for the trip to WHFRTC for drop-off and pick-up only. **The only exception will be those instructors or chaperones that drive a bus.** Instructors driving buses will still be required to perform their assigned duties.

**NOTE: There will be no BDE gas card at Greenville, KY to purchase fuel for the school buses.**

f. **POV and mileage reimbursement will be authorized for staff and committee personnel only.** All others that bring POVs do so at their own cost and risk.

7. **Per Diem:** Per diem rates for cadre will be determined. Meals and billeting are provided at no cost to cadets and cadre. **Only those individuals actively involved with JCLC 2023 are authorized to attend. Mid cycle switch over is not authorized and at no time will additional orders be cut to support this school decision. All chaperones will be assigned a room.** All room assignments will be made through the S-1 Assistant and under no circumstances will instructors or cadre coordinate with or contact the WHFRTC Billeting Office. Rooms at WHFRTC come supplied with the following: bed linens, towels, wash cloths, coffee pot, (coffee is not provided), refrigerator, telephone, television, and maid service on a rotational daily basis. Extra room supplies are available through the S-1 Assistant. Any complaints pertaining to room assignment or room quality will be reported to the S-1 Assistant. Instructors need to read the posted information in their rooms for specific linen service and clearing procedures. Spouses will not accompany instructors to camp unless acting in the capacity of a chaperone with an ITO. Spouses will then be housed as a chaperone. **Instructors are not authorized to make their own lodging arrangements.** Institutional representative (Principals, guidance counselors, etc.) visits to JCLC 2023 are encouraged, but will be at no cost to the government. Notify Camp Headquarters if you are expecting an Institutional Representative.

## 8. Uniforms/Appearance:

a. Cadre: OCPs IAW AR 670-1, (chaperones are encouraged to wear OCP/ACU also). Chaperones that chose to wear the OCP uniform will be required to wear it IAW prescribed AR. All Instructors will be in uniform during the closing ceremonies at the end of the cycle. Civilian travel attire is not authorized until after the closing ceremonies.

b. Cadets: OCP/ACU with pistol belt, and canteen w/cover. Appearance standards will be enforced IAW CCR 145-2.

c. Evening: After training hours dress standards will be enforced IAW CCR 145-2.

d. PT Uniforms: Will be worn only during morning PT or after the completion of the days training events.

e. Equipment list:

(1) Duffel bag or suitable container w/lock (cadets are solely responsible for securing their belongings). IAW CCR 145-2, SAI/AI will discourage and advise their cadets from bringing high dollar value items such as cellular telephones, expensive cameras or jewelry etc. Cadets will use headphones when listening to their music. **Cadet Command and WHFRTC will not be responsible, nor reimburse the Cadet for the loss of personal items.**

f. Aquatic Activities Uniform (rafting and water survival):

(1) Males: Swimming trunks with OCP undershirt on (**MANDATORY**)

(2) Females: **1 piece swim-suit**, IAW CCR 145-2, with OCP undershirt on (**MANDATORY**)

g. **Cadets are required to provide their own blanket.** Sheets, pillows, and pillowcases will be provided for them.

h. Tobacco: Tobacco use for cadets is strictly prohibited. Cadre use of tobacco products will be out of the normal view of the cadets.

i. Cadets will not consume carbonated drinks (soda) or drinks with caffeine while attending JCLC. Drink machines in the dining facility are off limits to all Junior ROTC cadets.

## 9. Administration:

a. The following documents will be submitted to Brigade Headquarters NLT **03 Apr 2023.**

1. Travel packets to include:

(a) Transportation request.

(b) DTS worksheet for instructors and chaperones.

## 10. In-processing:

**A. Instructors will report to JCLC 2023 with individual manila folders for each cadet.** Folders will be labeled with the following: cadet's first name, cadet's middle initial, cadet's last name, and school where cadet attends. Instructors failing to arrive at JCLC with folders on each cadet will be required to make the folders at JCLC before their cadets will be processed. **Instructors are not**

**authorized to sign for parents or legal guardians.** Instructors will ensure all forms are complete and properly filled out. **Instructors will also provide a separate folder with the KYARNG Release forms for all cadets, to include instructors and chaperones.** Failure to have this form will result in the school being unable to participate in JCLC and will immediately return to home station.

1. The following forms will be submitted for cadet in-processing.

a. DAIs/SAIs Verification of Insurance Form (Attached to updated Cadet Roster.) (Encl: 1)

b. Updated Cadet Roster (Encl: 2)

c. One copy of the following documents for each cadet will be submitted in the manila folder on arrival:

- |  |            |
|--|------------|
| (1) Cadet Information Form   | (Encl: 03) |
| (2) Certificate of Insurance   | (Encl: 07) |
| Attach a copy of the valid Medical Insurance Card with Policy number |            |
| (3) Consent to Medical Treatment                                     | (Encl: 04) |
| (4) Dental Information Form  | (Encl: 06) |
| (5) Medical Waivers as Required                                      | (Encl: 10) |
| (6) Covenant Not to Sue  | (Encl: 05) |
| (7) KYARNG Liability form (ver:15Mar20)                              | (Encl: 11) |

**NOTE\*\* Each cadet will have a folder with the above documents enclosed. Folders will be labeled with cadet name and school name. No school will be processed without these folders or until they are completed on site.**

#### 11. Cadre:

a. Prepare cadets mentally and physically for the rigors of JCLC 2023 and select those cadets who are **physically capable** of completing all assigned task in accordance with CCR 145-2. Instructors bringing cadets with medical restrictions must meet all of the requirements in CCR 145-2. **Any exception to policy reference medical restrictions must be approved (Encl 10) by the 7<sup>th</sup> Brigade Junior ROTC Operations Chief NO LATER THAN 02 MAY 2023, as outlined in CCR 145-2, 9-31d, dated 12AUG22.**

b. Ensure cadets arrive on time and remain for the duration to reduce waste of government funds.

c. Ensure that cadets are covered by insurance as outlined in CCR 145-2, para 9-33e; 9-36, dated 12AUG22. Cadets without proper insurance documentation will not be allowed to participate in training and the parents will be notified to pick-up their cadet (Encl 07).

d. **The assigned Company Commander is responsible for ensuring that there are sufficient chaperones for the number of females in each company.** 75/25 Companies will only be allotted four chargeable housing rooms for chaperones and 50/50 companies will be allotted six chargeable housing rooms for chaperones. Chaperones must understand that they will be responsible for all the female cadets in their area or billets, not just the female cadets that they accompany. **Female chaperones will be a minimum of 21 yrs of age.** The only exception would be Senior ROTC cadets. They may be used as chaperones, provided they are contracted ROTC cadets (MSIII/IV) and are personally approved for chaperoning duties by their Professor of Military Science. Company Commanders will appoint a senior chaperone to act as his point of contact pertaining to female matters.

12. **Camp Credit:** To receive credit for camp, each school will attend all scheduled training. Day trips to other locations are not authorized.

**There are no exceptions to this policy.** Company Commanders are responsible for all assigned schools to their unit.

13. **Evening Activities:** Due to its remote location, detailed planning for evening activities at WHFRTC will be required by the company cadre. Each company will have one evening available to conduct off post activities. School cadre will organize and plan these evenings. Hours for the evening activities are 1700-2100. All cadets will be in the billets NLT 2100 hrs. School cadre must inform the Company Commander with a by name list of their cadets that they desire to take on the night out and whether or not they will eat in the dining facility. Company Commanders will provide the S-1 a total count of cadets not eating in the dining facility NLT 1000 the day prior. School Cadre will sign their cadets out by turning a by name list in to the Charge of Quarters and signing them out in the log. Cadre must also sign their cadets back in. Company vehicle assets will be the only transportation available for off post activities. Schools not eating in the dining facility may depart early for their night out with the company commander's approval. Evening curfew is as follows:

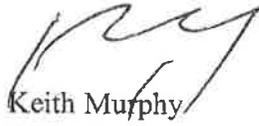
- a. 2100 hrs: All cadets in their billets.
- b. 2100 hrs: Off camp visits returned.
- c. 2200 hrs: Lights Out.

14. **JCLC T-Shirts:** JCLC T-shirts will be delivered to Wendell H. Ford for those schools attending JCLC at WHFRTC. Schools desiring JCLC T-Shirts are strongly encouraged to order them in advance. Additionally, there may be no extra t-shirts for sale at WHFRTC. Point of Contact for JCLC T-Shirts is 1SG (R) James Maida, email address: [maida\\_james@hcde.org](mailto:maida_james@hcde.org) Concession stand will be available at WHFRTC. Cadets will not consume carbonated drinks (soda) or drinks with caffeine while attending JCLC. Drink machines in the dining facility are off limits to all Junior ROTC cadets.

15. POC: CW3 (Ret) Keith Murphy, E-mail: [keith.murphy@warren.kyschools.us](mailto:keith.murphy@warren.kyschools.us) . Office phone (270) 842-7302 ext. 55123 or 1SG (Ret) Anthony Holloway, E-mail: [anthony.holloway@christian.kyschools.us](mailto:anthony.holloway@christian.kyschools.us) . Office phone (270) 887-7125. .

Encls:

1. DAI/SAI Verification Form
2. Cadet Roster Form
3. Cadet Information Forms
4. Consent to Medical Treatment Form
5. Covenant Not to Sue Form
6. Dental Information Form
7. Certification of Insurance Form
8. Certification of Services Rendered Form
9. Camp Dates for Staff/Committee
10. Medical Waiver
11. KYARNG Release from Liability Form
12. DTS
13. GPC Form 889 v4

  
Keith Murphy  
CW3 (Ret)  
JCLC Commander



**Hickman County Schools Trip Request**

Name of School: HCHS

Name of Club/Group: JROTC

Trip Requested: Wendall Ford Trainging Center

Purpose: Attend JCLC

Date and Time frame: June 6 - 10

Number of Students: 9

Number of Chaperones: 2

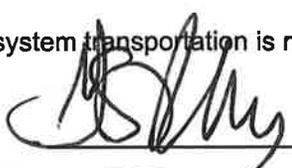
Cost Associated: None

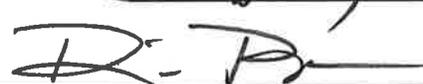
Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? N/A Number of Lunches needed? N/A

How will students travel? Govt Rental

Is a transportation request attached if system transportation is needed? N/A

Teacher :  1SG RILEY

Signature of Principal: 

Signature of instructional Supervisor \_\_\_\_\_

\*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.



**Quote for Rental Vehicles**

Quote Type: GSA Schedule MAS 532111  
Contract #:

Quote Number: QUOTE2168088-0191  
Quoted Rates Expire: 2023-03-23  
Quote Total: \$ 890.66

Quote Date: 2023-02-21  
Renting Agency: Army, Department of the  
Agency Contact Name: Scott Riley  
Agency Contact Phone # (931) 472-8073  
Agency Contact Email: scott.riley@hickmank12.org

Legal Name: EAN Holdings, LLC  
Tax ID#: 264086616  
CAGE Code: 680E4  
Unique Entity ID:

Enterprise Contact: Britiani Walker  
Enterprise Contact Phone #: 918-401-6488  
Enterprise Contact Email: FGSupport@ehi.com

Vehicle Type	Qty	Rental Start		Rental End		Rental Location		Rental Rates					Total	
		Date	Time	Date	Time	City	ST	Days	Day Rate	Wks	Week Rate	Mos		Month Rate
Large SUV	2	2023-06-05	08:00	2023-06-11	17:00	Dickson	TN	0	\$74.00	1	\$444.00	0	\$1,776.00	\$888.00
	2								\$0.00		\$888.00		\$0.00	\$888.00

Quote Total: \$890.66

Notes: All terms and conditions of GSA contract GS-33F-0015S apply to this offer. Please see [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) for more details.  
  
Branch Location:  
560G - DICKSON  
542 HIGHWAY 46S  
DICKSON, TN 37055-2563  
(615) 446-5659

Additional Charges	
BUSINESS TAX 0.3%	\$2.66

Total Additional Charges: \$2.66

\*Vehicles will be subject to the terms and conditions of the master agreement.

\*\* Staging Fees

▶ SENT ◀

FEB 15 2023



Hickman County Schools Board Agenda Item Request

Date: 2-14-23

Name of School: EHHS

Item Request: Overnight field trip for FBLA

Explanation:  
See attached

Attachments (if necessary and appropriate):

- Field trip request form
- Detailed memo
- Transportation request form

Signature of Person requesting to be placed on the agenda:

Cindi Morgan

Signature of Building Principal:

Kim Williams



Hickman County Schools Trip Request

Name of School: EMHS

Name of Club/Group: FBLA

Trip Requested: FBLA State Conference

Purpose: Leadership sessions & competitions

Date and Time frame: April 2-6, 2023

Number of Students: 7

Number of Chaperones: Male 1 Female 1

Costs associated: See memo attached

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? Not yet Number of Lunches needed? 0

How will students travel? 1 School van 1 personal vehicle

Is a transportation request attached if system transportation is needed? Yes

Signature of person requesting the trip Cindi Morgan

Signature of Principal Tom Williams

Signature of Instructional Supervisor \_\_\_\_\_

\*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.

To: Michelle Gilbert and School Board

From: Cindi Morgan, EHHS FBLA Advisor

Date: February 14, 2023

RE: FBLA state competitions

I am requesting to be added to the March School Board Agenda in order to be granted permission for qualifying students to attend the FBLA state competitions. This is an overnight trip to Chattanooga, TN on April 2-5, 2023. Seven students will be attending the conference and will be accompanied by myself and a parent chaperone. We will drive our personal automobile.

Details are as follows.

- Advisor: Cindi Morgan
- Dates: April 2-5, 2023
- Cost:
  - Morgan Sub 3 days @ \$75 x 3 \$225.00
  - Hotel Rooms 5 rooms x 3 nights @ \$175/night \$2,625.00
  - Parking for 2 Cars \$90.00
  - Conference Registration 7 x \$93 \$651.00
  - Mileage to/from Chattanooga 330 @ \$.625 \$206.25
  - Meals \$200.00
- **Total \$3,997.25**
- Funding will be provided by the EHHS FBLA account and CTE funds (Joey Chilton). Students will only need to bring enough money for food.

7:28 AM  
SENT <

FEB 17 2023



Hickman County Schools Board Agenda Item Request

Date: \_\_\_\_\_

Name of School: FHHS

Item Request: Field Trip Request - Jr. Chef

Explanation:

Students will compete at the junior chef competition hosted by the state department of education March 8-9. This will be an overnight trip. The competition will be at Nashville State Community College in Antioch. Two students ~~will~~ will compete with a gumbo recipe they created to fit within the school nutrition guidelines. The state will pay for hotel and transportation.

Attachments (if necessary and appropriate):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:

C. Behrens

Signature of Building Principal:

Kim Williams



**Hickman County Schools Board Agenda Item Request**

Date: 22-Feb-23

Name of School: Hickman County High School

Item Requested: Event Request

Explanation: HCHS JROTC request permission to host our

7th Annual Adventure Camp from May 22 -26th 2023 in vicinity of 2293 Hwy 50

Centerville TN. We will have five female chaperones.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

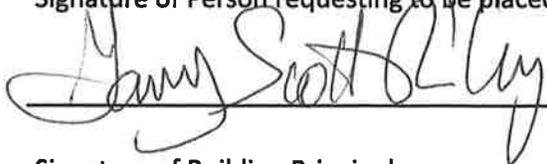
\_\_\_\_\_

Attachments (if necessary and appropriate):

Adventure Camp Proposal & Transportation Request.

\_\_\_\_\_

Signature of Person requesting to be placed on the agenda:



Signature of Building Principal





## Hickman County High School

### Adventure Camp

22 –26 May 2023

**Overview:** HCHS JROTC Instructor Staff request permission to host an adventure camp for Cadets.

**Purpose:** To promote Esprit de Corps and build teams within teams.

**Justification:** To compensate for the limited training allocations for the JROTC Cadet Leadership Challenge (JCLC). Create a team building experience.



**Who: Cadets, Instructor Staff, Chaperones**

**When & Where:**

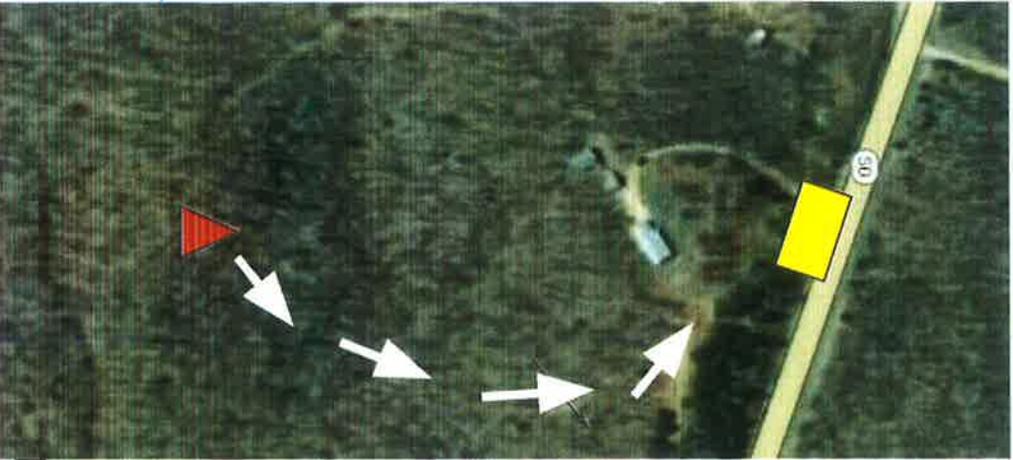
- **22<sup>nd</sup> –26<sup>th</sup> May – 2293 Highway 50 Centerville TN 37033**

**How: Cadets will report at HCHS on Monday May 22th at 0730hrs and will travel utilizing bus throughout the camp. Cadets will return approximately 1700hrs (5 p.m.) on 26 MAY 2023.**





Day 1 (Mon)  
Camp Setup



Day 2 (Tue)  
Week of the Eagles



Day 3 (Wed)  
Warrior Adventure Quest  
Clarksville Base



Day 4 (Thu) – Crazy  
Horse Canoe Trip





Hickman County Schools Board Agenda Item Request

Date: 2-27-23

Name of School: Hickman Co. Middle School

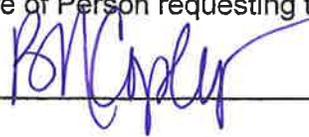
Item Request: Therapy Dog

Explanation:

We would like to inform the Board of the results from Student and Parent Surveys regarding a therapy dog at HCMS. Surveys were completed per Board request.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:



Signature of Building Principal:



**Hickman County Board of Education  
Budget Amendment No. 25**

Federal Programs (142)

March 6, 2023

Account	Description	Debit	Credit	Justification
76100 - 399 - - 932 76100 - 321 - - 932	Other Contracted Services Engineering/Architectual Svc	\$ 60,000.00	\$ 60,000.00	Revision relating to cost of Engineering & Architectual Services
	<b>TOTALS</b>	<u>\$ 60,000.00</u>	<u>\$ 60,000.00</u>	

**Approved:**

**Attest:**

**Tim Hobbs**

**Michelle Gilbert**

**Hickman County Board of Education  
Budget Amendment No. 26**

Food Service (143)  
March 6, 2023

Account	Description	Debit	Credit	Justification
73100 - 710 - -	Food Service Equipment Maintenance & Repair - Eq Trans - Other than Student	\$ 38,000.00		To cover expected Maintenance Exp & Transportation cost for Commodities
73100 - 336 - -			\$ 30,000.00	
73100 - 354 - -			8,000.00	
	<b>TOTALS</b>	<b>\$ 38,000.00</b>	<b>\$ 38,000.00</b>	

**Approved:**

**Attest:**

**Tim Hobbs**

**Michelle Gilbert**

**Hickman County Board of Education  
 Budget Amendment No. 27  
 General Purpose (141)  
 March 8, 2023**

Account	Description	Debit	Credit	Justification
73400 - 355 -	Travel	\$ 500.00		To cover needed supplies for PreK program
73400 - 399 -	Other Contracted Svc	2,000.00		
73400 - 524 -	InService - PD	2,000.00		
73400 - 429 -	Instructional Supplies	11.50		
73400 - 499 -	Other Supplies		\$ 4,511.50	
	<b>TOTALS</b>	<b>\$ 4,511.50</b>	<b>\$ 4,511.50</b>	

**Approved:**

**Attest:**

**Tim Hobbs**

**Michelle Gilbert**

**Hickman County Board of Education**  
**Budget Amendment No. 28**  
**Food Service (141)**  
**March 6, 2023**

Account	Description	Debit	Credit	Justification
48990 - - 72320 - 599 - SS	Other Revenue Other Charges	\$ 15,100.00	\$ 15,100.00	U Trust Grant
48610 - - 72810 - 599 - MBB	Donations Other Charges	198,000.00	198,000.00	Donation for Mobile Book Bus
	<b>TOTALS</b>	<b>\$ 213,100.00</b>	<b>\$ 213,100.00</b>	

**Approved:**

**Attest:**

**Tim Hobbs**

**Michelle Gilbert**

### Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for upgrades to the School Gym Audio Systems at East Hickman Middle School, East Hickman High School, and Hickman County High School.

Additional specifications can be found at: [www.hickmank12.org/request-for-proposal](http://www.hickmank12.org/request-for-proposal).

All bidders will be required to submit a conflict of interest disclosure form that can also be found at: [www.hickmank12.org/request-for-proposal](http://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 bid envelope "School Gym Audio Systems".

Bids will be opened on January 17th, 2023 at 10:00 A.M. in the Finance Office. The Hickman County School District reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities, which in the opinion of the school system, would prevent the acceptance of a better bid.

*Present Penny Mayberry  
Misty W...*

	<i>East Middle</i>	<i>East High</i>	<i>Hickman High</i>
<i>Roman AV, LLC</i>	<i>26252.00</i>	<i>27410.00</i>	<i>46,300.00</i>
<i>South western Communications</i>	<i>16473.36</i>	<i>38512.78</i>	<i>44282.68</i>
<i>ADT Commercial</i>	<i>26060.40</i>	<i>24428.03</i>	<i>25482.49</i>
<i>Phase I Construction</i>	<i>9978.00</i>	<i>42161.00</i>	<i>37379.00</i>

ROMAN AV, LLC

East Hickman Middle School Gym Audio Renovation

Intellectual Property of ROMAN AV, LLC. Quote Valid For 30 Days

CC: Brad Gilbert

Version 1: 1-5-23



## Audio Upgrade Proposal

Goal of project: To achieve maximum sound quality throughout the gym allowing dialog and music to be heard clearly in all areas.

- New Digital Soundboard with iPad compatibility  
*Behringer X32 Producer + 8 Antenna Router for maximum reception.*
- One touch audio reset for system to return to working specifications  
*Instant Scene Recall and Power Sequencer makes all audio turn on in order without causing damaging pops.*
- A wall-mounted rack to keep equipment off the gym floor secured slightly above the kid's heads. Also as a safety feature, installing padding on the edges of the metal rack to minimize accidents.
- A one-button power sequencer to turn amps off first, and on last, to avoid any loud pops.
- Removing all 4 old speakers and replace them with new speakers
- New cabling and routing to minimize load on each amp. You will be able to control the balance between scorebooth volume and the bleachers side.
- 1 additional power amp for much more audio power
- 1 New wireless handheld mics. Mic should be able to be used throughout the gym with clarity and clear reception. The current handheld wireless mic can be added to this system when needed, and kept as a floating mic around the school wherever it's needed.
- Expectation of 15-year life of system  
While item repair/replacement is expected over several years of use, with proper care, the system is expected to operate for 15 years.

Audio Materials: \$10,752

Audio Labor: \$7,000

**Audio TOTAL: \$17,752.00**

Acoustical Option: \$8500

**Combined Total: \$26,252**

## About our plan:

We would love to be involved in making the EHMS Gym into an extremely high quality, user friendly, highly capable event space. We have really enjoyed working with you all in the past, and I've appreciated gaining the insight on the school system workflow as well. Here is a highlight overview of our tech vision for EHMS Gym. We hope it will open up Hickman County to exciting possibilities not previously possible in the gym. The X32 Console has become the most common digital sound board in the world, and having that console installed in each school will help unify the school system's tech and create a more consistent workflow. This renovation will make setting up for graduations and other assemblies turnkey.

I have designed a system for the room that would meet all of the tech needs you may encounter under normal circumstances. The heart of the system is the X32 sound board. A major upgrade feature is a one-button scene-recall feature, so all of the volumes, settings, and routing can be instantly optimized for each type of event. Another incredibly helpful feature is iPad connectivity. One could operate the entire system from any seat in the gym if necessary. I will increase the capacity of the power amps and also add an additional amp. That will take stress off the amps and speakers.

The audio rack, located on the wall behind the score booth, will have a 3U locking drawer that can house the wireless handheld mics and iPad as well. The upgraded mic will have better sound quality, better reception, and will show the battery level on the mic itself. The current mic does not have a battery or reception indicator.

A specialized long throw bluetooth receiver will be able to receive audio signal from a phone or laptop from anywhere in the room. So that means that a single operator can control system power remotely, audio control from an iPad wireless, play music wireless, and use 2 mics wirelessly. A wired aux cable option to the score booth will be available.

There are several pieces of current gear that are not the right fit for the upgrade but still work properly. I would recommend selling those pieces of gear at auction. This would include the rack, mini mixer, 2 power amps, a few of the working speakers and several other accessories. I'd expect several hundred dollars for them if they sell.

We expect it to take 3 days to complete. We will have equipment throughout the gym, and would need the space to be cleared for safety reasons during the install. We are licensed and insured and can provide workers comp coverage. We are expecting the purchase to be tax exempt, and the pricing reflects that. Access to a large bucket lift will be needed.

One issue that was not initially discussed that I feel may have a large impact is the acoustical quality of the gym. Without overly criticizing the acoustical panels that are currently installed, I am a little baffled as to why they aren't making more of a difference in acoustical absorption. Even with the current panels installed, I would still qualify that gym as "extremely untamed". It just gets so incredibly loud in there. I don't know the exact material of which they

are made, but I believe dense fiberglass lined with an IFR, high-density fabric will get much better results. In my professional opinion, of the three gyms being quoted, having an acoustical installation at EHMS will have the greatest impact to get speech intelligibility to a comfortable place and to reduce the stress of being in there. I would recommend an \$8,500 solution to get 30 additional panels installed. This would get the acoustical issues to a manageable level, and add 3 days to the install.

Recommending new upgraded technology comes with some responsibility as well. Even though we would set up the gear to be as user-friendly as possible, all the gear is still pretty advanced and can be complicated. It is absolutely critical for the operators of the gear to be hands on and also understand the basics about adjusting the sound. Please understand that I am not recommending a system that should never be touched or adjusted, I'm recommending one that is flexible and will accommodate every need. I would consider it a requirement to have firstly, an in-person training session for anybody likely to use the gear (staff and students), and secondly having a set of YouTube links from professional audio teachers that go into detail about the features. Plus for any students wanting to learn, there are professional employment opportunities guaranteed for those who can use digital consoles. I am happy to be as helpful as I can getting you all started and answering questions, but the only good long-term solution is continuing to learn about the new technology. I'm always eager to set you up to win, and don't want any confusion on this point.

When we design a system to install, we come from a very gear-operator perspective. That means we use our experience actually operating the gear as a guide for installing it. Many other companies have professional bid writers, who don't install the gear, nor know how to operate the gear. Our last 10 years of event production has helped us gain an understanding for how to create a workflow optimized for the gear we will have. We also offer a "Best Bid Guarantee." If you would like to work with us, but another vendor offers a feature not specifically mentioned in our overview, we would like the opportunity to either clarify or add that feature if it's possible. We will always be honest and clear.

Thanks,

Tanner Roman

Owner ROMAN AV, LLC

615-812-5517

# Hickman County Government

## Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services; shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 1/7/2023 Name: Leslie Tanner Roman

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

I do not believe my company, ROMAN A/V, LLC has any conflicts of interest with the Hickman County School Systems. We have been contracted by HCSS from time to time for audio and video starting in 2020, mostly consisting of graduation live streams and student assemblies.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 1/7/2023 Signature: 

ROMAN AV, LLC

East Hickman High School Gym Audio Renovation

Intellectual Property of ROMAN AV, LLC. Quote Valid For 30 Days

CC: Brad Gilbert

Version 1: 1-5-23



## Audio Upgrade Proposal

Goal of project: To achieve maximum sound quality throughout the gym allowing dialog and music to be heard clearly in all areas.

- New Digital Soundboard with iPad compatibility  
*Behringer X32 Producer + 8 Antenna Router for maximum reception.*
- One touch audio reset for system to return to working specifications  
*Instant Scene Recall and Power Sequencer makes all audio turn on in order without causing damaging pops.*
- A wall mounted key-switch on the floor level that turns the system on and off without having to go upstairs. This will trigger a sequencer to turn amps off first, and on last, to avoid any loud pops.
- Repairing any broken speaker drivers
- New cabling and routing to minimize load on each amp
- 2 additional power amps for much more audio power
- 2 New wireless handheld mics. Mics should be able to be used throughout the gym with clarity and clear reception.
- Add 2 ground-level portable speakers to be set up for graduations and assemblies.
- Expectation of 15-year life of system  
While item repair/replacement is expected over several years of use, with proper care, the system is expected to operate for 15 years.
- A video routing option will allow a playback source at the sound board to send video to the 2 TVs.

Audio Materials: \$12,620

Audio Labor: \$14,000

**AUDIO JOB TOTAL: \$26,620**

Video Option: \$790

**COMBINED TOTAL: 27,410**

## About our plan:

We would love to be involved in making the EHHS Gym into an extremely high quality, user friendly, highly capable event space. We have really enjoyed working with you all in the past, and I've appreciated gaining the insight on the school system workflow as well. Here is a highlight overview of our tech vision for EHHS Gym. We hope it will open up Hickman County to exciting possibilities not previously possible in the gym. The X32 Console has become the most common digital sound board in the world, and having that console installed in each school will help unify the school system's tech and create a more consistent workflow. This renovation will make setting up for graduations and other assemblies turnkey.

I have designed a system for the room that would meet all of the tech needs you may encounter under normal circumstances. The heart of the system is the X32 sound board. A major upgrade feature is a one-button scene-recall feature, so all of the volumes, settings, and routing can be instantly optimized for each type of event. Another incredibly helpful feature is iPad connectivity. One could operate the entire system from any seat in the gym if necessary. One exciting feature will include a key-switch mounted on the wall on the floor level, that can turn the system on without having to go upstairs. Ensuring the system has a convenient power switch will greatly improve the life of the system.

I will increase the capacity of the power amps and also add 2 additional amps. That will take stress off the amps and speakers. That stress may be limiting the overall quality of the current system.

The audio rack, located in the same spot, will have a 3U locking drawer that can house the 2 wireless handheld mics and iPad as well. The upgraded mics will have better sound quality, better reception, and will show the battery level on the mic itself. The current mic does not have a battery or reception indicator. I will re-install the current CD player in case that is the preferred method for playback. The rack will have a fold-out side table attached to hold a laptop phone, or other useful items.

I will install a mic input plug and speaker output plug mounted on the stage-side wall. It will allow an easy solution for adding an additional wired mic, and also allow the 2 new powered main speakers on stands to be set up and used for graduations, like we set up each year. These will be portable and can be set up in 2-3 minutes.

A specialized long throw bluetooth receiver will be able to receive audio signal from a phone or laptop from anywhere in the room. So that means that a single operator can control system power remotely, audio control from an iPad wireless, play music wireless, and use 2 mics wirelessly.

There are several pieces of current gear that are not the right fit for the upgrade but still work properly. I would recommend selling those pieces of gear at auction. This would include

the rack, old system processor, and several other accessories. I'd expect several hundred dollars for them if they sell.

The video option is for utilizing the 2 TV's that are currently installed in the gym and running new cabling to the sound board so that they work easily and consistently. Audio from the video source will be plugged directly into the audio console.

We expect it to take 8 days to complete. We will have equipment throughout the gym, and would need the space to be cleared for safety reasons during the install. We are licensed and insured and can provide workers comp coverage. We are expecting the purchase to be tax exempt, and the pricing reflects that. Access to a large bucket lift will be needed.

Recommending new upgraded technology comes with some responsibility as well. Even though we would set up the gear to be as user-friendly as possible, all the gear is still pretty advanced and can be complicated. It is absolutely critical for the operators of the gear to be hands on and also understand the basics about adjusting the sound. Please understand that I am not recommending a system that should never be touched or adjusted, I'm recommending one that is flexible and will accommodate every need. I would consider it a requirement to have firstly, an in-person training session for anybody likely to use the gear (staff and students), and secondly having a set of YouTube links from professional audio teachers that go into detail about the features. Plus for any students wanting to learn, there are professional employment opportunities guaranteed for those who can use digital consoles. I am happy to be as helpful as I can getting you all started and answering questions, but the only good long-term solution is continuing to learn about the new technology. I'm always eager to set you up to win, and don't want any confusion on this point.

When we design a system to install, we come from a very gear-operator perspective. That means we use our experience actually operating the gear as a guide for installing it. Many other companies have professional bid writers, who don't install the gear, nor know how to operate the gear. Our last 10 years of event production has helped us gain an understanding for how to create a workflow optimized for the gear we will have. We also offer a "Best Bid Guarantee." If you would like to work with us, but another vendor offers a feature not specifically mentioned in our overview, we would like the opportunity to either clarify or add that feature if it's possible. We will always be honest and clear.

Thanks,

Tanner Roman

Owner ROMAN A/V, LLC

615-812-5517

# Hickman County Government

## Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or other otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 1/7/2023 Name: Leslie Tanner Roman

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

I do not believe my company, ROMAN A/V, LLC has any conflicts of interest with the Hickman County School Systems. We have been contracted by HCSS from time to time for audio and video starting in 2020, mostly consisting of graduation live streams and student assemblies.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 1/7/2023 Signature: 

ROMAN AV, LLC

Hickman County High School Gym Audio Renovation

Intellectual Property of ROMAN AV, LLC. Quote Valid For 30 Days

CC: Brad Gilbert

Version 1: 1-5-23



## Audio Upgrade Proposal

Goal of project: To achieve maximum sound quality throughout the gym allowing dialog and music to be heard clearly in all areas.

- New Digital Soundboard with iPad compatibility  
*Behringer X32 Producer + 8 Antenna Router for maximum reception.*
- One touch audio reset for system to return to working specifications  
*Instant Scene Recall and Power Sequencer makes all audio turn on in order without causing damaging pops.*
- A wall mounted key-switch on the floor level that turns the system on and off without having to go upstairs. This will trigger a sequencer to turn amps off first, and on last, to avoid any loud pops.
- Removing all old speakers and replace them with new speakers, and adding 3 more speakers for larger coverage area
- New cabling and routing to minimize load on each amp
- 2 additional power amps for much more audio power
- 2 New wireless handheld mics. Mics should be able to be used throughout the gym with clarity and clear reception.
- Add 2 ground-level portable speakers to be set up for graduations and assemblies.
- Expectation of 15-year life of system  
While item repair/replacement is expected over several years of use, with proper care, the system is expected to operate for 15 years.

Materials: \$23,300

Labor: \$20,000

**JOB TOTAL: \$46,300**

## About our plan:

We would love to be involved in making the HCHS Gym into an extremely high quality, user friendly, highly capable event space. We have really enjoyed working with you all in the past, and I've appreciated gaining the insight on the school system workflow as well. Here is a highlight overview of our tech vision for HCHS Gym. We hope it will open up Hickman County to exciting possibilities not previously possible in the gym. The X32 Console has become the most common digital sound board in the world, and having that console installed in each school will help unify the school system's tech and create a more consistent workflow. This renovation will make setting up for graduations and other assemblies turnkey. Of the three gyms, this one will require the most labor and the largest gear budget.

I have designed a system for the room that would meet all of the tech needs you may encounter under normal circumstances. The heart of the system is the X32 sound board. A major upgrade feature is a one-button scene-recall feature, so all of the volumes, settings, and routing can be instantly optimized for each type of event. Another incredibly helpful feature is iPad connectivity. One could operate the entire system from any seat in the gym if necessary. One exciting feature will include a key-switch mounted on the wall on the floor level, that can turn the system on without having to go upstairs. Ensuring the system has a convenient power switch will greatly improve the life of the system.

I will increase the capacity of the power amps and also add 2 additional amps. That will take stress off the amps and speakers. That stress may have been what caused so many speakers to have failed in the gym. I will also add a layer of speaker coverage on the higher level of the bleachers, which previously had no sound coverage.

The audio rack, located in the same spot, will have a 3U locking drawer that can house the 2 wireless handheld mics and iPad as well. The upgraded mics will have better sound quality, better reception, and will show the battery level on the mic itself. The current mic does not have a battery or reception indicator. I will re-install the current CD player in case that is the preferred method for playback. The rack will have a fold-out side table attached to hold a laptop, phone, or other useful items.

I will install a mic input plug and speaker output plug mounted on the stage-side wall. It will allow an easy solution for adding an additional wired mic, and also allow the 2 new powered main speakers on stands to be set up and used for graduations, like we set up each year. These will be portable and can be set up in 2-3 minutes.

A specialized long throw bluetooth receiver will be able to receive audio signal from a phone or laptop from anywhere in the room. So that means that a single operator can control system power remotely, audio control from an iPad wireless, play music wireless, and use 2 mics wirelessly.

There are several pieces of current gear that are not the right fit for the upgrade but still work properly. I would recommend selling those pieces of gear at auction. This would include the rack, mini mixer, 2 power amps, and several other accessories. I'd expect several hundred dollars for them if they sell.

We expect it to take 10 days to complete. We will have equipment throughout the gym, and would need the space to be cleared for safety reasons during the install. We are licensed and insured and can provide workers comp coverage. We are expecting the purchase to be tax exempt, and the pricing reflects that. Access to a large bucket lift will be needed.

Recommending new upgraded technology comes with some responsibility as well. Even though we would set up the gear to be as user-friendly as possible, all the gear is still pretty advanced and can be complicated. It is absolutely critical for the operators of the gear to be hands on and also understand the basics about adjusting the sound. Please understand that I am not recommending a system that should never be touched or adjusted, I'm recommending one that is flexible and will accommodate every need. I would consider it a requirement to have firstly, an in-person training session for anybody likely to use the gear (staff and students), and secondly having a set of YouTube links from professional audio teachers that go into detail about the features. Plus for any students wanting to learn, there are professional employment opportunities guaranteed for those who can use digital consoles. I am happy to be as helpful as I can getting you all started and answering questions, but the only good long-term solution is continuing to learn about the new technology. I'm always eager to set you up to win, and don't want any confusion on this point.

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Tanner Roman

Owner ROMAN A/V, LLC

615-812-5517

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- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 1/7/2023 Name: Leslie Tanner Roman

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

I do not believe my company, ROMAN A/V, LLC has any conflicts of interest with the Hickman County School Systems. We have been contracted by HCSS from time to time for audio and video starting in 2020, mostly consisting of graduation live streams and student assemblies.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 1/7/2023 Signature: 



# Pricing Summary

ACCOUNT  
HICKMAN CO SCHOOL DISTRICT  
115 MURPHREE AVE  
CENTERVILLE, TN 37033

FACILITY LOCATION  
HICKMAN CO SCHOOL DISTRICT  
115 MURPHREE AVE  
CENTERVILLE, TN 37033

OFFER: In accordance with the Scope of Work, Bill of Materials, and Terms and Conditions attached hereto, SWC is pleased to offer this pricing for the following project:

TITLE:

REF #: 54739\_1

ESTIMATE GROUP	TOTAL PRICE
East Hickman ES	\$16473.36
East Hickman HS	\$38512.78
Hickman HS	\$44282.68

ACCOUNT EXECUTIVE:	<b>SUB-TOTAL</b>	\$99,268.82
	<b>TAX (EXEMPT):</b>	\$ .00

TERMS:

**TOTAL \$99,268.82**

Per my authority as an executing agent, please accept this as an intent to award and enter into a contractual agreement with SWC.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
CLIENT'S SIGNATURE



# Scope & Bill of Materials

---

## SWC IS PLEASED TO PRESENT A QUOTE FOR THE Hickman Auditorium Audio PROJECT.

### East Hickman Elementary

System to consist of the following

4-Renkus Heinz CX82 full range speakers with upgraded horns 90x60- 3 facing bleachers distributed across and in front of bleachers and one facing mix position

1-Crown XLI2500 audio amplifier

1-WorkPro 8 channel rack mixer with BlueTooth and IPAD application, phantom power

1-Audix wireless handheld microphone system with receiver and OM2 handheld microphone

1-DBX- PA2 2 input 6 output DSP with IPAD application, notch filter, AutoEQ, Graphic EQ, feedback control, crossover, etc.

1-DBX RTA mic for room ambient noise compensation

1-Middle Atlantic wall rack with locking door

1-RDL balanced input transformer for 1/8' mini connection and RCA for external players

1-Denon DN300Z professional rack mount CD/Media/BlueTooth player

1-Denon Professional BlueTooth receiver for extended range for BlueTooth connection

1-Juice Goose rack power surge protector

System to be documented in CAD format and a 2 hr training session will be provided after completion.

Customer to provided any needed 110VAC power for equipment rack

### East Hickman High School

System to consist of the following

14-Renkus Heinz CX82 full range speakers with upgraded horns 90x60- with 4 rows of speakers, 4 for upper bleachers, 4 for each side lower bleachers and 3 facing gym floor.

5-Crown XLI3500 audio amplifiers

1-WorkPro 8 channel rack mixer with BlueTooth and IPAD application, phantom power

1-Audix wireless handheld microphone system with receiver and OM2 handheld microphone

1-DBX- PA2 2 input 6 output DSP with IPAD application, notch filter, AutoEQ, Graphic EQ, feedback control, crossover, etc.

1-DBX RTA mic for room ambient noise compensation

1-Middle Atlantic wall rack with locking door

1-RDL balanced input transformer for 1/8' mini connection and RCA for external players

1-Denon DN300Z professional rack mount CD/Media/BlueTooth player

1-Denon Professional BlueTooth receiver for extended range for BlueTooth connection

2-Juice Goose rack power surge protection

1-Juice Goose rack power sequencer

System to be documented in CAD format and a 2 hr training session will be provided after completion.

Customer to provide any needed 110VAC power at equipment rack. (2-15amp circuits minimum)

### Hickman High School

System to consist of the following

17-Renkus Heinz CX82 full range speakers with upgraded horns 90x60 with 5 rows of speakers, 3 for each upper bleachers, 4 for each side lower bleachers and 3 facing gym floor.

5-Crown XLI3500 audio amplifiers

1-WorkPro 8 channel rack mixer with BlueTooth and IPAD application, phantom power

1-Audix wireless handheld microphone system with receiver and OM2 handheld microphone

1-DBX- PA2 2 input 6 output DSP with IPAD application, notch filter, AutoEQ, Graphic EQ, feedback control, crossover, etc.



Central Education

- 1-DBX RTA mic for room ambient noise compensation
  - 1-Middle Atlantic wall rack with locking door
  - 1-RDL balanced input transformer for 1/8' mini connection and RCA for external players
  - 1-Denon DN300Z professional rack mount CD/Media/BlueTooth player
  - 1-Denon Professional BlueTooth receiver for extended range for BlueTooth connection
  - 2-Juice Goose rack power surge protection
  - 1-Juice Goose rack power sequencer
- System to be documented in CAD format and a 2 hr training session will be provided after completion.  
Customer to provide any needed 110VAC power at equipment rack. (2-15amp circuits minimum)

Hickman County High School, 1645 Bulldog Blvd., Centerville, TN 37033

East Hickman High School, 7700 State Hwy.7, Lyles, TN 37098

East Hickman Middle School, 9414 East Eagle Drive, Lyles, TN 37098


**EST. GROUP - East Hickman ES**

Mfg	Part Num	Description	Quantity	Sales Price	Ext. Price
West Penn	25227BGY1000	1P 12G STRD UNSHLD PLENUM, Gray	1.00	\$640.97	\$640.97
Audix	AP410M2	Wireless Mic System	1.00	\$539.00	\$539.00
Audix	CBLBNC25	50 Ohm antenna cable 25 ft	2.00	\$26.00	\$52.00
RENKUS HEINZ INC	CCH1200-9	90x60 horn for CX series cabinet	4.00	\$137.14	\$548.56
RENKUS HEINZ INC	CX82	CX82 2-Way, Full Range Loudspeaker 2 x 8" LF, 1	4.00	\$647.14	\$2588.56
RADIO DESIGN LABS	D-CIJ3	Balancing Transformer	1.00	\$88.50	\$88.50
Denon	DN-200BR	Bluetooth Receiver	1.00	\$127.14	\$127.14
Denon	DN300Z	Denon Tuner/CD/BT	1.00	\$450.00	\$450.00
Middle Atlantic	EWR-10-17SD	PIVOTING WALL RACK (10RU) Right Swing	1.00	\$578.81	\$578.81
JUICE GOOSE	JG-9	Juice Goose 9 outlet surge rack protection	1.00	\$98.57	\$98.57
Graybar	J-Hook	J-Hooks & Hardware	40.00	\$2.57	\$102.80
Sun belt	Lift	Lift Rental (daily)	2.00	\$714.28	\$1428.56
NEW	MD 82 AX MK II	8 channel rack mixer 1RU digital with IPAD applic	1.00	\$410.00	\$410.00
SWC	Misc-Blanks	Misc 19in blanks for equipment racks 1 per rack.	1.00	\$285.71	\$285.71
SWC	Misc-Cable	Misc. Cable, Connectors and Consumables	5.00	\$142.85	\$714.25
DBX PROFESSIONAL PRODUCTS	PA2	DBX 2x6 DSP XOVER, AutoEQ, Grahpic, IPAD co	1.00	\$584.10	\$584.10
DBX PROFESSIONAL PRODUCTS	RTA-M	DBX Driverack RTA mic w/ clip	1.00	\$138.70	\$138.70
RENKUS HEINZ INC	UBRKT/CT82W	Single U-Bracket for TA82 and TX82 (White)	4.00	\$77.14	\$308.56
Crown	XLi2500	2x750w Power Amplifier	1.00	\$643.78	\$643.78

<b>Group Materials Price</b>	\$10,328.57
<b>Group Labor Price</b>	\$6,019.41
<b>Freight Price</b>	\$125.38
<b>Total Sales Tax</b>	\$ .00



**EST. GROUP - East Hickman HS**

Mfg	Part Num	Description	Quantity	Sales Price	Ext. Price
West Penn	25227BGY1000	1P 12G STRD UNSHLD PLENUM, Gray	4.00	\$640.97	\$2563.88
Audix	AP410M2	Wireless Mic System	1.00	\$539.00	\$539.00
Audix	CBLBNC25	50 Ohm antenna cable 25ft BNC	2.00	\$26.00	\$52.00
RENKUS HEINZ INC	CCH1200-9	90x60 horn for CX series cabinet	14.00	\$137.14	\$1919.96
B&H PHOTO-VIDEO	CQ-1520	Juice Goose Power Sequencer	1.00	\$534.28	\$534.28
RENKUS HEINZ INC	CX82	CX82 2-Way, Full Range Loudspeaker 2 x 8" LF, 1	14.00	\$647.14	\$9059.96
RADIO DESIGN LABS	D-CIJ3	Balancing Transformer	1.00	\$88.50	\$88.50
Denon	DN-200BR	Bluetooth Receiver	1.00	\$127.14	\$127.14
Denon	DN300Z	Denon Tuner/CD/BT	1.00	\$450.00	\$450.00
Middle Atlantic	DWR-24-17PD	DWR-24-17PD WALL MOUNT EQUIPMENT CABI	1.00	\$1121.00	\$1121.00
JUICE GOOSE	JG-9	Juice Goose 9 outlet surge rack protection	2.00	\$98.57	\$197.14
Graybar	J-Hook	J-Hooks & Hardware	120.00	\$2.57	\$308.40
Sun belt	Lift	Lift Rental (daily)	3.00	\$714.28	\$2142.84
NEW	MD 82 AX MK II	8 channel rack mixer 1RU digital with IPAD applic	1.00	\$410.00	\$410.00
SWC	Misc-Blanks	Misc 19in blanks for equipment racks 1 per rack.	1.00	\$285.71	\$285.71
SWC	Misc-Cable	Misc. Cable, Connectors and Consumables	12.00	\$142.85	\$1714.20
DBX PROFESSIONAL PRODUCTS	PA2	DBX 2x6 DSP XOVER, AutoEQ, Grahpic, IPAD co	1.00	\$584.10	\$584.10
DBX PROFESSIONAL PRODUCTS	RTA-M	DBX Driverack RTA mic w/ clip	1.00	\$138.70	\$138.70
RENKUS HEINZ INC	UBRKT/CT82W	Single U-Bracket for TA82 and TX82 (White)	14.00	\$77.14	\$1079.96
Crown	XLI3500	2x1350W Power Amplifier	5.00	\$885.21	\$4426.05

<b>Group Materials Price</b>	\$27,742.82
<b>Group Labor Price</b>	\$10,415.30
<b>Freight Price</b>	\$354.66
<b>Total Sales Tax</b>	\$ .00



**EST. GROUP - Hickman HS**

Mfg	Part Num	Description	Quantity	Sales Price	Ext. Price
West Penn	25227BGY1000	1P 12G STRD UNSHLD PLENUM, Gray	5.00	\$640.97	\$3204.85
West Penn	25291BGY1000	1P 22G STRD SHLD PLENUM, Gray	1.00	\$140.81	\$140.81
Audix	AP410M2	Wireless Mic System	1.00	\$539.00	\$539.00
Audix	CBLBNC25	50 Ohm antenna cable 25ft BNC	2.00	\$26.00	\$52.00
RENKUS HEINZ INC	CCH1200-9	90x60 horn for CX series cabinet	17.00	\$137.14	\$2331.38
B&H PHOTO- VIDEO	CQ-1520	Juice Goose Power Sequencer	1.00	\$534.28	\$534.28
RENKUS HEINZ INC	CX82	CX82 2-Way, Full Range Loudspeaker 2 x 8" LF, 1	17.00	\$647.14	\$11001.38
RADIO DESIGN LABS	D-CIJ3	Balancing Transformer	1.00	\$88.50	\$88.50
Denon	DN-200BR	Bluetooth Receiver	1.00	\$127.14	\$127.14
Denon	DN300Z	Denon Tuner/CD/BT	1.00	\$450.00	\$450.00
Middle Atlantic	DWR-24-17PD	DWR-24-17PD WALL MOUNT EQUIPMENT CABI	1.00	\$1121.00	\$1121.00
JUICE GOOSE	JG-9	Juice Goose 9 outlet surge rack protection	2.00	\$98.57	\$197.14
Graybar	J-Hook	J-Hooks & Hardware	120.00	\$2.57	\$308.40
Sun belt	Lift	Lift Rental (daily)	3.00	\$714.28	\$2142.84
NEW	MD 82 AX MK II	8 channel rack mixer 1RU digital with IPAD applic	1.00	\$410.00	\$410.00
SWC	Misc-Blanks	Misc 19in blanks for equipment racks 1 per rack.	1.00	\$285.71	\$285.71
SWC	Misc-Cable	Misc. Cable, Connectors and Consumables	14.00	\$142.85	\$1999.90
DBX PROFESSIO NAL PRODUCTS	PA2	DBX 2x6 DSP XOVER, AutoEQ, Grahpic, IPAD co	1.00	\$584.10	\$584.10
DBX PROFESSIO NAL PRODUCTS	RTA-M	DBX Driverack RTA mic w/ clip	1.00	\$138.70	\$138.70
RENKUS HEINZ INC	UBRKT/CT82W	Single U-Bracket for TA82 and TX82 (White)	17.00	\$77.14	\$1311.38
Crown	XLi3500	2x1350W Power Amplifier	5.00	\$885.21	\$4426.05

<b>Group Materials Price</b>	\$31,394.56
<b>Group Labor Price</b>	\$12,480.43
<b>Freight Price</b>	\$407.69
<b>Total Sales Tax</b>	\$.00



Central Education  
(615) 330-7370

# Terms & Conditions

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## Scope Includes:

All terms and conditions will apply to School District Standardization Agreement on file at the Purchasing Department if applicable. Furnishing and installing wire and cable for systems listed. Installation and termination of field devices. Installation and termination of head-end equipment in Equipment Rooms and MDF and IDF areas. Factory and field testing of equipment and systems. Project management in coordination with SWC scope of work. Applicable Permit Fees.

Project Management services in coordination with SWC scope of work. Site Supervision during the installation of SWC scope of work ONLY. As required; site conditions verification for SWC Scope of work ONLY.

The Project Schedule will be a mutually agreed upon document between the parties, including all revisions. Scope and price are based on regular working hours Monday through Friday; any deviation, unless requested by SWC, may be cause for additional compensation.

Final payment including will is remitted within 30 days of substantial completion of our scope of work regardless of the status and nature of other trades and the overall project status. No Retainage to be withheld.

## Scope Excludes:

Service and circuit power requirements including final connections to all our electronic equipment. Server(s) and workstation(s) hardware and Microsoft operating system. All demolition work, trenching, concrete work and finish painting. Patching of concrete, tile, drywall or masonry, core drilling, sleeves and caulking with sealants.

Quote is based on SWCs scope of work being performed during normal business hours Mon-Fri. Performance and Payment Bond is available if required at 1% of total contract value to SWC. It is not included in our price. No Retainage to be withheld.



### Superb Performance, Exceptional Value

Drawing from years of experience and industry leading technologies like Complex Conic waveguides, CA/CX loudspeakers are designed to meet the needs of today's installed-AV professionals, with a broad range of systems to provide effective solutions for every sound reinforcement challenge at competitive price points.

The new C Series loudspeakers incorporate the newest generation of Complex Conic horns, with the latest drivers to provide clean, natural sound and tight pattern control. Unlike conventional loudspeaker designs, Complex Conic horns provide consistent beamwidth over a wider frequency range, with the natural, transparent sound that Renkus-Heinz is known for. And as with all Renkus-Heinz products, C Series loudspeakers are backed by Renkus-Heinz's renowned worldwide customer support.

### Applications

- The CX/CA82 is a compact, dual-8" Complex Conic loudspeaker perfect for any application where small size, consistent directivity and great sonic performance are required.
- Main loudspeaker in small systems
- Side fill or under balcony applications in House of Worship or auditoriums
- Foreground music systems
- High quality distributed sound systems

### Compact Design, Sizable Performance

The CX/CA82 was developed for applications needing consistent directivity and great sonics from a compact cabinet. Dual woofers provide additional output and tighter vertical pattern control

It features a 1.4" voice coil high frequency compression driver with a 1" throat coupled to a Complex Conic horn. The patented Complex Conic horn eliminates high frequency beaming and provides wide angle coverage out to 20 kHz and beyond. The high-efficiency 6" woofers produce a strong low end. Together these deliver a surprisingly high 129 dB peak output level from 90 Hz to 20 kHz.

### Designed In Flexibility

Twelve M6 Universal Mounting Points and 10 mm u-bracket mounting plates make installation easy and clean. The Complex Conic horn is field rotatable allowing the installer the flexibility of installing the loudspeaker either vertically or horizontally while maintaining the dispersion necessary for the project.

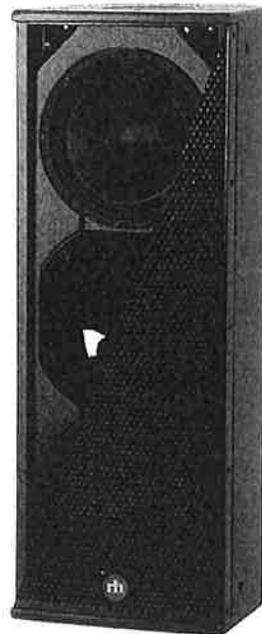
The CX/CA82 and it's (optional) matching U-Bracket are available in either white or black paint allowing them to bend into most environments.

Available externally powered or with four flavors of built-in amplification; RHAON II networking, monitoring and control, and Dante digital audio, the CX/CA82 brings new levels of versatility to compact loudspeakers.

## CA/CX Series

<b>CX82</b>	Non-Powered
<b>CA82-A</b>	Powered, Analog
<b>CA82-RN</b>	RHAON Empowered
<b>CA82-RD</b>	RHAON & Dante Redundant

### 2 x 8" LF + 1" HF Two-way, Complex Conic Loudspeaker



- **Complex Conic Horn**  
Consistent directivity, superior sonics and field rotatable.
- **Surprising Power**  
90 Hz to 20 kHz response and 129 dB, peak SPL.
- **Compact**  
Just 28-1/2 x 10-1/2 x 10-5/16 inches/724 x 262 x 267 mm.
- **Optional U-Bracket Mount**  
Allows easy horizontal mounting and aiming.
- **Available SA625 Amplifier**  
SA625 amplifier offers high output, full protection limiting, analog, and optional AES and Dante inputs.

Mixers

## MD 82 AX MK II

B2MEG201

Professional Audio

WORKiW

Bluetooth

IOs



### 8-channel digital audio mixer.

MD 82 AX MK II is a mixer for microphones which integrates a large series of attractive features that allow to optimize the installation and to outfit with multiple audio signal control and management possibilities. This mixer incorporates 8 balanced inputs. It provides individual input level control and master level.

The encoder in the frontal side allows to navigate through a configuration menu with the different parameters on each channel. Among the functions to be performed, we can set three tone control, low-pass and high-pass filters (with frequency adjustment) and 4 anti-feedback levels. All this information is showed in the LCD display.

All inputs have switch to enable the connection of +48V phantom power/ supply microphones. The two features that represent an interesting development are the Auto-mixer functionality and the RS485 interface for external commands.

[TECHNICAL DATA](#) [MEASURES](#) [FEATURES](#) [DOWNLOADS](#)

Type: 8 microphone channels mixer.

Input sensitivity: 5 mV (1kHz output 1V).

Maximum input level: 105 mV (1kHz THD -1%).

Maximum output level: > 4V (Balanced).

Frequency response: 20 Hz - 20kHz.

Phantom power supply: +48V selectable.

Functionalities: input gain, low pass filter, high pass filter, antifeedback (per channel), master level, encoder, LCD display.

Automixer function: TARGET and GAIN parameters configurables.

Main supply: AC 115/230 V - 50/60 Hz.

Dimensions (WxHxD): 483 x 44 x 150 mm.

Weight: 1.9 kg.

# PERFORMANCE SERIES WIRELESS SPECIFICATIONS

	<b>R41</b>	<b>R61</b>
Frequency Range	522 MHz – 554 MHz / 554 MHz - 586 MHz	522 MHz – 586 MHz
Bandwidth	32 MHz	64 MHz
Compatible Systems	16 Compatible system operation	20 Compatible system operation
Switchable Frequencies	106 Preset frequencies	207 Preset frequencies
Manual Mode	n/a	2560 Frequencies (spaced 25 kHz apart)
Frequency Response	45 Hz – 18 kHz	45 Hz – 18 kHz
Compander System	2:1	2:1
Pilot Tone	32 kHz	32 kHz
Receiving System	Single tuner, diversity	Single tuner, true diversity
Signal-to-Noise Ratio	105 dB at 30 kHz deviation (A-weighted)	112 dB at 30 kHz deviation (A-weighted)
Total Harmonic Distortion	≤.7% (33 kHz deviation at 1 kHz)	≤.4% (33 kHz deviation at 1 kHz)
Sensitivity	5 dB $\mu$ V (S/N 60 dB at 25 kHz deviation, A-weighted)	5 dB $\mu$ V (S/N 60 dB at 25 kHz deviation, A-weighted)
Audio Output (AF=0)	Balanced: -12 dBv @ 25 kHz deviation, 600 ohm load 1/4": -18 dBv @ 25 kHz deviation, 10 kohm load	Balanced: -12 dBv @ 25 kHz deviation, 600 ohm load 1/4": -18 dBv @ 25 kHz deviation, 10 kohm load
Output Connectors	1/4", XLR	1/4", XLR
Audio Level Adjust	Balanced: -12 to +9 dBu Line: -24 to +4 dBu (adjustable in 3 dB-steps)	Balanced: -12 to +9 dBu Line: -24 to +4 dBu (adjustable in 6 dB-steps)
Range	300', (91 M)	450', (137 M)
Power Supply	100 - 240V / 50 - 60 Hz, 12V DC, 1A	100 - 240V / 50 - 60 Hz, 12V DC, 1A
Dimensions	205 mm (W) x 206 mm (D) x 44 mm (H) 406 mm (W) x 209 mm (D) x 44 mm (H) (R42)	205 mm (W) x 206 mm (D) x 44 mm (H) 406 mm (W) x 209 mm (D) x 44 mm (H) (R62)
Net Weight	1.92 lbs. / 870 g 4.4 lbs. / 2.0 kg (R42)	2.43 lbs. / 1.1 kg 4.65 lbs. / 2.12 kg (R62)
	<b>H60</b>	<b>B60</b>
RF Power Output	10 mW, 40 mW	10 mW, 40 mW
Frequency Bandwidth	64 MHz	64 MHz
Gain Controls	0 dB, -6 dB, -12 dB	0 dB, -6 dB, -12 dB
Input Connector	n/a	3 pin mini-XLR
Batteries Included	2 AA 1.5 V	2 AA 1.5 V
Current Consumption	110 mA typical	110 mA typical
Battery Life	14 hours	14 hours
Input Impedance	n/a	Mic: 10 kohm, Line: 1 Mohm
Max Sound Pressure Level	>140 dB (depending on capsule)	128 dB to 140 dB (depending on mic)
Dimensions	2.1" diameter body, 10.43" (L), 53 mm diameter body, 265 mm (L)	67 mm (W) x 90 mm (L) x 17 mm (D) 2.6" (W) x 3.5" (L) x .67" (D)
Net Weight	11.0 oz / 312 g (without battery)	3.0 oz / 85 g (without battery)



Front



Back

## DN-200BR

### Stereo Bluetooth Audio Receiver

With countless Bluetooth-enabled audio sources roaming the planet, the DN-200BR interfaces them all with a professional audio system for sound reinforcement, special event or retail applications. It receives Bluetooth signals wirelessly, then routes the audio to balanced XLR or 1/4-inch outputs for integration with mixers and amplification systems. Its Bluetooth Pairing mode ensures a secure connection.

#### Features

- Adds Bluetooth to any audio system
- Balanced XLR and 1/4" audio outputs
- Up to 33m (100 ft) range
- Discreet, robust build quality that can mount nearly anywhere

#### Specifications

Frequency Response  
20 Hz – 20 KHz (+1 dBu)

Signal-to-Noise Ratio  
> 75 dB

THD  
< 0.01%

Analog Output  
Balanced (XLR): +4 dBu (+1 dB)  
Unbalanced (1/4" / 6.35mm): -2 dBu (+1 dB)

#### Bluetooth Specifications

Version: 2.1 + Enhanced Data Rate (EDR)  
Maximum Receiver Power: Class 2, 4 dBm  
Receiver Frequency: 2.4 GHz – 2.480 GHz  
Receiver Range: Up to 82 ft. / 25 m  
Receiver Sensitivity: -80 dBm @ 0.1% BER  
Supported Profiles  
AVCTP 1.0AVRCP 1.0GAVDP 1.2AVDTP 1.0A2DP 1.2Hands-Free Profile (HFP)  
1.5Headset Profile (HSP) 1.1

Supported Codec: SBC, MP3, AAC, aptX

Operation Temperature: 41–95°F / 5–35°C  
Power

Power Adapter: 5 V DC, 3 A, center-positive  
Input Voltage: 100–240 V AC, 50/60 Hz

Dimensions (width x depth x height)

5.8" x 4.6" x 1.8"  
149 x 117 x 45 mm

Weight

1.3 lbs.  
0.6 kg



## Features

- Stereo/parallel/bridge-mono mode
- User-selectable input sensitivity to power consumer devices: 0.775V and 1.4V
- RCA and XLR inputs; Speakon® and binding post outputs
- Two level controls, power switch and LEDs to indicate signal presence, clip and fault for each channel
- Protection against shorts, no-load, on/off thumps and radio-frequency interference
- Efficient forced-air cooling prevents excessive thermal buildup
- One-year, no-fault, fully transferable warranty completely protects your investment

DN-300Z

## Media Player with Bluetooth™ Receiver and AM/FM Tuner



### Expects the unexpected.

Combining the best of disc, wireless, and solid state media playback, the Denon Professional DN-300Z is an all-in-one audio player you can count on when the whole room is listening. Ideal for FOH, education, music and rehearsal studios, houses of worship, restaurants and more, it has an answer to every request - all consolidated into a compact 1RU design. Extending Denon Professional's dedication to powerful solutions that are easy-to-use, the DN-300Z puts the media of both today and tomorrow into a format accessible to any user.

Building on nearly three decades of producing world-class media playback and distribution devices, the DN-300Z is the piece of mind clients and installers demand. In a space-saving single rackmount chassis, DN-300Z provides access to all popular audio playback formats including Bluetooth wireless and AM/FM radio.

Even more, the DN-300Z makes no sacrifices when it comes to usability or reliability. This versatile solution is much more than a collection of format players stuffed into a 1RU box - it was thoughtfully developed for intuitive use in high-pressure scenarios such as corporate presentations, education, houses of worship, and live events.

The front panel's backlit LCD screen provides at-a-glance status of playback modes and content, providing clear readouts to even the most novice user. Designed to adapt to any scenario, switching formats on the fly has never been easier. Media types and their respective controls are grouped together so users will never have to dive through deep menus or use the instruction manual to perform basic functions. Direct access to CD tracks, global transport controls (play/pause/search), and a rotary-push encoder translate to fast, hands-on command when you need to get to your content.

...continued on next page



Rear panel

### Features

- Super-fast loading, slot-in CD mechanism
- Supports removable USB thumb and HDDs, SD/SDHC cards
- Wireless audio playback from devices via Bluetooth™
- Plays CD, MP3, WAV, and AAC files
- 3.5mm Aux-in for audio playback of other devices
- AM/FM Tuner w/ dedicated audio out for multi-room use
- Unbalanced combi audio output
- 10-key direct track access
- Random, Repeat One, Repeat All, and continuous play modes
- Folder only and All play modes
- IR controllable with included, compact remote
- 1RU chassis with removable rack ears
- Detachable IEC-weighted AC inlet
- 100-220v switching power supply

All information subject to change without notice.

# DriveRack® PA

Complete Equalization & Loudspeaker Control System

**dbx**  
PROFESSIONAL PRODUCTS

## VISIONARY DESIGN

Drive your PA to a whole new level of performance with the DriveRack® PA Complete Equalization & Loudspeaker Control System. The DriveRack PA from dbx Professional Products represents a complete integration of the key elements that help ensure optimal loudspeaker system management in PA-specific applications. Capitalizing on the legendary 480 DriveRack technology, the DriveRack PA is able to provide its user with top-tier, pro-level loudspeaker management specifications, yet still remain appealing to the budget-conscious audiophile who requires a tried and true utilitarian workhorse. With its all-inclusive, no-compromise design, the DriveRack PA has been systematically developed and designed to grow with your system needs for years to come.

## REVOLUTIONARY ENGINEERING

The DriveRack PA continues the legacy of DriveRack series, which has been created by the company that has been redefining the standard of signal processing for more than 30 years. The DriveRack PA was designed with the purpose and vision of providing state-of-the-art signal processing, while utilizing a simple and intuitive user interface. This goal has been achieved by offering two independent channels of processing power with a linkable 28-Band Graphic equalizer, industry-standard dbx® stereo compressor module, feedback eliminator and the 120A Subharmonic Synthesizer on the input, with a six channel output system that includes parametric EQs, and Peak Plus™ limiters (which are used to provide protection against speaker blowouts) and alignment delay. These features combined with the Wizard setup system, represent a methodical design that is guaranteed to deliver optimal, all-inclusive processing in a completely scalable system. For more information, please visit: [www.dbxpro.com](http://www.dbxpro.com).

## FEATURES

- Stereo Feedback Elimination with 12 feedback notch filters
- Dual 28-band Graphic EQ
- Classic dbx® Compressor
- 120A Sub-harmonic Synthesizer
- 2x3, 2x4, 2x5, 2x6 Crossover Configurations
- Stereo Multi-band Parametric EQ
- Stereo Output Limiters
- Alignment Delay
- Pink Noise Generator
- Auto-EQ with 28-Band RTA
- JBL® Speaker and Crown Power Amp Tunings with Setup Wizard
- 25 User Programs / 25 Factory Programs
- 2 Channel XLR Input and 6 Channel XLR Output
- Front panel RTA-M XLR input with phantom power
- 24-Bit ADC/24-Bit DAC, >110 dB Dynamic Range
- TypeIV® Conversion System
- Full Graphic LCD Display

8760 S. Sandy Pkwy.  
Sandy, Utah 84070  
Phone (801) 568-7660  
Fax (801) 568-7662  
Int'l Fax (801) 568-7583  
[customer@dbxpro.com](mailto:customer@dbxpro.com)  
<http://www.dbxpro.com>

**H** A Harman International Company



STATE OF TENNESSEE  
DEPARTMENT OF  
COMMERCE AND INSURANCE



SOUTH WESTERN COMMUNICATIONS, INC.

382071

ID NUMBER: 29581  
LIC STATUS: ACTIVE  
EXPIRATION DATE: September 30, 2023

BOARD FOR LICENSING CONTRACTORS  
CONTRACTOR

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

SOUTH WESTERN COMMUNICATIONS, INC.  
4871 ROSEBUD LANE  
NEWBURGH, IN 47630

State of Tennessee

382071

12717913

BOARD FOR LICENSING CONTRACTORS  
CONTRACTOR

SOUTH WESTERN COMMUNICATIONS, INC.

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

ID NUMBER: 29581  
LIC STATUS: ACTIVE  
EXPIRATION DATE: September 30, 2023  
UNLIMITED; CE



IN-1313  
DEPARTMENT OF  
COMMERCE AND INSURANCE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/25/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 1601 Alliant Avenue Louisville KY 40299	<b>CONTACT NAME:</b> Terri Cook		<b>FAX (A/C, No):</b> 502-716-7909
	<b>PHONE (A/C, No, Ext):</b> 502-716-7856		
<b>E-MAIL ADDRESS:</b> terri_cook@ajg.com			
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURER A :</b> Zurich American Insurance Company			16535
<b>INSURER B :</b> AXIS Surplus Insurance Company			26620
<b>INSURER C :</b>			
<b>INSURER D :</b>			
<b>INSURER E :</b>			
<b>INSURER F :</b>			

**INSURED** KOCHENT-01  
 South Western Communications, Inc.  
 4871 Rosebud Lane  
 Newburg IN 47630

**COVERAGES** **CERTIFICATE NUMBER:** 1989799708 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSD	WVD					
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			GLO 0244268-03	3/1/2022	3/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$	
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			BAP 0244269-03	3/1/2022	3/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
B	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			P-001-000288768	3/1/2022	3/1/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below			WC 0244267-03	3/1/2022	3/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 OTHER EXCESS LIABILITY  
 Excess Liability-Westfield Specialty Insurance Company  
 Policy # XSL-00004XW  
 3/1/22-3/1/23  
 Limits Shown Are Excess of the Axis \$3,000,000 Umbrella  
 \$5,000,000 Each Occurrence Limit  
 \$5,000,000 General Aggregate Limit  
 See Attached...

<b>CERTIFICATE HOLDER</b>  Hickman County School System 115 Murphree Avenue Centerville TN 37033	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**ADDITIONAL REMARKS SCHEDULE**

AGENCY Arthur J. Gallagher Risk Management Services, Inc.		NAMED INSURED South Western Communications, Inc. 4871 Rosebud Lane Newburg IN 47630	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

\$5,000,000 Products & Completed Operations Aggregate Limit  
 Excess Liability-Everest Indemnity Insurance Company  
 Policy # XC1EX00464-221  
 3/1/22-3/1/23  
 Limits Shown Are Excess of the Axis and Westfield \$8,000,000 Umbrella's  
 \$7,000,000 Each Occurrence Limit  
 \$7,000,000 General Aggregate Limit  
 \$7,000,000 Products & Completed Operations Aggregate Limit

# Hickman County Government

## Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 1/11/2023 Name: BJ Rook

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

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I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 1/11/2023 Signature: [Signature]

Powered by Experience.  
Driven by Excellence.™

**ADT** Commercial

# Proposal

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Proposal prepared for:

**Hickman County Schools**

Presented by:

**Wayne Kelley**

615-720-7988 | 1/12/2023

Sales Agreement ID: 891533115

*Proposal pricing is valid for 30 days*

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## EAST HICKMAN MIDDLE PA DESIGN

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**Site Information:** East Hickman Middle School, 9414 E Eagle Dr, LYLES, TN 37098

### Theory of Operation:

THIS PROPOSAL IS VALID FOR 30 DAYS AND IS CONTINGENT ON THE CUSTOMER'S CREDIT APPROVAL AND SYSTEM/FIELD EQUIPMENT BEING IN FULLY SERVICEABLE ORDER AT THE TIME OF "ADT" INSTALLATION. ANY DEFICIENCIES FOUND WILL BE DULY ADDRESSED AND OFFERED FOR REPAIR AT THE CUSTOMER'S EXPENSE. ANY MODIFICATIONS TO THIS AGREEMENT ARE REQUESTED OR REQUIRED BY THE CUSTOMER, ITS AGENTS, AUTHORITY HAVING JURISDICTION (AHJ), ETC. IT WILL BE ADDRESSED UNDER A SEPARATE ORDER AT THE APPROPRIATE COSTS.

### SCOPE:

IN THIS PROPOSAL WE ARE PROVIDING A COMPLETE SYSTEM UPGRADE FOR THIS SITE. WE ARE INSTALLING FOUR NEW AFI-4W LOUDSPEAKER THAT ARE WIDE ANGLE PA SYSTEM SPEAKERS WITH THE NEEDED MOUNTING BRACKETS AND SUPPORT CABLES. WE ARE PROVIDING ALL NEW WIRE TO OUR SPEAKERS AS WELL. WE ARE ALSO PROVIDING NEW AMPLIFIERS, RACK MOUNTS, A TWO CHANNEL PRE-AMPLIFIER WITH EIGHT INPUT LINE WITH TWO DESKTOP MICROPHONES.

WE ARE ALSO INCLUDING TWO WIRELESS MICROPHONE SYSTEMS WITH A DUAL CHARGER FOR AN ADDED ENHANCEMENT OF THE SYSTEM. We

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IF OUR ENGINEERING TEAM OR THE AHJ REQUIRES ADDITIONAL EQUIPMENT TO PROVIDE A CODE-COMPLIANT SYSTEM, WE WILL NEED A CHANGE ORDER TO ADD THIS EQUIPMENT.

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- WE ARE EXPERIENCING MAJOR DELAYS IN SOURCING EQUIPMENT. THIS MAY AFFECT YOUR INSTALLATION TIME.
- WE ARE EXPERIENCING MAJOR DELAYS IN PERMITTING.
- PERFORM INITIAL SYSTEM CHECKOUT/

"CUSTOMER" IS RESPONSIBLE FOR:

FREE ACCESS TO THE FACILITY FOR ADT PERSONNEL FOR THE DURATION OF THE INSTALLATION.

PAINTING OF ALL CONDUITS AND BOXES, PLASTER, WALL, CEILING, OF FLOOR REPAIR.

THE CUSTOMER MUST BE ON SITE WHEN THE JOB IS COMPLETED FOR TRAINING AND COMPLETION PAPERWORK TO PREVENT ADDITIONAL RETURN TRIP CHARGES. THIS PROPOSAL INCLUDES ONE FIRE MARSHAL INSPECTION; ANY ADDITIONAL INSPECTIONS WILL BE PAID IN A CHANGE ORDER.

\*\*\*ALL PERTINENT TAXES WILL BE BILLED ON FINAL INVOICING. MONTHLY SERVICE CHARGES WILL BE BILLED QUARTERLY. ALL WORK IS TO BE PERFORMED DURING NORMAL BUSINESS HOURS M-F, 8-5. ANY WORK REQUIRED TO BE PERFORMED OUTSIDE OF NORMAL BUSINESS HOURS OR ON HOLIDAYS WILL INCUR ADDITIONAL LABOR CHARGES\*\*\*

EXCLUSIONS: DEMO OF EXISTING EQUIPMENT IF NEEDED IS BY THE OWNER. ANY ADDITIONAL DEVICES REQUESTED BY THE AHJ OR THE CLIENT WILL NEED TO BE INCLUDED IN A CHANGE ORDER.

**Equipment List:**

Quantity	Description
1	SINGLE/DUAL UNIT RACK MOUNT KIT FOR UHF8011 (SHROUD/TRAY STYLE, NOT EARS)
1	NYQUIST 1U-2U RACK MOUNT KIT TYPE-3
1	DUAL CHARGING DOCK FOR BELTPACKS OR HANDHELD TRANSMITTER*
2	MICROPHONES DESKTOP/ DYNAMIC/ PUSH-TALK UNI-DIRECTIONAL
2	UNI-DIRECTIONAL ANTENNA (PASSIVE, PADDLE)
1	ANTENNA DISTRO SYSTEMS
1	PRE-AMPLIFIERS 2 CHANNEL / 8 INPUT LINE MIC
2	WIRELESS MICROPHONE SYSTEM*
1	NYQUIST IP PAGING SYSTEM AMPLIFIER, 70V (1CH X 600W) /
4	AFI-4 HORIZONTAL YOKE ASSEMBLY
4	AFI-4W LOUDSPEAKER WIDE ANGLE
300	18/2 STR JKT 1M RL GRY
1	SMARTRACK 10U WALL MNT ENC CAB

\* We have included two **wireless microphones** with this design and the wired desktop microphones as a system enhancement.

**Extended Warranty:**

Warranty Period	Amount
1 Year	\$1,760.08

Summary of Charges for: East Hickman Middle PA Design		
Installation Price		<b>\$26,060.40</b>
Estimated Install Taxes		
<b>Total Installation Price*</b>		
<b>Total Monthly Recurring Services Charges*</b>		<b>\$0.00</b>
		*Plus applicable tax
Schedule of Values	Manual	Manual Schedule of Values/Milestone Billing
<i>Proposal pricing is valid for 30 days</i>		

# EAST HICKMAN HIGH PA DESIGN

**Site Information:** East Hickman High School, 7700 TN-7, LYLES, TN 37098

## Theory of Operation:

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## SCOPE:

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WE ARE ALSO INCLUDING TWO WIRELESS MICROPHONE SYSTEMS WITH A DUAL CHARGER FOR AN ADDED ENHANCEMENT OF THE SYSTEM.

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- PERFORM INITIAL SYSTEM CHECKOUT/

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PAINTING OF ALL CONDUITS AND BOXES, PLASTER, WALL, CEILING, OF FLOOR REPAIR.

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EXCLUSIONS: DEMO OF EXISTING EQUIPMENT IF NEEDED, IS BY THE OWNER. ANY ADDITIONAL DEVICES REQUESTED BY THE AHJ OR THE CLIENT WILL NEED TO BE INCLUDED IN A CHANGE ORDER.

**Equipment List:**

Quantity	Description
1	SINGLE/DUAL UNIT RACK MOUNT KIT FOR UHF8011
1	NYQUIST 1U-2U RACK MOUNT KIT TYPE-3
1	DUAL CHARGING DOCK FOR BELTPACKS OR HANDHELD TRANSMITTER*
2	MICROPHONES DESKTOP/ DYNAMIC/ PUSH-TALK UNI-DIRECTIONAL
2	UNI-DIRECTIONAL ANTENNA (PASSIVE, PADDLE)
1	PRE-AMPLIFIERS 2 CHANNEL / 8 INPUT LINE MIC
2	WIRELESS MICROPHONE SYSTEM*
1	NYQUIST IP PAGING SYSTEM AMPLIFIER, 70V (1CH X 600W) /
4	AFI-4 HORIZONTAL YOKE ASSEMBLY
4	AFI-4W LOUDSPEAKER WIDE ANGLE
500	18/2 STR JKT 1M RL GRY

\* We have included two **wireless microphones** with this design and the wired desktop microphones as a system enhancement.

**Extended Warranty:**

Warranty Period	Amount
1 Year	\$1,624.87

Summary of Charges for: East Hickman High PA Design		
Installation Price		<b>\$24,428.03</b>
Estimated Install Taxes		
<b>Total Installation Price*</b>		
Total Monthly Recurring Services Charges*		<b>\$0.00</b>
		*Plus applicable tax
Schedule of Values	Manual	Manual Schedule of Values/Milestone Billing
<i>Proposal pricing is valid for 30 days</i>		

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## HICKMAN COUNTY HIGH PA DESIGN

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**Site Information:** Hickman County High School, 1645 Bulldog Blvd, CENTERVILLE, TN 37033

### Theory of Operation:

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**Equipment List:**

Quantity	Description
1	SINGLE/DUAL UNIT RACK MOUNT KIT FOR UHF8011
1	NYQUIST 1U-2U RACK MOUNT KIT TYPE-3
1	DUAL CHARGING DOCK FOR BELTPACKS OR HANDHELD TRANSMITTER
2	MICROPHONES DESKTOP/ DYNAMIC/ PUSH-TALK UNI-DIRECTIONAL
2	UNI-DIRECTIONAL ANTENNA (PASSIVE, PADDLE)
1	ANTENNA DISTRO SYSTEMS
1	PRE-AMPLIFIERS 2 CHANNEL / 8 INPUT LINE MIC
2	MIC, Handheld (Includes MIC Clip, Receiver & Batteries)
1	NYQUIST IP PAGING SYSTEM AMPLIFIER, 70V (1CH X 600W) /
4	AFI-4 HORIZONTAL YOKE ASSEMBLY
4	AFI-4W LOUDSPEAKER WIDE ANGLE
500	18/2 STR JKT 1M RL GRY

\* We have included two wireless microphones with this design and the wired desktop microphones as a system enhancement.

**Extended Warranty:**

Warranty Period	Amount
1 Year	\$1,700.38

Summary of Charges for: Hickman County High PA Design		
Installation Price		<b>\$25,482.49</b>
Estimated Install Taxes		
<b>Total Installation Price*</b>		
Total Monthly Recurring Services Charges*		<b>\$0.00</b>
		*Plus applicable tax
Schedule of Values	Manual	Manual Schedule of Values/Milestone Billing
<i>Proposal pricing is valid for 30 days</i>		

# Investment Summary (Non-Leased)

## Summary of Charges for: East Hickman Middle PA Design

Installation Price	\$26,060.40
Estimated Install Taxes	
<b>Total Installation Price*</b>	

**Total Monthly Recurring Services Charges\*** \$0.00

\*Plus applicable tax

Proposal pricing is valid for 30 days

## Summary of Charges for: East Hickman High PA Design

Installation Price	\$24,428.03
Estimated Install Taxes	
<b>Total Installation Price*</b>	

**Total Monthly Recurring Services Charges\*** \$0.00

\*Plus applicable tax

Proposal pricing is valid for 30 days

## Summary of Charges for: Hickman County High PA Design

Installation Price	\$25,482.49
Estimated Install Taxes	
<b>Total Installation Price*</b>	

**Total Monthly Recurring Services Charges\*** \$0.00

\*Plus applicable tax

Proposal pricing is valid for 30 days

### Total Non-Leased Proposal Option

**Installation Price** **\$75,970.92**

**Total Monthly Recurring Services Charges\*** \$0.00

\*Plus applicable tax

Proposal pricing is valid for 30 days

The scope of work and prices set forth above are based upon and subject to the ADT Commercial Terms and Conditions ("Terms") available at <https://www.adt.com/commercial/terms-and-conditions>. Any modifications to the Terms may result in pricing changes. Any other terms and conditions are rejected by ADT Commercial LLC unless in a document signed by an authorized representative of ADT Commercial LLC.

**800.799.1204**

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4,500+  
Employees



150  
Locations

**ADT** Commercial



# AFI-4

## CONTRACTOR SERIES LOUDSPEAKER SYSTEM

### DESCRIPTION:

The AFI-4 is a fully arrayable loudspeaker versatile enough for clubs, discos, churches, theaters, and theme parks. Much of this versatility comes from the available options that include a 60° x 45° or 90° x 45° horn as well as bi-amplification capabilities. These horns, as well as the logo plate, are rotatable to allow alternative hanging positions.

### DRIVER COMPLEMENT:

**LOW FREQUENCY:** One Apogee 12" (305mm) neodymium magnet cone-type driver is treated with a waterproofing compound, providing resistance to moisture, and enabling long-term stability of cone resonance and cone mass parameters; also treated with Ferrofluid® for greater power handling capability, lower distortion, and control of short-term impedance rise

**HIGH FREQUENCY:** One Apogee 1.75" (45mm) voice coil, 1" (25mm) exit horn-loaded compression driver treated with Ferrofluid

### INPUT CONNECTORS:

Barrier strip, screw type #8

### COMPATIBLE PROCESSORS:

AFI Main Frame Controller Chassis (using either AFI-4/-4B/-4W/-4WB Modules) or DLC24

### RECOMMENDED CROSSOVER (AFI-4B ONLY):

Contact Apogee for full technical data on other DSP-based Processors

### HANDLES:

Two handles – one top, one bottom – designed as an integral part of the enclosure (no moving parts)

### GRILLE:

Highly durable, quality finish on perforated steel (aluminum on SX version)

### RIGGING HARDWARE:

Fourteen rigging points, four each on top and bottom, two each on both sides and rear, all backed with 16-gauge steel; points can be type 3/8"-16 or M10 thread

### FINISH:

Textured high-strength black or white epoxy paint; other colors optional

### ENCLOSURE TYPE:

30° trapezoidal, optimally-vented bass

### CABINET CONSTRUCTION:

Multi-ply hardwood

### OPTIONS/ACCESSORIES:

- AFI Controller Processor or DLC24 Digital Processor
- SX weather treatment for use in limited exposure enclosures
- Assorted rigging components

### ENGINEERING DATA:

#### FORMAT:

**AFI-4/4W** Passive/Two-way  
**AFI-4B/4WB** Bi-amped/Two-way

#### DISPERSION:

**AFI-4/4B** H: 60° x V: 45° (rotatable)  
**AFI-4W/4WB** H: 90° x V: 45° (rotatable)

#### FREQUENCY RESPONSE (1M ON AXIS):

58 Hz to 20 kHz ± 3 dB

#### MAX. SPL (@1M):

**AFI-4** 124 dB cont./130 dB peak  
**AFI-4B** 124 dB cont./130 dB peak

#### PTML (PEAK TRANSIENT MECHANICAL LIMIT):

**AFI-4** 138 dB  
**AFI-4B** 139 dB

#### SENSITIVITY (1W @ 1M):

**AFI-4** 99 dB SPL/100 Hz to 4 kHz  
**AFI-4B** LF: 99 dB SPL/100 Hz to 1.4 kHz  
HF: 103 dB SPL/1.4 kHz to 5 kHz

#### NOMINAL IMPEDANCE:

8 ohms, each driver

#### MAX. POWER HANDLING:

**AFI-4** 300 W cont./1200 W peak  
**AFI-4B** LF: 300 W cont./1200 W peak  
HF: 75 W cont./300 W peak

#### DIMENSIONS:

**front:** 15.3" (389mm) W x 28.2" (716mm) H  
**rear:** 9.9" (252mm) W x 28.2" (716mm) H  
**depth:** 12.1" (307mm)

#### WEIGHT:

53 lb. (24 kg)

**APOGEE**  
SOUND INTERNATIONAL, LLC



## UHF PLL Single Channel Diversity Wireless Microphone Systems

### Models UHF8011BP, UHF8011HH

Bogen's **UHF8011BP** and **UHF8011HH** Wireless Microphone Systems offer users the freedom to move around while speaking. System choices consist of an 1,440-channel PLL single channel UHF receiver coupled with either a body pack transmitter (UHF8011BP) with lavalier microphone, or a wireless handheld microphone (UHF8011HH).

#### SYSTEM COMPONENTS

##### UDR8011 Single Channel UHF PLL Receiver

- Offers 1,440 user-selectable frequencies in UHF 470-490 MHz band; 120 dB dynamic range; operation up to 500 feet line-of-sight
- Antenna diversity for maximum range and dropout protection, LCD screen, 1/4" unbalanced and XLR balanced outputs, noiseless transmitter ON/OFF switching, and digital level control for output
- Half-rack receiver design with detachable, rear dual antennas, powered by wall power adapter (included)
- Base unit: 8" W x 1-5/8" H x 6-1/2" D; 1 lb.
- Detachable Antenna: 12" Long (fully extended); 4 oz.

##### UBP8011 Body Pack Transmitter w/Lavalier Microphone

- Audio mute switch allows convenient audio muting while leaving the transmitter "ON"
- LED and LCD display
- 4-Pin, Mini-XLR connection
- Convenient, economical operation with two (2) AA alkaline or NiMH batteries (not included)
- 2-1/4" W x 4" H x 1" D; 2.8 oz. (without batteries)
- Lavalier Mic: 5 ft. long cord; 0.6 oz.

##### UHT8011 Wireless Handheld Microphone

- Sleek housing with internal antenna for optimum aesthetics and durable long life
- Unidirectional dynamic cartridge for optimum sound, maximum feedback rejection, and minimal handling noise
- Audio mute switch allows convenient audio muting while leaving the transmitter "ON"
- LED and LCD display
- Convenient, economical operation with two (2) AA alkaline or NiMH batteries (not included)
- 10-1/2" long x 2" dia.; 10 oz.

*The UHF Receiver (UDR8011), Handheld Microphone (UHT8011), and Body Pack with Lavalier Microphone (UBP8011) all can be purchased separately as individual items/accessories.*



### UHF8011BP

SYSTEM INCLUDES:

- UBP8011 Body-Pack with Lavalier Mic
- UDR8011 UHF Receiver



### UHF8011HH

SYSTEM INCLUDES:

- UHT8011 Handheld Mic
- UDR8011 UHF Receiver

# TECHNICAL SPECIFICATIONS

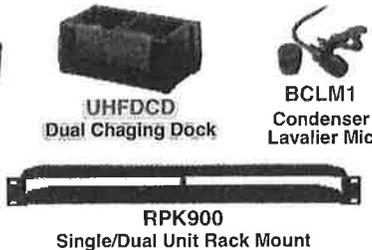
UDR8011	
Frequency Mode	Phase-locked loop (PLL)
Frequency Range	470 ~ 960 MHz
Sync Frequency	Ultrasonic
Bandwidth	36 MHz
Signal/Noise Ratio	> 105 dB(A)
Total Harmonic Distortion (Thd)	< 0.6% @ 1kHz
Receiving Sensitivity	-95 dBm (S/N > 80 dB)
Rejection Ratio	> 80 dB
Frequency Response	50 Hz ~ 16 kHz ± 2 dB
Antenna Type	1/2 λ BNC detachable, diversity
Antenna Power	12-15 VDC / 100mA
Display Type	LCD
Controls	Power, Set, ▲ / ▼ , Button Lock, Sync
Display Functions	Group, channel, frequency, battery level, antenna A/B, muting level, AF indication, RF indication, channel scanning, output level attenuation, volume indication
Audio Frequency Output Level	Ref : ± 22.5 kHz Dev @ 1 kHz Tone 1/4" Jack: -10 dBV (unbalanced) XLRM Jack: -4 dBV (Line), -24 dBV (MIC) (balanced)
Audio Output Impedance	600Ω
Muting	Noise/Squelch muting
Output Port	1 x balanced XLRM Jack 1 x unbalanced 1/4" TS Jack
Power Supply	12-15 VDC / 300mA
Dimensions	8.35" (W) x 1.5" (H) x 5.6" (L)

UBP8011	
Frequency Mode	Phase-locked loop (PLL)
Frequency Range	470 ~ 960 MHz
Sync Frequency	Ultrasonic
RF Power Output	10m W / 50 m W (as per local regulations)
RF Stability	< ± 10 kHz @ Fc
Modulation Frequency	± 48 kHz
Harmonic Radiation	< -50 dBc
Functions	Mute, auto off, sensitivity adjustment, input level attenuation, group, channel, frequency
Display	LCD + LED
Input	4-pin Mini XLR
Controls	Power, Mute, Set, ▲ / ▼
Battery	AA alkaline battery or NiMH rechargeable battery (x 2)
Charging	Yes
Dimensions	2.4" (W) x 3.8" (H) x 0.78" (L)

UHT8011	
Frequency Mode	Phase-locked loop (PLL)
Frequency Range	470 ~ 960 MHz
Sync Frequency	Ultrasonic
RF Power Output	10m W / 50m W (as per local regulations)
RF Stability	< ± 10 kHz @ Fc
Modulation Frequency	± 48 kHz
Harmonic Radiation	< -50 dBc
Display	LCD + LED
Controls	Power, Mute, Set, ▲ / ▼ , Button Lock
Functions	Mute, auto off, sensitivity adjustment, group, channel, frequency
Battery	AA alkaline battery or NiMH rechargeable battery (x 2)
Charging	Yes
Dimensions	2" (W) x 10.5" (H)

The UHF Receiver (UDR8011), Handheld Microphone (UHT8011), and Body Pack with Lavalier Microphone (UBP8011) all can be purchased separately as individual items/accessories.

## SYSTEM ACCESSORIES



# BOGEN MICROPHONES

Models HDU250, HDU150, HDO100, DDU250, GCU250, GDU150, SCU250, WCU250

## Introduction

Bogen's line of microphones come in a variety of types and styles (handheld, desktop, gooseneck, boundary, and overhead hanging) to meet any and all application needs ranging from paging systems to instrument and vocal reproduction. Each is ruggedly constructed to withstand the demands of sound installations.

Each microphone provides clear, natural, intelligible sound reproduction with accurate response and dependable performance. Bogen's microphone models are crafted with professional-grade features, including models with rubberized grips; quiet on/off glide switches; dent-proof screens; contemporary designs; and a variety of accessories including stands, mounting clips, windscreens, and cables.

## Index

Handhelds (HDU250, HDU150, HDO100).....	1-2
Desktops (DDU250).....	3
Goosenecks (MGN19A, GDU250, GCU150).....	3-4
Boundary (SCU250) .....	5
Accessories .....	6
Architect and Engineer Specifications .....	7

## HDU250 - Professional Stage

### Description

The HDU250 is a dynamic microphone ideal for acoustically-demanding environments. It features a heavy zinc die cast case with a rigid, low noise cable-mount system and a lockable silent reed switch. It has an extra low handling noise, floating, shock-mounted Neodymium capsule.



### Features

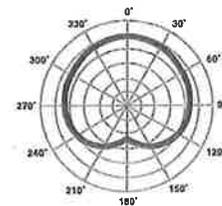
- Cardioid pickup pattern
- High sensitivity Neodymium capsule
- High output design with excellent gain before feedback characteristics
- High sound pressure capability without distortion and low sensitivity to breath/pop noise
- Efficient shock-mount system reduces handling and cable noise
- Rugged, reliable construction
- Integral multi-layer breath/wind filter
- Low-impedance operation
- Lockable, silent on/off reed switch
- Includes mic clip

### Specifications

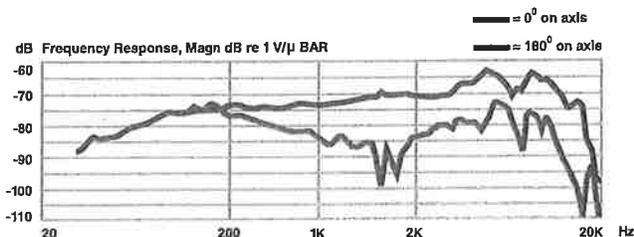
MIC Type:	Handheld
Element:	Moving coil dynamic
Polar Pattern:	Cardioid
Impedance:	250-ohm
Frequency Response:	50 Hz to 18 kHz
Sensitivity*:	-72 dB +/- 3dB
S/N Ratio:	>65 dB
Connector:	XLR Male
Switch:	With sliding-type on/off switch (lockable, silent reed switch)
Dimensions:	7" D x 2" Dia.
Product Weight:	13 oz.
Material:	Zinc die cast
Finish:	Rubberized black finish

\* (0dB=1V/ $\mu$  BAR 1,000 Hz indicated by open circuit)

### Polar Graph



### Frequency Response Graph



54-5090-01K 2001

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Specifications subject to change without notice.

## HDU150 - Handheld Stage

### Description

The HDU150 is an attractive, dynamic, all-purpose microphone ideally suited for a wide variety of vocal and sound reinforcement applications.



### Features

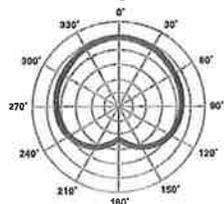
- Cardioid pickup pattern
- Crisp, clear sound
- Wide dynamic range with high-end sparkle and minimum feedback
- Rigid, low noise cable-mount system
- Low sensitivity to breath and popping sounds
- Durable ball-shaped design
- Rubber shock-mount system for attenuation of handling and cable noise
- Lockable, silent on/off reed switch
- Includes mic clip

### Specifications

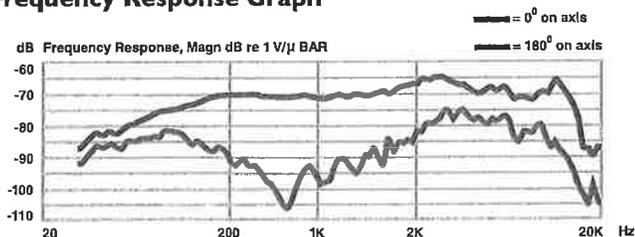
MIC Type:	Handheld
Element:	Moving coil dynamic
Polar Pattern:	Cardioid
Impedance:	500-ohm
Frequency Response:	70 Hz to 15 kHz
Sensitivity*:	-70 dB +/- 3dB
S/N Ratio:	>65 dB
Connector:	XLR Male
Switch:	With sliding-type on/off switch (lockable, silent reed switch)
Dimensions:	6-1/2" D x 1-1/2" Dia.
Product Weight:	13 oz.
Material:	Zinc die cast
Finish:	Rubberized black finish

\* (0dB=1V/ $\mu$  BAR 1,000 Hz indicated by open circuit)

### Polar Graph



### Frequency Response Graph



## HDO100 - Public Address

### Description

The HDO100 is an attractive, dynamic microphone perfectly-suited for public address applications and instrument sound reproduction.



### Features

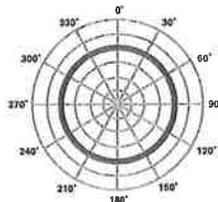
- Omni-directional pickup pattern
- Uniform pickup of sound from all directions with no deterioration in frequency response
- Clean, clear reproduction with minimal ambient sound
- Low sensitivity to handling noise and stage vibrations
- Rugged, reliable construction
- Internal rubber shock isolation system
- Lockable, silent on/off reed switch
- Includes mic clip

### Specifications

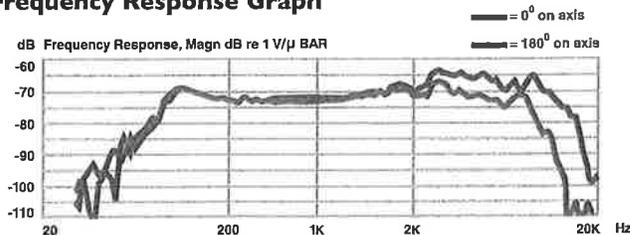
MIC Type:	Handheld
Element:	Moving coil dynamic
Polar Pattern:	Omni-directional
Impedance:	500-ohm
Frequency Response:	70 Hz to 15 kHz
Sensitivity*:	-72 dB +/- 3dB
S/N Ratio:	>65 dB
Connector:	XLR Male
Switch:	With silent on/off switch (lockable, silent reed switch)
Dimensions:	6-1/2" D x 1-1/2" Dia.
Product Weight:	13 oz.
Material:	Zinc die cast
Finish:	Rubberized black finish

\* (0dB=1V/ $\mu$  BAR 1,000 Hz indicated by open circuit)

### Polar Graph



### Frequency Response Graph



## DDU250 - Dynamic Desktop

### Description

The DDU250 is a high-quality, dynamic, gooseneck desktop microphone ideal for any podium or PA system. The gooseneck permits the user to adjust the microphone's angle and height to suit the user's needs.

### Features

- Cardioid pickup pattern
- 16" long, fully flexible gooseneck stalk that is shock-mounted to a heavy zinc die cast base
- Push-to-lock and push-to-talk switches
- 10-foot cable with external contact closure outputs for the talk switches
- Excellent speech intelligibility with low ambient noise
- Effective feedback control
- Low sensitivity to breath and popping sound
- Slim, compact design to minimize distraction to the user

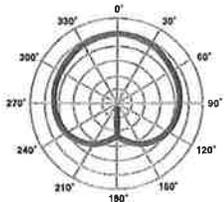


### Specifications

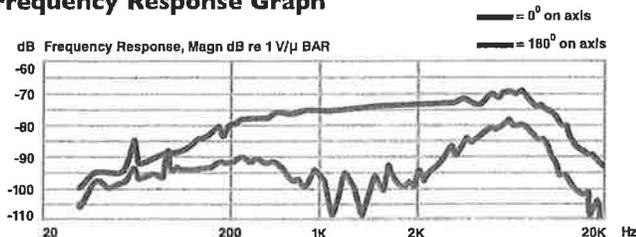
MIC Type:	Desktop
Element:	Moving coil dynamic
Polar Pattern:	Cardioid
Impedance:	500-ohm
Frequency Response:	100 Hz to 12 kHz
Sensitivity*:	-76 dB +/- 3dB
S/N Ratio:	>65 dB
Cable:	10 ft., 4-conductor, 2-shielded
Switches:	Push-to-lock and push-to-talk
Dimensions:	4-1/4" W x 18-1/4" H x 6-1/4" D
Product Weight:	3-1/2 lb.
Material:	Zinc die cast
Finish:	Matte black

\* (0dB=1V/ $\mu$  BAR 1,000 Hz indicated by open circuit)

### Polar Graph



### Frequency Response Graph



## MGN19A - Dynamic Gooseneck

### Description

The MGN19A is a push-button activated, dynamic gooseneck microphone that is specifically designed for paging and commercial applications.



### Features

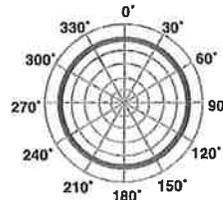
- Omni-directional pickup pattern
- Push-to-talk switch on MIC housing
- Rugged, reliable design for quality, long-term use under the most strenuous handling conditions
- Chrome-plated screen and 19" L with black gooseneck and plastic housing
- Contact closure leads

### Specifications

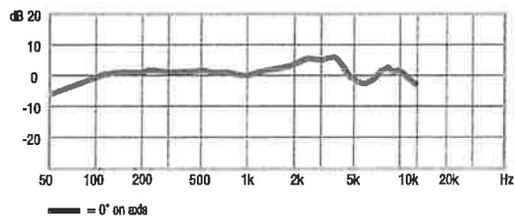
Element:	Dynamic
Polar Pattern:	Omni-directional
Frequency Response:	70 to 15kHz
Output:	-70 dB (0 dB = 1V/microbar); $\pm$ 3dB
Impedance:	500 ohms, $\pm$ 30% (@ 1kHz)
Max Input SPL:	130dB @ 1kHz
Switch:	DPDT push-button switch
Cable:	5 ft. of four-conductor, two-shielded, permanently attached, rugged, synthetic jacketed cable
Dimensions:	23.66" H x 1.42" dia.
Product Weight:	1.34 lbs.
Finish:	Anodized Black
Gooseneck:	Electro-deposition coating, 18.15"

\* (0dB=1V/ $\mu$  BAR 1,000 Hz indicated by open circuit)

### Polar Graph



### Frequency Response Graph



## GCU250 - Condenser Gooseneck

### Description

The GCU250 is a high performance, partially-rigid, adjustable gooseneck condenser microphone capable of meeting the stringent demand of today's conference and PA systems. It is an intelligent choice for sound reinforcement applications. It has an integral XLR male connector mounting base and requires a 9V - 52V DC phantom power source. Slim and compact, the GCU250 is designed to minimize intrusion between the user and the audience.



### Features

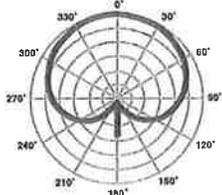
- 15-1/4" Adjustable Neck
- Phantom power-operated
- Cardioid pickup pattern
- Clean, accurate vocal reproduction with low ambient noise
- Snap-on windscreen
- Wide frequency response with rich treble and bass
- Thin, unobtrusive construction for close-up use
- Breath/wind filter included
- Durable all-metal case with non-glare black finish

### Specifications

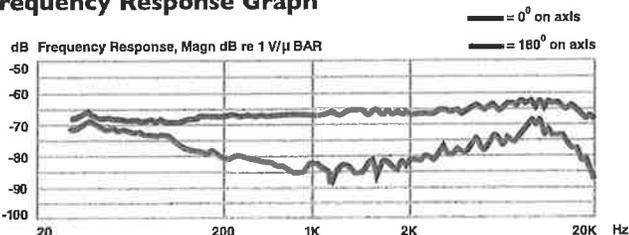
MIC Type:	Gooseneck
Element:	Back electret condenser
Polar Pattern:	Cardioid
Impedance:	250-ohm
Frequency Response:	50 Hz to 18 kHz
Sensitivity*:	-65 dB +/- 3dB
Max SPL @ 1% THD:	>130 dB
S/N Ratio:	>65 dB
Phantom Voltage Req:	9V - 52V DC
Connector:	XLR Male
Dimensions:	18-1/2" L (5-1/2" adjustable lower stalk, with 9-1/2" rigid upper section)
Product Weight:	4 oz.
Material:	Copper
Finish:	Non-glare black finish

\* (0dB=1V/ $\mu$  BAR 1,000 Hz indicated by open circuit)

### Polar Graph



### Frequency Response Graph



## GDU150 - Dynamic Gooseneck

### Description

The GDU150 is a dynamic, gooseneck microphone that features a durable all-metal case with a non-glare black finish. It has a 10" long, fully flexible neck with an integral XLR mounting base.



### Features

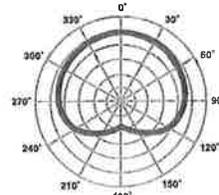
- Cardioid pickup pattern
- Outstanding speech intelligibility, feedback rejection, and user sound isolation
- High sound pressure capability and low sensitivity to breath/pop noise
- Superior shock-mount system to reject handling and cable noise
- Rugged, reliable construction
- Integral multi-layer breath/wind filter
- Durable all-metal case with non-glare black finish
- Silent push-on/push-off talk switch on base

### Specifications

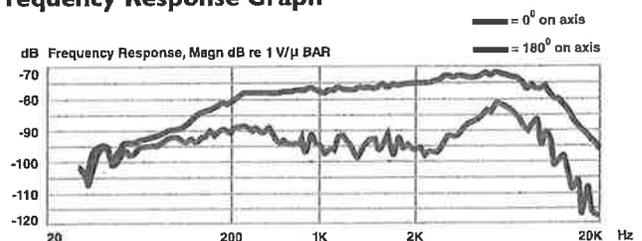
MIC Type:	Gooseneck
Element:	Moving coil dynamic
Polar Pattern:	Cardioid
Impedance:	500-ohm
Frequency:	100 Hz to 12 kHz
Sensitivity*:	-75 dB +/- 3dB
S/N Ratio:	>65 dB
Connector:	XLR Male
Switch:	Push-on/push-off talk switch on base
Dimensions:	16-3/4" L
Product Weight:	11 oz.
Material:	Zinc
Finish:	Non-glare black finish

\* (0dB=1V/ $\mu$  BAR 1,000 Hz indicated by open circuit)

### Polar Graph



### Frequency Response Graph



# SCU250 - Boundary

## Description

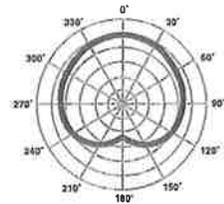
The SCU250 is an unobtrusive, surface-mount, boundary, condenser microphone ideal for meeting rooms, conferences, and stage productions where minimum visibility is ideal. It requires an external 9V - 52V DC phantom power supply.



## Features

- Cardioid pickup pattern
- Full, rich reproduction of voice and music
- Well-suited in capturing the sound source and immediate surroundings
- Low sensitivity to stage vibration and thumping noise
- Mounting keyways for hanging or for secure attachment to the mounting surface
- Excellent user sound isolation with excellent feedback rejection
- Heavy-duty metal case
- Low-impedance balanced output

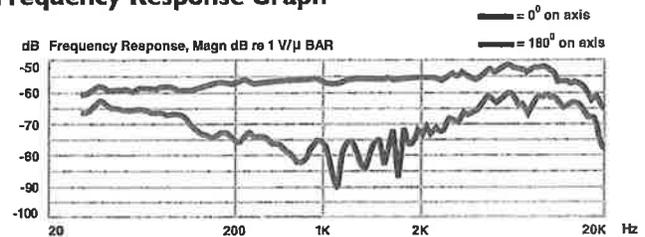
## Polar Graph



## Specifications

MIC Type:	Surface-mount
Element:	Back electret condenser
Polar Pattern:	Cardioid
Impedance:	250-ohm
Frequency Response:	20 Hz to 18 kHz
Sensitivity*:	-58 dB +/- 3dB
S/N Ratio:	>65 dB
Phantom Voltage Req:	9V - 52V DC
Cable:	26 ft., quad cable
Connector:	XLR Male
Dimensions:	2-3/4" W x 3/4" H x 3-1/4" D
Product Weight:	11 oz.
Material:	Zinc die cast
Finish:	Matte black finish

## Frequency Response Graph



\* (0dB=1V/μ BAR 1,000 Hz indicated by open circuit)

## Accessories

### CABLES

#### MAC - Microphone Cable Assembly

- For handheld models
- Female XLR to stripped and tinned wires
- 25' cable
- 2-conductor plus shield
- 1 lb.

#### XLR25 - Microphone Cable

- For handheld models
- Male XLR to female XLR
- 25' cable
- 2-conductor plus shield
- 12 oz.

### CLIPS

#### MC27 - Handheld Clip

- For handheld models
- Black, flexible, impact-resistant plastic

### WINDSCREENS

#### WSGCU250 - Windscreen for GCU250

- Foam windscreen for use with GCU250 microphone

### MOUNTS

#### MSM - Shock-Isolated Microphone Base

- For GCU250 and GDU150
- Provides superior mechanical noise and vibration isolation
- Lightweight ABS material housing
- XLR (female) connector
- Thick shock-absorbing rubber cushion
- Ideal fixture for boardrooms, conference rooms, pulpits, podiums, and newsrooms
- 4-3/4" W x 1-3/4" H x 4" D, 6 ounces

### STANDS

#### SF4 Floor Stand

- 34" to 62" adjustable height
- Round 10" diameter die cast base, 9 lb.
- Grip-action clutch and chrome-plated tubing

#### SB6 - Floor Boom Stand

- Telescopic floor stand
- Sliding 30" boom arm
- 34" to 62" adjustable height, 6 lb.
- Chrome-plated tubing
- Tripod base



## Architect and Engineer Specifications

**HDU250** - The microphone shall be a Bogen Model HDU250. It shall be a cardioid, dynamic handheld microphone with a frequency response of 50 Hz to 18 kHz and a 250-ohm impedance. The sensitivity shall be -72 dB (+/- 3dB) and the signal-to-noise ratio greater than 65 dB. It shall have a sliding-type on/off switch and a rubberized black finish. The HDU250 shall have an XLR Male connector. Dimensions shall be 7" D x 2" Dia. Weight shall be 13 oz.

**HDU150** - The microphone shall be a Bogen Model HDU150. It shall be a cardioid, dynamic handheld microphone with a frequency response of 70 Hz to 15 kHz and a 500-ohm impedance. The sensitivity shall be -70 dB (+/- 3dB) and the signal-to-noise ratio greater than 65 dB. It shall have a sliding-type on/off switch and a rubberized black finish. The HDU150 shall have an XLR Male connector. Dimensions shall be 6-1/2" D x 1-1/2" Dia. Weight shall be 13 oz.

**HDO100** - The microphone shall be a Bogen Model HDO100. It shall be an omni-directional, dynamic handheld microphone with a frequency response of 70 Hz to 15 kHz and a 500-ohm impedance. The sensitivity shall be -72 dB (+/- 3dB) and the signal-to-noise ratio greater than 65 dB. It shall have a silent on/off lockable reed switch and a rubberized black finish. The HDO100 shall have an XLR Male connector. Dimensions shall be 6-1/2" D x 1-1/2" Dia. Weight shall be 13 oz.

**DDU250** - The microphone shall be a Bogen Model DDU250. It shall be a cardioid, dynamic desktop microphone with a frequency response of 100 Hz to 12 kHz and a 500-ohm impedance. The sensitivity shall be -76 dB (+/- 3dB) and the signal-to-noise ratio greater than 65 dB. It shall have a push-to-lock/push-to-talk switch and a matte black finish. It shall have a 10', 4-conductor, 2-shielded cable. Dimensions shall be 4-1/4" W x 18-1/4" H x 6-1/4" D. Weight shall be 3-1/2 lb.

**GCU250** - The microphone shall be a Bogen Model GCU250. It shall be a cardioid, back electret condenser gooseneck microphone with a frequency response of 50 Hz to 18 kHz and a 250-ohm impedance. The sensitivity shall be -65 dB (+/- 3dB) and the signal-to-noise ratio greater than 65 dB. Max SPL @ 1% THD shall be greater than 130 dB. It shall have a non-glare black finish. The GCU250 shall have an XLR male type connector. It requires an external 9V - 52V DC phantom power source. Dimensions shall be 18-1/2" L. Weight shall be 4 ounces.

**GDU150** - The microphone shall be a Bogen Model GDU150. It shall be a cardioid, dynamic gooseneck microphone with a frequency response of 100 Hz to 12 kHz and a 500-ohm impedance. The sensitivity shall be -75 dB (+/- 3dB) and the signal-to-noise ratio greater than 65 dB. It shall have a push-on/push-off talk switch mounted on its base and a non-glare black finish. The GDU150 shall have an XLR Male type connector. Dimensions shall be 16-3/4" L. Weight shall be 11 oz.

**MGN19A** - The microphone shall be a Bogen Model MGN19A dynamic-type, omni-directional microphone. Frequency response shall be uniform from 50 Hz to 12 kHz, with a presence boost at 1.5 kHz for natural, intelligible sound. Impedance shall be 500 ohms. A sealed push-to-talk microswitch shall be mounted on the microphone housing. The sensitivity shall be -70 dB (+/- 3dB). The microphone shall be furnished with a 19" black flexible gooseneck and mounting flange and five feet of rugged synthetic-jacketed 4-conductor, 2-shielded cable. The microphone shall have a black housing and screen and shall measure 5.5" long with a maximum diameter of 1.4". Removable set screws shall secure the front cap to the microphone and the microphone to the gooseneck. Dimensions shall be 23.66" L. Weight shall be 1.34 lb.

**SCU250** - The microphone shall be a Bogen Model SCU250. It shall be a cardioid, back electret condenser boundary microphone with a frequency response of 20 Hz to 18 kHz and a 250-ohm impedance. The sensitivity shall be -58 dB (+/- 3dB) and the signal-to-noise ratio greater than 65 dB. It shall have a matte black finish and will require an external 9V - 52V DC phantom power source. It shall have a male XLR connector. Dimensions shall be 2-3/4" W x 3/4" H x 3-1/4" D. Weight shall be 11 oz.





# Universal Audio Processor



**Description** Designed for small to medium installations, The CORE is a highly versatile drag-and-drop DSP processor. Hardware system configuration is highly flexible in blocks of 2 for 4 in/12 out, 6 in/10 out, etc. configurations. Expandability is also ensured by stacking multiple processors for a very high number of inputs and outputs. Front panel knobs can be programmed to map to any functions within the DSP library and can be scaled to match the requirements of the project. Up to 53 minutes of audio storage is built-in to the box and audio files can be activated via a built-in scheduler, any of 16 resident TTL inputs, or via an end user GUI interface custom built for each application. System design is PC based.

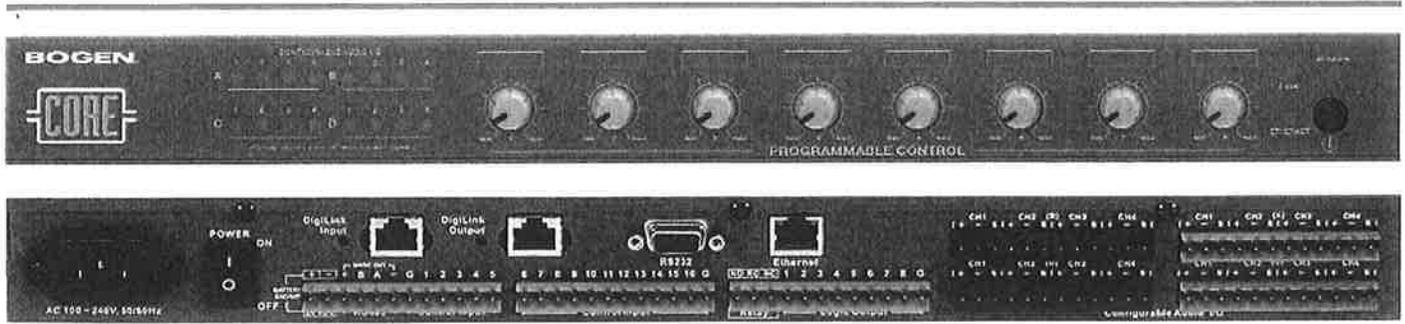
The software system design is PC based. Once connected, The CORE software, allows for design, downloading, reversal of in-box designs, and live monitoring, calibration, and routing via the PC. Third-party control systems such as Crestron, AMX, Vity and others can also control The Core either via RS-232 or IP commands. Up to 12 CORE units can be networked together for expandability. A variety of accessories, including low cost analog controllers (RAC), digital controllers (URC), and various paging and control microphones (PPM, PPM Touch) are available for use with the system.

**Configurations** 3 System Configurations available:  
 • **CORE 8X8** (8 inputs; 8 outputs) • **CORE 4X12** (4 inputs, 12 outputs) • **CORE 12X4** (12 inputs, 4 outputs)

- Features**
- Up to 16 analog inputs/outputs
  - Configuration via PC/Laptop
  - Programmable, scalable front panel knobs for DSP functions
  - Third-party control via RS-232 or IP commands
  - Full DSP drag-and-drop component library
  - Up to 53 minute built-in message storage
  - 16 built-in TTL inputs and 8 logic outputs
  - Stack up to 12 units
  - CE and UL listed
  - 5 year warranty

- Hardware Components**
- Main Frame: 4 slots for input/output cards, 16 TTL/Analog Inputs, 8 TTL Outputs, RS485, RS232 Port, Ethernet Port
  - Output Card: 4 Channels with individual Overload Indicator, Mute, Meter, Signal Present, Level Control, and adjustable Overload Threshold
  - Input Card: 4 Channels with individual Bypass, Mute, Sensitivity Select, Phantom Power, Mute, RTO (route to output), VU Meter, Signal Present, Level Control and adjustable Overload Threshold

- Software Components**
- Delays: 5 ms to 2000 ms
  - Dynamics: AGC (mono and stereo), Automatic Noise Sensing, Compressor, Comp-limiter, Expander (mono and stereo), Ducker (mono and stereo), Mono and Stereo Gate, Voice Gate, Gate with Sidechain
  - Equalizers: Mono and Stereo GEQ (1 Octave, 2/3 Octave, 1/3 Octave), Mono and Stereo PEQ (2, 4, 6, 8, 10, 16 bands)
  - Feedback Cancellation: Dynamic Feedback cancellation 1/5, 1/10, 1/20, and 1/100 Octave with 4, 8, 12, or 16 bands
  - Inverter
  - Level Controls: 4x4, 8x8, 16x16
  - Local Echo Suppression Module
  - Meters: 1 CH, 4 CH, 8 CH, 16 CH Peak/RMS
  - Logic: AND, NOT, OR, NOR gates with Net Input/Output for network applications
  - Message Repeater: Up to 53 minutes of audio can be stored inside the box and output 2 separate messages simultaneously to independent zones; messages can be activated using TTL inputs or via the built-in Scheduler
  - Mixers: Automixers, Automixers with Mix Minus, Matrix Mixers, Standard Mixers, and Room Combiner
  - Noise Generator: White, Pink, Tone
  - Page Control Module – For zone paging applications
  - Selectors: 4x1, 5x1, 6x1, 7x1, 8x1, 16x1, 32x1 for use with Third-Party control or ATEIS RAC, URC remote controllers
  - Custom Components: Build your own program within the program and password protect it



**Technical Specifications**

- Frequency Response:** 20 Hz to 20 kHz @ +4 dBu (=/-0.6 dB)
- Dynamic Range:** > 105 dB
- Maximum Gain:** 66 dB
- Crosstalk:** Line < -78 dB; MIC < -73 dB
- Output Impedance:** 200 ohms
- Input Impedance:** 8k ohms
- Maximum Output:** +24 dBu
- Maximum Input:** +24 dBu
- Phantom Power:** +48V DC
- Input Gain Range:** 0 to 54 dB
- Sampling Rate:** 48 kHz or 96 kHz (selectable)
- A/D D/A Converters:** 24 bit
- Power Consumption:** < 145 watts
- Dimensions:** 17-1/8" W x 1-3/4" H x 11-5/8" D
- Product Weight:** 8 lb.

**Architect and Engineer Specifications**

The Digital Audio Platform shall be available with up to 16 inputs and outputs. Inputs/outputs shall be specified in blocks of 4, up to a total of 16. MIC/Line Input and line level output options shall be available. Inputs/outputs shall be analog, with internal 24 bit A/D & D/A converters operating at a selectable sample rate of 48 kHz or 96 kHz. All internal processing shall be digital (DSP). Electronically balanced inputs and outputs shall be provided on plug-in barrier strip connectors. Inputs shall be individually programmable for either microphone or line-level audio signal and have assignable 48V Phantom Power. System shall be expandable to up to 12 total DSP units via RJ-45 Digital Links using standard CAT-5 data cabling, up to 32 feet between any two units max. Digital expansion links shall share up to 16 channels of digital audio at 48 kHz or 5 channels of digital audio at 96 kHz sampling rate between multiple units.

Internal system software shall be true drag-and-drop configuration with separate control/monitor GUI via direct data connection or via LAN/WAN using web browser TCP/IP protocol. Available system audio program components shall include (but not be limited to) various forms of: mixers, equalizers, filters, crossovers, dynamics/gain controls, feedback controller, routers, delays, remote controls, meters, noise/tone generators, and diagnostics. Ethernet communications shall be utilized for local or remote software control, configuration, and DSP distribution. After initial programming, systems may be controlled/monitored using either TCP/IP or RS-232 serial communication by third-party control systems (such as AMX® and Crestron®), by PC computer, and/or by dedicated remote control devices. Software shall operate on a PC computer running Windows® XP Professional/Vista/Windows 7.

DSP shall include two types of presets - "Master" and "Sub-Preset". There shall be a minimum of 32 Master Presets, which will allow user to switch the unit between totally different preprogrammed designs. There shall also be a minimum of 16 Sub-Presets that allow user to switch to preprogrammed parameter settings within each Master Preset.

The DSP shall incorporate an audio message player that can store up to 53 minutes of 8-bit audio or 18 minutes of 16-bit audio. Audio messages can be played either manually via direct PC selection, external analog or TTL logic input, microphone paging station programmable flex button, or automatically via internal event scheduler. Messages can be manually or automatically routed to any single or multiple zones/outputs. There shall be up to 128 schedules with up to 100 programmable scheduled events per schedule.

The DSP unit shall incorporate 16 logic inputs to trigger events or presets and other logic functions and 8 logic outputs with a common rail contact for controlling external functions. The unit shall also be equipped with 8 front panel control knobs, which shall be totally programmable for any variable function in the design program. This function knob shall also be 100% scalable to limit amount of volume/control. Front panel shall also have multi-color LED for displaying input/output signal presence, routing, and clipping indication for each input and output.

DSP shall contain both TTL Logic and RS-485 serial control ports for communicating with a myriad of intelligent remote controls and microphone paging stations. Remote Intelligent controls shall be either selector switch with volume knob in a 5-position or 8-position style (RAC 5 or RAC 8), or an LCD window style with control wheel and selector buttons - (URC for monochrome RS-485) or (URC-200 for multi-color IP-based controller). There shall also be the capability for remote intelligent gooseneck paging stations which incorporate either programmable flex buttons with expansion button units, or touchscreen controllers. Multiple remote serial control devices can also be daisy-chained by installing optional PPM-WJB junction box.

The DSP unit shall be 1RU high, 17-1/8" x 1-3/4" x 11-5/8" (W x H x D). Product weight shall be 8 lb. DSP unit shall be factory warranted for 5 years.

## Accessories



### Remote Controls

#### Models RAC5, RAC8

- 5 Sources selector (RAC5)
- 8 Sources selector (RAC8)
- Wall-mounted level



### Noise Sensing Microphone

#### Model NSM

- Omnidirectional pickup pattern
- Pre-amplification of surrounding background noise
- Auto Noise Gain control feature, 0 dB modulation



### IP-Based Remote with LCD Display

#### Model URC200

- Programmable remote controller (TCP/IP)
- Integrates with room controllers like light, curtains, sound and video control
- Easy to read full color display
- Low-power consumption allows for long lines and multiple devices into one system



### Programmable Remote Controller

#### Model URC

- RS485 protocol with display



### Junction Box

#### Model JB

- RS485 protocol
- For splitting/extending PPM/URC



### 8-Button Paging Microphone

#### Model PPM8

- 8 programmable zones/buttons, expandable up to 256 zones (requires PPMKeypad)
- All-call button
- Buttons have push-to-talk or latch functionality
- Sleek, unidirectional, condenser gooseneck microphone
- Hold, Busy, and Zone LED signals
- Standard RJ45 connectors
- RS485 protocol over single CAT5 cable connection



### Additional Keypad for PPM8

#### Model PPMKeypad

- Provides additional zones for PPM8

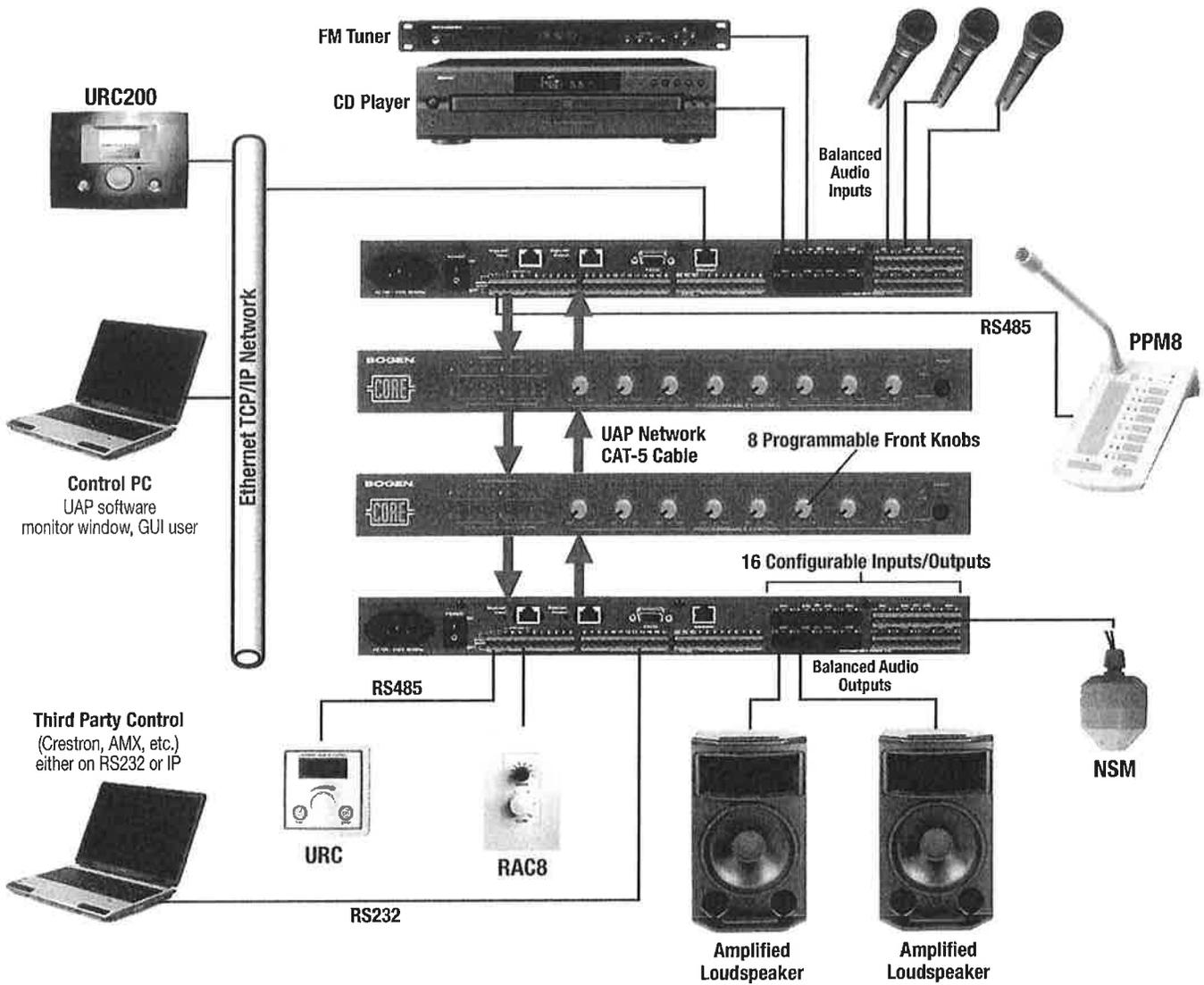


### IP Touchscreen Paging Station

#### Model PPMIT5

- Paging console with Ethernet link for remote paging over TCP/IP
- 168 buttons/zones, over 12 pages allow group and zone selections
- Zones assigned to different buttons, zone names, zone groups, message triggering, levels adjustments, pre-call chime, fader control, button control, or event control
- Allows call paging, message broadcasting, and DSP matrix parameter control
- Backlit touch screen
- 3 Assignable hardware keys
- Various operating levels with password protection
- Programmable paging parameters
- Can control third-party devices over IP

Typical example with UAP DSP Audio CORE Matrix System



# MIC/Line Mixer

## Model CAM8PRO



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### Description

The Bogen CAM8PRO is an 8-input, dual-bus MIC/Line mixer that combines superb performance with a generous array of simple-to-use features in a single-rack space design. It features 8 independently assignable inputs switchable between MIC and Line. Each input has a trim control, a switchable low-cut filter, and a Main/Auxiliary bus output selector. An additional Auxiliary input can be routed to the Main output, AUX output, or both by setting internal jumpers. Phantom Power is provided for condenser microphones.

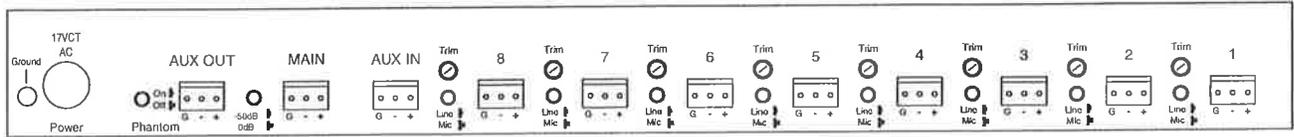
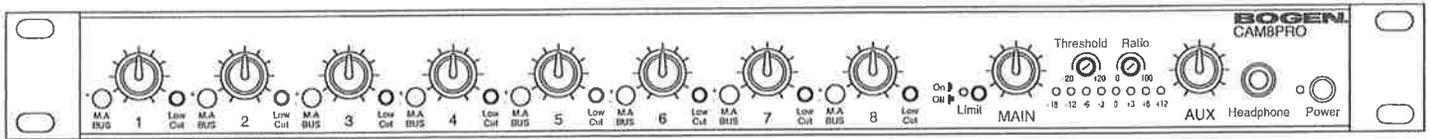
The CAM8PRO also features a built-in Compressor/Limiter with adjustable Threshold and Ratio Controls. A Bar Graph Output Meter indicates output signal levels. The CAM8PRO also includes a headphone output. Solidly engineered, the Bogen CAM8PRO mixer will provide many years of trouble-free operation.

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### Features

- 8 independently assignable inputs
- Dual-bus design with Main/AUX output selector for each input
- Compressor/Limiter (Main output)
- Compressor/Limiter Bypass switch
- Adjustable Threshold and Ratio Controls
- LED Bar Graph Output Meter (Peak or Average)
- Pluggable terminal strip connections
- Separate Auxiliary input
- Balanced inputs and outputs
- Direct bus connection for cascading multiple mixers
- MIC/Line switch for each input and Main output
- Gain/Trim Control for each input
- Low Cut Filter for each input
- Switchable Phantom Power for condenser MIC inputs
- Input Level Control knob for each input
- Output Level Control knob for Main and AUX outputs
- Headphone Output
- Sealed potentiometers for low noise and long life
- Heavy-duty construction
- External power supply
- Single-rack space





## Technical Specifications

<b>Signal-to-Noise</b>	Ref +26 dBV @ 54 dB sys gain = 90 dB
<b>Mic Pre-amp EIN</b>	-129 dB @ 150-ohms, 20 Hz to 20 kHz
<b>Max. Voltage Gain</b>	96 dB
<b>Frequency Response</b>	±1 dB from 20 Hz to 20 kHz
<b>Crosstalk (adjac. ch.)</b>	better than -90 dB
<b>Phantom Power</b>	+30V DC
<b>INPUTS 1-8</b>	
<b>Input Impedance</b>	3.5k-ohm MIC 15k-ohm Line
<b>Nom. Source Impedance</b>	150 ohms
<b>Line Pad</b>	-50 dB
<b>Input Gain/Trim Range</b>	40 dB
<b>Nominal Input Level</b>	-50 dBμ line pad off
<b>(trim pot mid-range)</b>	0 dBμ line pad on
<b>Minimum Input Level</b>	-70 dBμ line pad off
<b>(trim pot max gain)</b>	-20 dBμ line pad on
<b>Maximum Input Level</b>	-30 dBμ line pad off
<b>(trim pot min gain</b>	+20 dBμ line pad on
<b>plus +20dB headroom)</b>	

<b>AUXILIARY INPUT</b>	
<b>Input Impedance</b>	20k-ohm balanced
<b>Nominal Input Level</b>	0 dBμ
<b>OUTPUTS</b>	
<b>Output Impedance</b>	220-ohm unbalanced, 440-ohm balanced
<b>Nom. Load Impedance</b>	600 ohms
<b>Nominal Level</b>	+4 dBμ RMS
<b>Maximum Level</b>	+26 dBμ RMS Balanced
<b>Main Output Mic Pad</b>	-50 dB

<b>AUXILIARY CIRCUITS</b>	
<b>LED Bar Graph</b>	-18, -12, -6, -3, 0, +3, +6, +12VU (0 VU = +4 dB) Average or Peak reading

<b>Limiting/Compressor:</b>	
<b>Threshold Adj. Range</b>	+20 dB to -20 dB
<b>Ratio Adj. Range</b>	0 to 100%
<b>Low Cut Filter</b>	18 dB/octave at 100 Hz
<b>Power Requirements</b>	17V AC center-tapped, 120V AC, 60 Hz
<b>Dimensions</b>	19" W x 1-3/4" H x 7-1/2" D
<b>Product Weight</b>	7 lb.

## Architect & Engineer Specifications

The unit shall be a Bogen Model CAM8PRO. Frequency response shall be 20 Hz to 20 kHz, ±1 dB. Power requirements shall be 17V AC center-tapped, 120V AC at 60 Hz. The unit shall utilize an external power supply.

The unit shall measure 19" W x 1-3/4" H x 7-1/2" D, weigh 7 pounds, and be rack-mounted in a standard rack or placed on a flat surface.

The unit shall have 8 inputs, each with Main/AUX output selector, Gain/Trim Control, Input Level Control knob, Low Cut Filter, and MIC/Line switch.

The unit shall have balanced inputs and outputs with an Output Level Control knob for Main and AUX outputs.

The unit shall have an additional Auxiliary output.

The MIC inputs shall have switchable Phantom Power (+30V DC) for condenser microphones.

The unit shall be of heavy-duty construction with sealed potentiometers and pluggable terminal strip connections.

The CAM8PRO shall include a Compressor/Limiter with adjustable Threshold and Ratio Controls, an LED Bar Graph Output Meter, and a Bypass switch. It will also include a Headphone Output.

**BOGEN**<sup>®</sup>  
COMMUNICATIONS, INC.

www.bogen.com



## NETWORKED 2-CHANNEL AUDIO POWER GEN 2 AMPLIFIERS

### Models NQ-A2060-G2, NQ-A2120-G2, NQ-A2300-G2



Models NQ-A2060-G2 & NQ-A2300-G2 shown

#### DESCRIPTION

Bogen's Nyquist based networked audio power amplifiers offer cost-effective performance for permanent installations and commercial sound, and are designed to meet the rigorous requirements of today's sophisticated sound systems. Designed with the commercial sound contractor in mind, they provide unparalleled flexibility and versatility without the need for add-on modules. They offer state-of-the-art, built-in DSP software for extensive and comprehensive signal processing, including preloaded Bogen NEAR loudspeaker presets, helping to optimize speaker performance and sound quality. Customers can also create and save their own speaker presets to fine tune the audio to their specific listening environments.

These 2-channel amplifiers are available in 120, 240, and 600-watt models, each with the same features to provide power and performance, no matter how large or small the application.

In addition to their extensive flexibility, the Nyquist Networked Power Amplifiers use the latest in Class D amplifier technology and provide unparalleled sonic quality, exceptional reliability, and reduced heat output for increased operating efficiency.

#### FEATURES

- 1 dedicated Balanced Line Input (both Phoenix plug & XLR)
- Line Input that can be routed-out over the Nyquist network
- Network-based audio input (paging, audio distribution)
- 4 ohm, 8 ohm, 25V, and 70V outputs
- GUI based DSP control
  - 16-band Graphic Equalizer
  - Signal Present and Clip Monitor
  - Adjustable High Pass, Low Pass, and Bandpass Filters
  - Noise Gate
  - Compressor/Limiter
  - 7-band Parametric Equalizer
- Switch selectable 2-channel or 1-channel bridged operation
- Safety: CAN/CSA C22.2 No. 62368-1:2014; UL62368-1:2014; EN 62368-1:2014
- EMC: FCC Part 15b Class A; ICES-003, Issue 6: 2016; EN 55032:2012; EN 55035:2017
- 1/2 Rack Width - Wall, Rack, or Shelf mountable – 1RU and 2RU packages
- 19" Rack Mount Kit (NQ-RMK03; sold separately)

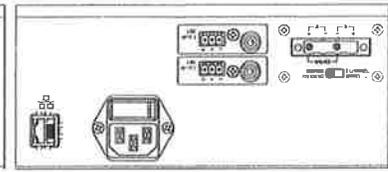
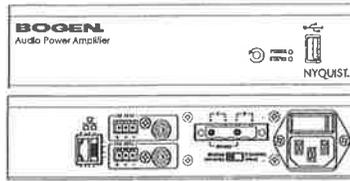
#### A & E SPECIFICATIONS

The Nyquist based two channel amplifier shall be a model \_\_\_\_, rated at \_\_\_\_ watts RMS per channel (NQ-A2060-G2/2x60 watts, NQ-A2120-G2/2x120 watts, and NQ-A2300-G2/2x300 watts) with switch selectable 2-channel or 1-channel bridged operation. The amplifier shall have one dedicated Balanced Line Input with both Phoenix plug & XLR connections. The amplifier shall provide a frequency response from 20-20 kHz +/- 0.25 dB at rated power. Distortion shall be less than 0.03%. The amplifier shall include GUI based DSP controls; 16-band Graphic Equalize; Signal Present and Clip Monitor; Adjustable High Pass, Low Pass, and Bandpass Filters; Noise Gate; Compressor/Limiter; and 7-band Parametric Equalizer. Outputs shall be provided for 4-ohm, 8-ohm, 25V, and 70V distributed systems. The amplifier shall be rack mountable 1/2 Rack Width-Wall, Rack, or Shelf mountable 1RU and 2RU packages or by using a 19" Rack Mount Kit (NQ-RMK03; sold separately). It shall carry the necessary safety agency listings for both the United States and Canada. The amplifier shall employ convection air cooling. Amplifiers that require fans for cooling shall not be considered equal.



The E7000 Series is built upon Bogen's award winning Nyquist software-based IP communications platform, which provides users with unparalleled flexibility and scalability in whatever their application.

Models NQ-A2060-G2  
and NQ-A2120-G2  
Front/Rear Panels



Model NQ-A2300-G2 Front/Rear Panels

## TECHNICAL SPECIFICATIONS

	NQ-A2060-G2	NQ-A2120-G2	NQ-A2300-G2
<b>Power Output 2-Ch. Mode (per Ch.)</b>	60W @ 25V/4 ohms	120W @ 25V/4 ohms	300W @ 25V/4 ohms
<b>Power Output 1-Ch. Bridged Mode (per Ch.)</b>	120W @ 70V/25V/8 ohms	240W @ 70V/25V/8 ohms	600W @ 70V/25V/8 ohms
<b>Line-In Sensitivity (Gain min./max.)</b>	Continuously variable from 2V to 0.1V RMS		
<b>S/N Ratio (20 kHz BW)</b>	97 dB		
<b>Power Output Bandwidth</b>	20 Hz- 20 kHz < .03% THD+N		
<b>THD+N @ 1 kHz rated power</b>	< .03%		
<b>Rated Load Impedance (min. per Ch.)</b>	8 ohms Bridged / 4 ohms Non-Bridged		
<b>Frequency Response @ 1 Watt</b>	20 Hz - 20 kHz +/- 0.25 dB		
<b>Class of Operation</b>	Class D		
<b>Connectors</b>	<b>Power</b>	10A Line Cord C14 IEC Inlet	
	<b>Input</b>	Balanced 3-pin Phoenix Plug/Header, Balanced 3-pin Neutrik XLR, RJ45, USB 2.0 Type A	
	<b>Output</b>	4-pin "touch proof" Phoenix Plug/Header	
<b>Line Inputs</b>	10k ohm electronically balanced, 3-pin Phoenix and 3-pin Neutrik XLR		
<b>AC Input Voltage Range</b>	85 VAC to 265 VAC 50/60 Hz		
<b>Maximum AC Current</b>	2A	3A	6A
<b>Indicators</b>	Status & Power LEDs (front) / Network LEDs (rear)		
<b>Operating Temperature Range</b>	-15 C to +40 C		
<b>Thermal Emissions (Full Power)</b>	90 BTU/hr.	135 BTU/hr.	225 BTU/hr.
<b>Cooling</b>	Convection		
<b>Protection</b>	RF, DC, Low Frequency, Thermal, Low Impedance, Short Circuit, Clip Limiting		
<b>DSP Based Audio Features</b>	16-band Graphic Equalizer; Signal Present and Clip Monitor; Adjustable High Pass, Low Pass, and Bandpass Filters; Noise Gate; Compressor/Limiter; 7-band Parametric Equalizer		
<b>Special Features</b>	Sleep Mode (defeatable), Power Factor Correction (PFC), 89% Amplifier Efficiency, On/Off Muting, Bridge Mode Switch		
<b>Networking</b>	Cat5 or better 10/100 network connectivity to Bogen's Nyquist network		
<b>Product Weight</b>	4.4 lbs.	4.4 lbs.	6.4 lbs.
<b>Physical Dimensions:</b>	1/2 Rack Width x 1RU*		1/2 Rack Width x 2RU**
<b>*Single Rack Space (1RU)</b>	8.00" W x 1.70" H x 13.48" D (Depth includes Phoenix connectors: width is without rack mount brackets attached; height excludes rubber mounting feet)		
<b>**Double Rack Space (2RU)</b>	8.00" W x 3.43" H x 13.48" D (Depth includes Phoenix connectors: width is without rack mount brackets attached; height excludes rubber mounting feet)		

### Limited Warranty, Exclusion of Certain Damages

The NQ-A2060-G2, NQ-A2120-G2, NQ-A2300-G2 are warranted to be free from defects in materials and workmanship for five (5) years from the date of sale to the original purchaser. Any part of the product covered by this warranty that, with normal installation and use, becomes defective (as confirmed by Bogen upon inspection) during the warranty period will be repaired or replaced by Bogen, at Bogen's option, with new or refurbished product, provided the product is shipped insured and prepaid to: Bogen Factory Service Department; 4570 Shelby Air Drive, Suite 11, Memphis, TN 38118, USA. Repaired or replacement product(s) will be returned to you freight prepaid. This warranty does not extend to any of our products that have been subjected to abuse, misuse, improper storage, neglect, accident, improper installation or have been modified or repaired or altered in any manner whatsoever, or where the serial number or date code has been removed or defaced.

THE FOREGOING LIMITED WARRANTY IS BOGEN'S SOLE AND EXCLUSIVE WARRANTY AND THE PURCHASER'S SOLE AND EXCLUSIVE REMEDY. BOGEN MAKES NO OTHER WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED AND EXCLUDED TO THE MAXIMUM EXTENT ALLOWABLE BY LAW. Bogen's liability arising out of the manufacture, sale or supplying of products or their use or disposition, whether based upon warranty, contract, tort or otherwise, shall be limited to the price of the product. IN NO EVENT SHALL BOGEN BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, LOSS OF DATA OR LOSS OF USE DAMAGES) ARISING OUT OF THE MANUFACTURE, SALE OR SUPPLYING OF PRODUCTS, EVEN IF BOGEN HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES. Some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

Products that are out of warranty will also be repaired by Bogen Factory Service Department – same address as above or call 201-934-8500, at owner's expense. Returned products which do not qualify for warranty service, may be repaired or replaced at Bogen's option with a previously repaired or refurbished items. The parts and labor involved in these repairs are warranted for 90 days when repaired by the Bogen Factory Service Department. All parts and labor charges as well as shipping charges will be at the owner's expense.

All returns require a Return Authorization number. For most efficient warranty or repair service, please include a description of the failure.

09/2021

**BOGEN**<sup>®</sup>  
COMMUNICATIONS, INC.

1200 MacArthur Blvd., Suite 304, Mahwah, NJ 07430 • 1-800-999-2809

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# NYQUIST™

## Appliance Accessories

### DESCRIPTION

The following purpose-built Nyquist appliance accessories are available to help simplify system installations. Please note that all Nyquist appliances ship with mounting ears that can be used in wall-mount and rubber feet for shelf-mount applications. These mounting ears are also used in conjunction with some of the rack-mount kit accessories, so please be sure not to inadvertently discard them with the appliance packaging materials.



#### **NQ-RMK01** **Nyquist 1U Rack Mount Kit, Type 1**

*This bracket works with the following Nyquist appliance combinations:*  
NQ-P0100 MMPA & NQ-E7010 I/O Controller,  
NQ-SYSCTRL & NQ-E7010 I/O Controller.



#### **NQ-RMK02** **Nyquist 1U Rack Mount Kit, Type 2**

*These brackets work with the following Nyquist appliance:*  
Any single NQ-E7010 I/O Controller.



#### **NQ-RMK03** **Nyquist 1U-2U Rack Mount Kit, Type 3**

*These brackets work with the following Nyquist appliance combinations:*  
Any single NQ-P0100 MMPA, NQ-SYSCTRL, NQ-A2xxx Power Amplifiers,  
or NQ-A4xxx Power Amplifiers.



#### **NQ-RMK04** **Nyquist Appliance Joining Bracket**

*This bracket kit works with the following Nyquist appliance combinations:*  
Any paired combination of NQ-P0100 MMPA, NQ-SYSCTRL, NQ-A2xxx Power Amplifiers, or NQ-A4xxx Power Amplifiers.



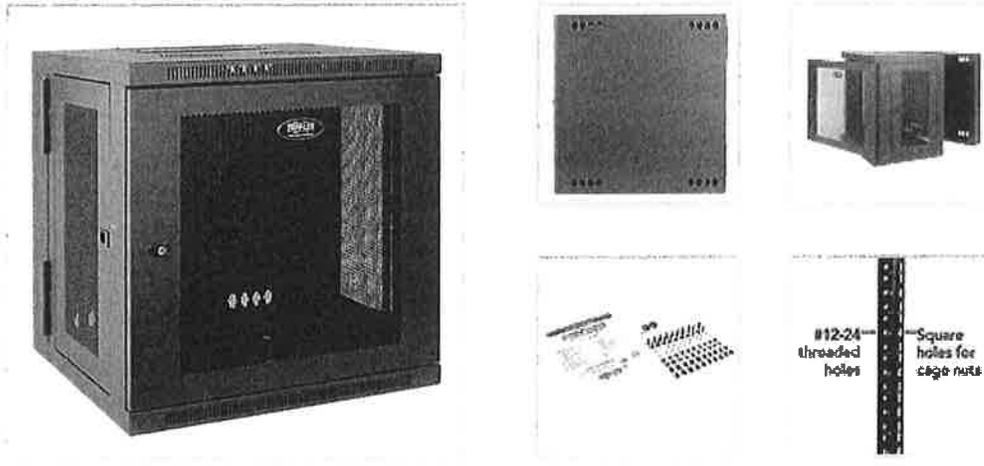
#### **PS4815W** **48V DC, 15W Wall Plug Power Adapter**

*This optional external power supply works with the following Nyquist appliances:*  
NQ-E7010 I/O Controller, NQ-GA10P/PV Plenum-rated VoIP Intercom Modules  
(This power supply can also be used with any applicable general line Bogen product)



## SmartRack 10U Low-Profile Switch-Depth Wall-Mount Small Rack Enclosure, Hinged Back

MODEL NUMBER: **SRW10US**



Wall-mount cabinet secures and organizes 10U of 19-inch rack equipment in network closets, classrooms and other locations with limited floor space. Houses network switches and patch panels up to 20.5 inches deep.

### Description

The SRW10US SmartRack 10U Low-Profile Switch-Depth Wall-Mount Rack Enclosure Cabinet is designed to house EIA-standard 19-inch rack equipment in network wiring closets, retail locations, classrooms, back offices and other areas with limited floor space where you need equipment to be secure, organized and out of the way. Constructed from heavy-duty steel with a durable black powder-coated finish, the cabinet has a maximum load capacity of 200 lbs (90.7 kgs).

The cabinet swings away from the wall on a sturdy hinge, allowing easy back-door access to equipment and cabling during installation and maintenance. The doors and side panels lock securely to help prevent damage, tampering or theft. The front, top, bottom and removable side panels are vented, which allows air to flow freely and keep equipment cool. The reversible doors can open left or right by rotating the cabinet 180° before mounting. Convenient top and bottom ports allow easy cable routing.

The SRW10US comes fully assembled and ready to mount to the wall, or use Tripp Lite's optional SRCASTER rolling caster kit to make it a mobile rack. Square and 12-24 threaded mounting holes and numbered rack spaces make equipment installation easy. The vertical mounting rails adjust in 7/8-inch increments to accommodate equipment up to 20.5 inches deep, such as network switches and patch panels.

### Features

#### Saves Valuable Workspace

- Perfect for network wiring closets, retail locations, classrooms, back offices and other areas with limited floor space where you need equipment to be secure, organized and out of the way
- Houses EIA-standard 19 in. rack equipment in 10U of space
- Maximum load capacity of 200 lbs (90.7 kgs)

#### Hinged Cabinet for Convenient Access

- Swings away from the wall to allow easy back-door access to equipment and cabling during installation and maintenance
- Rotate cabinet 180° before mounting to open reversible doors left or right

### Highlights

- Maximum load capacity of 200 lbs (90.7 kgs)
- Swings away from wall on hinge for easy back-door access
- Locking steel cabinet vented at sides, front, top and bottom
- Flow-through ventilation keeps equipment cool
- Secures 10U of 19 in. rack equipment up to 20.5 in. deep

### Package Includes

- SRW10US SmartRack 10U Low-Profile Switch-Depth Wall-Mount Rack Enclosure Cabinet
- (24) M6 screws
- (24) M6 cage nuts
- (24) M6 washers
- (24) 12-24 screws
- (2) Keys
- Owner's manual



**Tripp Lite**  
1111 W. 35th Street  
Chicago, IL 60609 USA  
Telephone: 773.869.1234  
www.tripplite.com

#### Keeps Important Equipment Secure

- Side panels and doors lock securely to help prevent damage, tampering or theft
- Vented panels allow generous airflow that keeps equipment cool
- Convenient ports with removable covers allow cable routing through top and bottom

#### Easy Enclosure and Equipment Installation

- Ships fully assembled for quick installation
- Mounts to wall or rolls on floor with Tripp Lite's optional SRCASTER caster kit
- Wall-mounting holes spaced 16 in. apart for standard wall stud placement
- Vertical mounting rails adjust in 7/8 in. increments to accommodate equipment up to 20.5 in. deep, such as network switches and patch panels
- Rails support square-hole or 12-24 threaded-hole mounting
- Rack spaces numbered for easy reference

#### Meets Payment Card Industry Standards

- Provides physical equipment and media security required for PCI DSS (Payment Card Industry Data Security Standard) compliance

## Specifications

OVERVIEW	
UPC Code	037332154828
Device Compatibility	Patch Panel; Network Switch; UPS
Rack Type	Small Enclosure
PHYSICAL	
Color	Black
Rack Height	10U
Rack Depth	Shallow
Factory Preset Rack Depth (in.)	10.42
Factory Preset Rack Depth (cm)	26.5
Factory Preset Rack Depth (mm)	265
Maximum Device Depth (cm)	52.07
Maximum Device Depth (in.)	20.5
Maximum Device Depth (mm)	521
Minimum Device Depth (cm)	7.62
Minimum Device Depth (in.)	3
Minimum Device Depth (mm)	76
Cable Access Hole Measurement (inches)	9.812 x 2.35 (l x w)



**Tripp Lite**  
1111 W. 35th Street  
Chicago, IL 60609 USA  
Telephone: 773.869.1234  
www.triplite.com

Shipping Dimensions (hwd / in.)	24.25 x 26.38 x 24.13
Shipping Dimensions (hwd / cm)	61.60 x 67.01 x 61.29
Shipping Weight (lbs.)	59.00
Shipping Weight (kg)	26.76
Unit Dimensions (hwd / in.)	21.57 x 23.62 x 21.6
Unit Dimensions (hwd / cm)	54.79 x 59.99 x 54.86
Unit Weight (lbs.)	55
Unit Weight (kg)	24.95
Weight Capacity - Stationary (kg)	91
Weight Capacity - Stationary (lbs.)	200
Number of Vertical Mounting Rails	4
<b>FEATURES &amp; SPECIFICATIONS</b>	
Grounding Lug	Front and Back door frames
<b>STANDARDS &amp; COMPLIANCE</b>	
Product Compliance	RoHS; EIA/ECA-310-E; UKCA
<b>WARRANTY</b>	
Product Warranty Period (Worldwide)	5-year limited warranty

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# Hickman County Government

## Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 1-13-23 Name: L. Wayne Kelley Jr

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

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I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 1-13-23 Signature: [Handwritten Signature]



Hickman County High School Gym Audio

January 17, 2023

Phase1 Construction, LLC is pleased to provide the following proposal for the gym audio repairs and/or replacement at Hickman County High School. The following proposal is based off the information provided and the information gathered during the site walkthrough. The following items are included:

Qty.

- 1 Atlas Sound AZM4 | Atmosphere 4-Zone Audio Processor
- 1 AKG wms470 mic kit
- 1 Crown cdi2000 amp
- 8 JBL control 28-1with brackets
- 2 JBL sb2210-bk dual 10 inch sub with brackets
- 1 AKG 470 handheld mic
- 1 Panamax 4300 rack mountable surge protector

Also included are materials, labor and equipment needed to perform the installation. This proposal also allows for 2 training sessions on how to operate the new audio system.

The following items are excluded:

- Any insurance outside of the sample certificate provided.
- Any documentation for permitting.
- Certified wage scale.
- Any additional work outside of the above-mentioned scope of work.
- A payment and performance bond. One can be provided for an additional cost of 2.67%

The cost for this proposal is Thirty Seven Thousand Three Hundred Seventy-Nine dollars(\$37,379.00)

**PHASE 1 CONSTRUCTION, LLC**

PROPOSAL FOR THE GYM AUDIO REPAIRS AND/OR REPLACEMENT AT HICKMAN COUNTY HIGH SCHOOL  
JANUARY 17, 2023  
PHASE 1 CONSTRUCTION, LLC



East Hickman Middle School Gym Audio

January 17, 2023

Phase1 Construction, LLC is pleased to provide the following proposal for the gym audio repairs and/or replacement at East Middle School. The following proposal is based off the information provided and the information gathered during the site walkthrough. The following items are included:

Qty.

- 1 15u wall mountable rack
- 1 Atlas Sound AZM4 | Atmosphere 4-Zone Audio Processor
- 1 AKG wms470 mic kit
- 1 AKG 470 handheld mic
- 1 Panamax 4300 rack mountable surge protector

During the walkthrough the complaint was the issues during microphone use. It was explained that the audio sounded good while playing music. For this proposal we have no speaker replacement included. If speaker issues are in fact present additional costs may be incurred.

Also included are materials, labor and equipment needed to perform the installation. This proposal also allows for 2 training sessions on how to operate the new audio system.

The following items are excluded:

- Any insurance outside of the sample certificate provided.
- Any documentation for permitting.
- Certified wage scale.
- Any additional work outside of the above-mentioned scope of work.
- A payment and performance bond. One can be provided for an additional cost of 2.67%

The cost for this proposal is Nine Thousand Nine Hundred Seventy-Eight dollars (\$9,978.00)

**PHASE 1 CONSTRUCTION, LLC**

STEPHEN "BRETT" MCCORD

(615) 238-4872

BRETT.PHASE1LLC@GMAIL.COM



East Hickman High School Gym Audio

January 17, 2023

Phase1 Construction, LLC is pleased to provide the following proposal for the gym audio repairs and/or replacement at East Hickman High School. The following proposal is based off the information provided and the information gathered during the site walkthrough. The following items are included:

Qty.

- 1 Atlas Sound AZM4 | Atmosphere 4-Zone Audio Processor
- 1 Yamaha cds303 cd player
- 12 New sub lines
- 1 AKG wms470 mic kit
- 12 JBL control 28-1
- 12 Control 28 bracket
- 2 sb2210-bk dual 10 inch sub
- 1 AKG Handheld Mic
- 1 Panamax 4300 Rack Mountable Surge Protector

Also included are materials, labor and equipment needed to perform the installation. This proposal also allows for 2 training sessions on how to operate the new audio system.

The following items are excluded:

- Any insurance outside of the sample certificate provided.
- Any documentation for permitting.
- Certified wage scale.
- Any additional work outside of the above-mentioned scope of work.
- A payment and performance bond. One can be provided for an additional cost of 2.67%

The cost for this proposal is Forty-Two Thousand One Hundred Sixty-One dollars (\$42,161.00)

**PHASE 1 CONSTRUCTION, LLC**

STEPHEN "BRETT" MCCORD

(615) 238-4872

BRETT.PHASE1LLC@GMAIL.COM



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Irvin-Dyal & Brown Insurance 3326 Aspen Grove Drive, Suite 100 Franklin, TN 37067	<b>CONTACT NAME:</b> Sherry Jones
	<b>PHONE (A/C, No, Ext):</b> (615) 791-5555 x24 <b>FAX (A/C, No):</b> (615) 791-1338
	<b>E-MAIL ADDRESS:</b> Sherry@irvininsurance.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A:</b> Auto-Owners Insurance Company <b>NAIC #</b> 18988
<b>INSURED</b> Phase 1Construction, LLC 6616 Brandy Dr. Centerville, TN 37033	<b>INSURER B:</b> ACE American Insurance Company* <b>NAIC #</b> 80500
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			03406545	08/01/2022	08/01/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5240654500	04/24/2022	04/24/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6S62UB-6R51960-1-22	08/01/2022	08/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Town of Centerville 102 East Swan Street Centerville, TN 37033	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Sharon Jones</i>
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Hickman County Schools Board Agenda Item Request

Date: 2-24-2023 \_\_\_\_\_

Name of School: Transportation \_\_\_\_\_

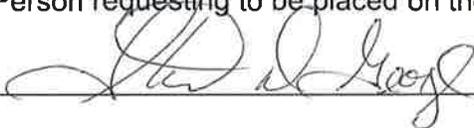
Item Request: RFP for a Fuel Management System \_\_\_\_\_

Explanation:

\_\_\_\_\_ RFP for a fuel mgmt system to include FOB's and cloud based  
software \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

\_\_\_\_\_  \_\_\_\_\_

Signature of Building Principal:

\_\_\_\_\_

The Hickman County Finance office will be accepting sealed bids for "Multi-Year Gym Floor Services Contract" for July 1, 2023 - June 30, 2026, with an additional 2 renewal options.

All bidders will be required to submit a conflict of interest disclosure form that can be obtained at [www.hickmank12.org/request-for-proposal](http://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 "Multi-Year Gym Floor Services Contract". Bids will be opened on Monday, February 6, 2023 at 10:00 a.m. in the Finance Office.

For a copy of this bid, specs, or questions, please contact the Maintenance office at 931-729-3391 Ext 3. Specifications and Part B Specs can be found online at: [www.hickmank12.org/request-for-proposal](http://www.hickmank12.org/request-for-proposal).

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 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  
Misty W. Lewis

Bid Rec'd

BAM Flooring \$164,900.00

**SCREENING AND SEALING and or Full GYM SANDING BID SHEET:**

**Scope of work:**

Process to include: Proper cleaning of the floors, screened and thoroughly re-cleaned a second time, and then coated with finish to include the same second coat application of sealer. Finish to be an approved oil modified water base. Removal of any tables, equipment so no legs will be affected.

Finish shall be free of streaking, runs, excessive pooling, or debris, and not damage adjacent finishes such as floor tiles. There shall be no visible blend lines at the bleachers, no streaks or dry areas streaking marks that are lacking adequate finish in the floor upon completion. Finish should be a High glossy glass like appearance free of streaks or dry marks. All bidders are responsible for their own measurements of square footage and HCBOE shall not be held liable for errors.

**Finish requirements Floor Screening:**

All Floors are to be screened, cleaned and receive an approved finish of: 2 coats of MFMA two component Water Based high gloss Urethane gym finish. (BONA or Basic coatings)

Please use this sheet and fill out the Annual Screen/Sealing cost by school as follows:

		Screening	Full Sand
Centerville Elementary School:	(4140 sq ft)	\$ <u>1,656.00</u>	\$ <u>9,000.00</u>
Centerville Intermediate School:	(3588 sq ft)	\$ <u>1,435.00</u>	\$ <u>8,500.00</u>
Hickman County Middle School:	(7800 sq ft)	\$ <u>3,120.00</u>	\$ <u>16,750.00</u>
Hickman County High School:	(11998 sq ft)	\$ <u>4,800.00</u>	<u>N/A</u>
East Hickman Elementary School:	(6000 Sq ft)	\$ <u>2,280.00</u>	<u>N/A</u>
East Hickman Intermediate School:	(3588 Sq ft)	\$ <u>1,435.00</u>	\$ <u>8,500.00</u>
East Hickman Middle School:	(8262 Sq ft)	\$ <u>3,508.00</u>	<u>N/A</u>
East Hickman High School:	(14160 Sq ft)	\$ <u>5,600.00</u>	\$ <u>29,400.00</u>

**Stage re-sanding sealing or repainting as requested by Maintenance Director if needed:**

Stages by the square footage: Sand and 2 coats of sealer finish by the square foot \$ 2.50 -  
 Sand and 2 coats rolled on oil base paint \$ 2.50

**NOTE: All screening, sealing, or SANDING bid pricing must remain the same during the contract 3 to 5 year period, and may not be increased.**

**Bid for GYM Floor replacements: BID SHEET**

**EAST HICKMAN MIDDLE SCHOOL: FULL REPLACEMENT GYM FLOOR**

All bidders responsible for measurements of the gym floor. Any damage by the awarded bidder during work shall be properly replaced or repaired as approved by the Maintenance Supervisor. In event the damages are outside of the workers ability to repair, the repairs shall be made by a company arranged by the Hickman County Schools and the billings for all work performed will be paid for by the gym bidder.

**Scope:**

This portion of the bid contract is for the removal & demo, disposal, replacement, and finishing of the existing gym floor at EHMS: All lines and Graphics shall be made the same meeting TSAA requirements, with exceptions to special graphics, otherwise requested and paid for by individual Schools. The newly installed sanded level floors are to receive a minimum of 4 coats of sealed finish. Extra Graphics or logos outside the normal lines will be paid for directly by the school representative if so desired. All extras must be also approved by the Director of Schools.

**Prep:**

Demo to include all needed equipment, removal of the gym floor and sleepers, and any damage of the liner beneath the floor to be replaced level and properly attached making full contact with the concrete on top of the water tight moisture barrier liner.

**Flooring system:**

The floor shall be vacuumed clean of all debris prior to laying of the flooring, and ensuring all sleepers are level anchored and no debris causing any high or low spots in the finished surface. Attachment of a fully adhered gym ¾ plywood sleeper floor system with ¾ plywood subfloor and fully nailed in ¾ inch #2 minimum grade maple floor.

Flooring shall receive minimum spacing of nail cleats at not more than 12 inches apart

**Debris removal: (Both inside and Outside of buildings.)**

Both during and upon completion for any gym floor replacements, the bidder is responsible for all roll-off of costs, removal and maintaining a clean worksite appearance at the end of each work day, and a safe work area and outside area at all times. There shall be no cleaning responsibilities by the HCBOE. Bidder shall be responsible for all cleanup of the property during, and after the work.

Cost of floor \$ 164,900.00 Prices good for 2023-24 school year or 12 months.

\$18.7984496 PER SQ FT FLOOR MEASURED 8,772 SF

**Bid for GYM Floor replacement:**

**EAST HICKMAN ELEMENTARY SCHOOL GYM FLOOR FULL REPLACEMENT:**

**Scope:**

This floor is a crawl space gym floor and will require vapor barrier encapsulation separate from the gym floor replacement. This floor will require demolition and removal of all flooring and subflooring plywood or any wood rot prior to installation of new 3/4 maple #2 flooring. All flooring shall include sanding level and smooth with painted standard regulation play court lines, and 4 coats of finish.

Same specifications as the EHMS floor with the exception of the attachment anchor system.

**Debris removal:**

Upon completion for any gym floor replacements, the bidder is responsible for all rolls of costs, removal and maintaining a clean appearance at the end of each work day, and a safe work area and outside area at all times. There shall be no clean responsibility by the HCBOE. Bidder shall be responsible for all cleanup of the property during, and after the work.

**IN THE EVENT OF DAMAGES:**

Any and all damages unforeseen or otherwise by the bidder in use of equipment and or labor crews during the performance of work, as described above, shall be the full responsibility of the bidder and shall be corrected and made new, to the satisfaction of the HCBOE.

Cost of Floor \$ 109,800.<sup>00</sup> Prices to be good for the 2023-24 fiscal year or 12 months.

\$18.30 PER SQ.FT. FLOOR MEASURED AT 6,000 SF

# THE CINCINNATI INSURANCE COMPANY

## Bid Bond

**CONTRACTOR** (Name, legal status and address):

BAM FLOORING, INC.  
8709 FREIDA LANE  
HIXSON, TN 37343

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

THE CINCINNATI INSURANCE COMPANY  
6200 S. GILMORE ROAD  
FAIRFIELD, OHIO 45014-5141

**OWNER** (Name, legal status and address):

Hickman County School System  
115 Murphree Avenue  
Centerville, TN 37033

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

**BOND AMOUNT:**

5% of bid

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

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

Remove and Replace wood athletic gymnasium floor @ EHMS

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

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

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

Signed and sealed this 6 day of February, 2023

  
(Witness)

BAM FLOORING, INC.

(Principal)

PRESIDENT

(Seal)

(Title)

  
(Witness)

THE CINCINNATI INSURANCE COMPANY

(Surety)

(Seal)

Kimberly Stewart

(Title)

Kimberly Stewart, Attorney In Fact

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

James Cogdill, William Cullen Trew, Kimberly Stewart, Marion Boyd, Melissa Bryson, Marie McDonald, Allen Carter,

of Athens, TN its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Five Million Dollars and 00/100 (\$5,000,000.00)

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012



THE CINCINNATI INSURANCE COMPANY

Signature of Vice President

Vice President

STATE OF OHIO ) ss
COUNTY OF BUTLER )

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation



Signature of Mark J. Huller

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio,
6th day of February 2023



Signature of Assistant Secretary

Assistant Secretary

# THE CINCINNATI INSURANCE COMPANY

## Bid Bond

**CONTRACTOR** (Name, legal status and address):

BAM FLOORING, INC.  
8709 FREIDA LANE  
HIKSON, TN 37343

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

THE CINCINNATI INSURANCE COMPANY  
6200 S. GILMORE ROAD  
FAIRFIELD, OHIO 45014-5141

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Hickman County School System  
115 Murphree Avenue  
Centerville, TN 37033

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**BOND AMOUNT:**

5% of bid

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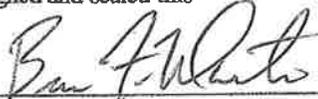
remove and replace wood athletic gymnasium floor @ ERES

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

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

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

Signed and sealed this 6 day of February, 2023

  
(Witness)

BAM FLOORING, INC.

(Principal)

PRESIDENT

(Seal)

(Title)

  
(Witness)

THE CINCINNATI INSURANCE COMPANY

(Surety)

(Seal)

Kimberly Stewart

(Title)

Kimberly Stewart, Attorney in Fact

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

James Cogdill, William Cullen Trew, Kimberly Stewart, Marion Boyd, Melissa Bryson, Marie McDonald, Allen Carter,

of Athens, TN its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Five Million Dollars and 00/100 (\$5,000,000.00)

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012.



THE CINCINNATI INSURANCE COMPANY

Steph A. [Signature]

Vice President

STATE OF OHIO ) ss:
COUNTY OF BUTLER )

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation



[Signature of Mark J. Muller]

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this 6th day of February 2023



[Signature of Scott R. Boen]

Assistant Secretary



W.F. (BILL) KNOWLES, HAMILTON COUNTY CLERK

0135681

Hamilton County Clerk

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W.F. (BILL) KNOWLES HAMILTON COUNTY CLERK

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Hamilton County Clerk

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BAM FLOORING, INC.

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I EI E YNCHOROI ONI UI UI 1647 COLONIAL SHORES DR.

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HIXSON, TN 37343

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X I EO USI O 02/03/23

I BE DOI NU 1/1/2021 - 12/31/2021

PAYMENT DUE BY 4/15/2023

UEEI BI NO USI O 05/15/2023

TO AVOID PENALTY, INTEREST, AND POTENTIAL ENFORCED COLLECTION ACTION, BUSINESS TAX RETURNS AND PAYMENTS MUST BE REMITTED TO THE TENNESSEE DEPARTMENT OF REVENUE AT LEAST 30 DAYS PRIOR TO THE EXPIRATION DATE OF THIS LICENSE.

IF PAID BY CHECK, THIS LICENSE VALID ONLY AFTER CHECK IS PAID.

THIS LICENSE DOES NOT PERMIT OPERATION UNLESS PROPERLY ZONED, AND/OR IN COMPLIANCE WITH ALL OTHER APPLICABLE LAWS/RULES.

William F. (Bill) Knowles

© 2021

Hamilton County Clerk

# Hickman County Government

## Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 2/6/2023 Name: BAM FLOORING, INC. / BRUCE MARTIN

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

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I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 2/6/2023 Signature: Bruce F. Martin



February 5, 2023

To whom it may concern,

This letter is in regards to BAM Flooring, Incorporated's drug screening policy. BAM Flooring, Inc. tests all employees with random drug tests annually. All employees meet TCA 49-5-405, 413 in regards to meeting all Federal, State and Local drug testing requirements. No prior drug offenders, sex registrars or prior felons will be provided to work on any Hickman County School Properties.

Signature: Bruce F. Martin  
Printed Name: BRUCE F. MARTIN  
Title: PRESIDENT





**Return by June 15 to:**  
**Director of Content**  
**Andrew Johnson Tower, 11th floor**  
**710 James Robertson Parkway Nashville, TN 37243-0379**

**Certification of Adoption by  
Local Board of Education**

The \_\_\_\_\_ Board of Education approved the City, County,  
or Special School District adoption of the textbooks as indicated on the attached Local Adoption Report Abstract  
during the meeting of the board on \_\_\_\_\_.

Month, Day, Year

If the LEA has chosen to adopt any materials not on contract, then we do hereby certify the following:

- The LEA's unique needs require adopting materials not on the state's official list.
- The materials adopted by this LEA were screened by a review committee, appointed in accordance with T.C.A. § 49-6-2207 and were determined to be aligned to the standards by evaluating the materials using the screening instrument approved by the Textbook and Instructional Materials Quality Commission.
- The adoption abstract, this certification of adoption, and the local panels' reviews will be posted to the LEA's website within 30 days of local board approval.
- All materials adopted by this LEA that are not on contract have been approved by waiver (if any waivers were granted, you must attach them to this form).
- The LEA agrees to furnish any materials requested by TDOE for review.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chairman, Board of Education**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Schools**

## **HICKMAN COUNTY LEGISLATIVE BODY**

**Budget Committee Schedule**

**Fiscal Year 2023-2024**

**Monday, May 8th, 2023**

**5:30 Regular Meeting**

**6:00 Non-Profit Presentation**

**Thursday, May 11th, 2023**

**5:30 Work Session Budget Meeting**

**County General**

**Drug Fund**

**AFT Fund**

**Debt Service**

**Hwy. Dept.**

**Monday, May 15th, 2023**

**5:30 Work Session Budget Meeting**

**Solid Waste**

**School**

**Thursday, May 18th, 2023**

**5:30 Budget Meeting (Committee Approval)**

**Monday, May 22th, 2023**

**Budget Books available to Co. Commission**

**Regular County Legislative Body Meeting**

**Monday, May 29, 2023**

**Budget published in H.C. Times as per TCA 5-21-111(a)(1)(A)**

**Monday, June 5th, 2023**

**5:30 Public Hearing on 22-23 Budget as per TCA 5-21-111(a)(2)**

**Monday, June 26th, 2023**

**Budget Presentation and Resolutions to County Commission**

DRAFT--This policy is a revision to consolidate Hickman County Board of Education policies 6.300 and 6.313 into one single policy for 6.313. Feedback and comments will be utilized in the revision process.

<b>Hickman County Board of Education</b>			
	Descriptor Term:  <b>Code of Behavior and Discipline Procedures</b>	Descriptor Code: <b>6.313</b>	Issued Date:
		Rescinds: <b>6.313</b>	Issued:

Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process.

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.<sup>1</sup> Codes of conduct for students in pre-kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI<sup>2</sup> and PBIS framework. Exclusionary discipline shall only be used as a measure of last resort.<sup>2</sup> The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.<sup>3</sup>

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: restorative practices, RTI<sup>2</sup>B, multi-tiered system of supports, behavior intervention plans, ACES.

**MISBEHAVIORS: Level I**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

*Examples (not an exclusive listing):*

Classroom disturbances

Classroom tardiness

School Bus disturbances

Cheating and lying

Littering

Gambling

Disrespect to teachers/staff

Abusive language

Nondefiant failure to do assignments or carry out directions

Dress Code Violations wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment<sup>6</sup> or any violation of school board policy 6.310

Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Immediate intervention by the staff member.

Determine what offense was committed and its severity.

Determine the offender and that he/she understands the nature of the offense.

Employ appropriate disciplinary options.

Record of the offense and disciplinary action maintained by staff members.

*Disciplinary Options:*

Verbal reprimand

Special Assignment

Restricting activities

Assigning work details

Counseling

Withdrawal of privileges

Issuance of demerits which might affect citizenship or department grades

Strict supervised study

Detention

Corporal punishment

In-school suspension

Out-of-school suspension

Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of supports, behavior intervention plans, ACES

## **MISBEHAVIORS: Level II**

Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

*Examples* (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class tardiness
- Use of tobacco, vaping, or e-cigarettes
- Using forged notes or excuses
- Disruptive classroom behavior
- Disruptive school bus behavior
- Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)
- Violations to the AUP in regards to the internet and devices

*Disciplinary Procedures:*

- Students are referred to the principal for appropriate disciplinary action.
- Principal meets with the student and teacher.
- Principal hears accusations made by the teacher, permits the student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.
- Principal takes appropriate disciplinary action and notifies the teacher of action.
- Record of offense and disciplinary action maintained by principal.

*Disciplinary Options:*

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment
- Restricting school related honors student is otherwise due

Out-of-school suspension not to exceed ten (10) days.

Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of supports, behavior intervention plans, ACES

For use of tobacco, vaping or e-cigarettes- 1<sup>st</sup> offense 2 days ISS, 2<sup>nd</sup> offense-3 days ISS, 3<sup>rd</sup> offense- 5 days ISS, 4<sup>th</sup> or more offenses: Suspension in addition to the foregoing, when a student is found to be in possession of tobacco or nicotine. For each offense a court petition must be filed.

### **MISBEHAVIORS: Level III**

Acts directly against persons or property but whose consequences *do not seriously endanger* the health or safety of others in the school.

*Examples* (not an exclusive listing):

Continuation of unmodified Level I and II behaviors

Fighting

Vandalism (minor) Less than \$500.00

Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes

Alcohol-possessing, acquiring, attempting to acquire, consuming, being under the influence of, selling or attempting to see, distributing or transmitting alcoholic beverages.

Stealing

Threats to others-A threat communicated verbally or demonstratively to inflict physical or other harm on any school employee, any other person acting in an official capacity on behalf of the school, or any other student. To be a violation of this rule, the threat must be one which would cause a person to reasonably fear imminent bodily injury or well-being.

Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)

Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,

Cyber-Bullying, and/or Hazing- hazing is any intentional or reckless act, on or off school

property, by a student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety.

*Disciplinary Procedures:*

Students are referred to the principal for appropriate disciplinary action.

Principal meets with the student and teacher.

Principal hears the accusation by the accusing party and permits the offender the opportunity of explaining conduct.

Principal takes appropriate disciplinary action.

Principal may refer the incident to the director of schools and make recommendations for consequences.

If a student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.

Any change in school assignment is appealable to the Board.

Record of offense and disciplinary action maintained by principal or director of schools.

*Disciplinary Options:*

In-school suspension

Alternative School

Detention

Corporal punishment

Restitution from loss, damage or stolen property

Out-of-school suspension not to exceed ten (10) days

Social adjustment classes

Transfer

Expulsion

Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of supports, behavior intervention plans, ACES

Alcohol- 30 day suspension or alternative school placement

**MISBEHAVIORS: Level IV**

Acts which result in violence to another's person or property or which *pose a threat* to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.<sup>7</sup>

*Examples* (not an exclusive listing):

Unmodified Level I, II and III behaviors

Death threat (hit list)

Bomb threat

Extortion

Possession/use/transfer of dangerous weapons (as defined below)\*

Bringing a firearm to school or being in possession of a firearm at school or knowingly possessing, handling, transmitting, or using a weapon, or knowingly possessing an object with the intent of going armed, or use of any object in a threatening or assaultive manner. Weapons include, but are not limited to, firearms, BB guns, pellet guns, ammunition, explosives, knives with blades of 2 1/2 inches or more in length, switchblades, razorblades, box cutters, bowie

knife, hawk bill knife, or other like instruments utilizing a razor blade and ice picks, daggers, slingshots, leaded canes, blackjacks and knuckles.

**Other Weapon Offenses:** A student shall not knowingly possess, handle, or transmit oleoresin capsicum (pepper spray), a knife with blade less than 2 ½ inches in length or a weapon replica. An exception applies to weapon replicas when school authorities specifically authorize the use of weapon replicas in instances such as the color guard, a prop in a school play, and the like.

Assault that result in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer\*

Aggravated assault\*

Electronic Threats as defined in 6.309\*

Vandalism (excess of \$500)

Theft/possession/sale of stolen property (excess of \$200)

Arson

Use/transfer of unauthorized substances

Possession of unauthorized substances( as defined below)\*

Drugs- unlawfully possessing, acquiring, attempting

to acquire, using, being under the influence of, selling or attempting to sell, distributing or transmitting any narcotic, stimulant drug, prescription drug, barbitol or legend drug, inhalants, or any other controlled substance.

**Drug Paraphernalia-**Drug look-alikes or paraphernalia shall include pills, powder or any substance which gives the appearance of prohibited drugs. Drug paraphernalia shall include roach clips, rolling papers, pot pipes, pagers or any other device or materials used with illegal substances

Representation of any Substance as an Illegal Drug or Controlled Substance Possessing, Acquiring, attempting to acquire, using (whether by inhalation, ingestion or injection), being under the influence of, selling or attempting to sell, distributing or transmitting any designer, synthetic or counterfeit drug, any illegal performance enhancing drug, any substance that causes impairment, any substance which is inappropriately used to alter the mind, mood or behavior, or any other substance used as a drug. This Disciplinary Offense covers anything used as a drug not covered in the Drugs section of the Zero-Tolerance Offenses.

Harassment /Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Principal confers with appropriate staff members and with the student.

Principal hears the accusation by the accusing party and permits the offender an opportunity of explaining conduct.

Parents are notified.

Law enforcement officials are contacted.

Incidents are reported and recommendations made to the director of schools.

Complete and accurate reports are submitted to the director of schools.

Students are given a hearing before disciplinary hearing authority.

*Disciplinary Options*

Expulsion

Alternative schools

Other hearing authority or Board action which results in appropriate placement

\* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.

Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of supports, behavior intervention plans, ACES

**ADDITIONAL GUIDELINES:**

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
2. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.<sup>2</sup>
3. A teacher or other school official shall not reduce or authorize the reduction of a student's academic grade because of discipline problems except in deportment or citizenship. Only deportment or citizenship grades may be reduced because of discipline actions.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
  - a. pay any activity fee;
  - b. pay a library or other school fine; or
  - c. make restitution for lost or damaged school property.

\* Zero tolerance offenses

**Special Education Procedure:** The discipline of special education students is governed by federal and state laws. If an offense is committed by a special education student, the federal laws may or may not permit punishment as set forth above. In addition, special and different procedures must be followed when an offense is committed by a special education student.

**Director's Right to Modify:** The director of schools has the right to modify disciplinary sanctions. Such modification may only be done on a case-by-case basis considering the specific circumstances surrounding the disciplinary sanction.

**Safe Harbor Provision:**

1. A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by these rules, provided the object is one that the student could lawfully possess off school grounds and is not a firearm. This safe harbor provision does not apply if a search is ongoing in the school. If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to discipline under these rules. The principal will make arrangements to return the object to the student's parents or legal guardian.
2. If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g. tobacco, alcohol) on school property, including on a school bus, the student may approach a school official and report the discovery. A student shall not be in violation of the rules solely by making such a report. School officials shall use discretion in determining whether the circumstances surrounding the report warrant further investigation of the reporting student.

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#### Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. Public Acts of 2021, Chapter No. 77
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008

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#### Cross References

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Student Discrimination, Harassment, Bullying,  
Cyber-bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Interference/Disruption of School Activities 6.306  
Bus Safety and Conduct 6.308  
Zero Tolerance Offenses 6.309  
Dress Code 6.310  
Corporal Punishment 6.314  
Detention 6.315  
Suspension 6.316  
Safe Relocation of Students 6.4081

<b>Hickman County Board of Education</b>			
	Descriptor Term:  <b>Nepotism</b>	Descriptor Code: <b>1.108</b>	Issued Date: <b>06/05/22</b>
		Rescinds: <b>1.108</b>	Issued: <b>08/02/21</b>

Whenever a person is considered by the director of schools for initial employment and that person is related to a member of the Board or the Director of Schools, employment shall not be allowed. **Should a need arise to hire a “relative” of the Director or Board member, the Director can bring the matter to the Board in session which will require an affirmative simple majority roll call vote.**

Whenever a person is considered by the director of schools for initial employment or transfer in the system and that person is related to a member of the Board, the director of schools, an administrator in the system, a county commissioner, or any appointed or elected county official, the relationship shall be publicly made known to the Board prior to the employment of such person.<sup>1</sup>

If a member of the Board has a relative who is an employee in the system, prior to voting on any matter of business that may have an effect upon the employment of the relative, the member shall declare such relationship. In making such a declaration, the member shall certify that his/her vote on the pending matter will be in the best interest of the school system.<sup>1</sup>

Two (2) or more employees who are relatives shall not be within the same line of supervision.

~~If two (2) or more employees who are relatives are within the same line of supervision, or become within the same direct line of supervision by marriage or promotion, the director shall attempt to resolve this issue by transfer of one of the employees. If the director finds that transfer is not feasible or is not in the best interest of students, then an alternative evaluation plan shall be devised for one of the employees. ¶¶~~

**This shall not apply to any person within such a relationship who has been regularly employed by the Board prior to the inception of this relationship, adoption of this policy or board member's election and/or Director’s appointment.**

For purposes of this policy, the terms “related to” and "relative" include the following relationships: spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household.<sup>2</sup>

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Legal References

1. TCA 49-2-202(a)(3)
2. TCA 49-2-202(a)(3)(B)

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Cross References

Supervision 5.108  
Assignment/Transfer 5.115



**Misty Shelton**  
**Director of Accountability**  
Hickman County Schools  
115 Murphree Avenue  
Centerville, Tennessee 37033

To: School Board Members  
From: Misty Shelton  
Date: March 2023

### 1st Reading:

**5.607- Non-School Employment-** TSBA did not see any problems with lines 27-29 regarding teaching dual enrollment classes

**6.313- Code of Behavior and Discipline Procedures** -Revised policy, a combination of 6.300 and 6.313

**\*1.106 - Code of Ethics-**This policy has been revised to focus solely on prohibitions against accepting items intended to influence a board member's vote and how to handle ethics complaints. Recommendation is to adopt the model policy.

### \* 1.107 - Conflicts of Interest- NEW POLICY

To help clarify conflicts of interest, TSBA has placed this information in a separate policy, a new model policy numbered 1.107. This information aligns with TCA 12-4-101 which defines conflicts of interest for school board members.

\* Due to increased questions around state ethics laws,TSBA has revised their model policy 1.106 on ethics to focus solely on the requirements of TCA 8-17-103 and placed information on conflicts of interest in model policy 1.107. By separating these topics and updating the language, they hope this helps clarify the requirements for board members.

### Up for Review:

- 5.400 Health Examinations/Communicable Diseases
- 5.401 Acquired Immune Deficiency Syndrome
- 5.402 Hepatitis B
- 5.403 Drug and Alcohol Testing for Employees
- 5.500 Discrimination/Harassment
- 5.501 Complaints and Grievances
- 5.502 Complaints about School Personnel
- 5.600 Staff Rights and Responsibilities
- 5.601 Staff Conflicts of Interest
- 5.603 Staff Meetings
- 6.100- Student Goals
- 6.200- Attendance
- 6.2001 Attendance During Postsecondary Visits
- 6.201- Compulsory Attendance Ages
- 6.2011-Voluntary Pre-K Attendance
- 6.202- Home Schools
- 6.203- School Admissions

931-729-3391 ext. 2226

[misty.shelton@hickmank12.org](mailto:misty.shelton@hickmank12.org)

fax 931-729-3834

- 6.204- Attendance of Non-Resident Students
- 6.205- Student Assignment
- 6.206- Transfers within the System
- 6.207- Withdrawals
- 6.208- Release During School Hours
- 6.209- Child Custody/Parental Access

**Thank you for your careful consideration of these policies.**

931-729-3391 ext. 2226

*misty.shelton@hickmank12.org*

fax 931-729-3834

The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

# Hickman County Board of Education

Descriptor Term: <b>Non-School Employment</b>	Descriptor Code: <b>5.607</b>	Issued Date: <b>02/06/23</b>
	Rescinds: <b>5.607</b>	Issued: <b>12/07/20</b>

## PROFESSIONAL PERSONNEL

A given professional position may require additional hours during evenings or other times when offices may be closed. Outside employment is regarded as employment for compensation which is not within the duties and responsibilities of the employee's regular position with the school system.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that the responsibilities of the position require, nor will an employee use any district facilities, equipment or materials in performing outside work. This includes the Board's computer systems and networks and any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, stored text and data files. This includes but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The Board reserves the right to have all technology resource activity monitored.

The Board's technology resources will be used only for learning, teaching and administrative purposes consistent with the Board's mission and its goals. Commercial use of the Board's system is strictly prohibited.

When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee may use such off-duty time for the purposes of remuneration, provided all the following conditions are met:

1. The work in no way interferes with the degree of effectiveness of his/her work in the school system;
2. The work in no way reflects detrimentally upon the school system or its prestige;
3. Such outside obligations do not prevent the individual from assuming duties required by the regular position; and
4. The individual does not receive remuneration for work which is customarily within his/her regular position.<sup>1</sup>

A teacher employed full time by the Hickman County Board of Education may be employed and paid by the same or another institution for additional part-time work, outside the teacher's regular hours, not to exceed four hundred (400) clock hours out of any nine-month period.

If such additional part-time work is or includes teaching in an institution of higher education, such teacher shall be limited to teaching no more than two (2) courses per quarter or semester.

1 Such employment shall be approved by the governing board of each institution or system.'

2 **SUPPORT PERSONNEL**

3 Support personnel shall not be prohibited from holding employment outside the school system so long  
4 as such employment does not interfere with regular and overtime scheduled duties for the school  
5 system.

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Legal References

1. TCA 49-5-410

Recommend adopting model policy.

<b>Hickman County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Code of Ethics</b>	Descriptor Code: <b>1.106</b>	Issued Date:
		Rescinds:	Issued:

1 *General*<sup>1</sup>

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,  
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence  
4 the vote, official action, or judgment of the board member or employee in executing decisions  
5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or  
6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive  
8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are  
9 provided in connection with a conference sponsored by an established or recognized statewide  
10 association of school board officials or by an umbrella or affiliate organization of such statewide  
11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)  
14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.  
15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall  
16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of  
17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of  
18 Schools' office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of  
20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and  
21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or  
23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,  
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a  
25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;  
28  
29 2. In the case of a board member, refer the matter to the Board of Education for possible public  
30 censure, if warranted;

- 1        3. In the case of an employee, refer the matter to the Director of Schools/designee for possible  
disciplinatory action, if warranted; or
- 3
- 4        4. In a case involving possible violation of state statutes, refer the matter to the district attorney  
5        for possible ouster or criminal prosecution.

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Legal References

1. TCA 8-17-103

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Cross References

- Board Member Conflict of Interest 1.107  
Duties of Board Members 1.202

# \* New Policy \*

## Hickman County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: <b>Board Member Conflict of Interest</b>	Descriptor Code: <b>1.107</b>	Issued Date:
		Rescinds:	Issued:

### 1 *General*

2 State law provides specific instances when direct or indirect conflicts of interest may affect a board  
3 member's ability to vote on certain matters.

4 Direct conflicts of interest may arise if the school district contracts with a board member or with a  
5 business in which the board member is a sole proprietor, partner, or person having a controlling  
6 interest.<sup>1</sup>

7 Indirect conflicts of interest may arise if a board member votes on a matter involving a situation that a  
8 reasonable person would infer affects his/her personal finances indirectly. If a board member has a  
9 direct interest but is the sole supplier of goods or services in the city or county, he/she would be  
10 considered indirectly interested in such a matter.<sup>2</sup>

### 11 **DIRECT CONFLICT OF INTEREST<sup>1</sup>**

12 A board member shall not be directly interested in any contract in which the Board may be interested.

13 If there is a pre-existing contract that predates the board member's election to the Board, the board  
14 member shall refrain from voting or discussing any matter related to that contract since he/she has a  
15 direct interest. Upon expiration, the contract shall not be renewed by the Board.<sup>3</sup>

16 This shall not prohibit any board member from voting on the school budget or any budget amendments  
17 unless the vote is on a specific budget amendment in which the board member is directly interested.<sup>4</sup>

### 18 **INDIRECT CONFLICT OF INTEREST<sup>2</sup>**

19 A board member shall not be indirectly interested in any contract where the Board may be interested  
20 unless the board member publicly acknowledges such interest. The disclosure of this interest shall be  
21 made at the board meeting in which the Board is taking action on the contract. A board member with  
22 an indirect interest is not required to refrain from voting on the contract.

### 23 **PENALTY FOR UNLAWFUL INTEREST<sup>5</sup>**

24 If a board member is found to have an indirect interest and fails to disclose such interest, or becomes  
25 directly interested in any contract, he/she shall forfeit all compensation. He/she shall also be dismissed  
26 from the Board and be ineligible to serve in the same or similar position for ten (10) years.

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Legal References

1. TCA 12-4-101(a); Op. Tenn. Att’y Gen. No. 10-46
2. TCA 12-4-101(b)
3. Op. Tenn. Att’y Gen. No. 99-209
4. TCA 12-4-101(a)(1)
5. TCA 12-4-102

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Cross References

- Code of Ethics 1.106
- Duties of Board Members 1.202

## CONFLICT OF INTEREST DISCLOSURE STATEMENT

**Instructions:** Board members are required to disclose conflicts of interest in matters that affect, or would lead a reasonable person to infer that it would affect, the exercise of discretion of a board member.

1. Date of disclosure: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Description of conflict of interest (describe below in detail):

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Signature of Witness

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Personnel Health Examinations / Communicable Diseases</b>	Descriptor Code: <b>5.400</b>	Issued Date: <b>11/02/20</b>
		Rescinds: <b>5.400</b>	Issued: <b>07/02/18</b>

1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.<sup>1</sup>  
 2 Employees shall inform the director of schools whenever they contract a contagious or communicable  
 3 disease.

4 No employee who has any communicable disease shall perform his/her duties in any location where such  
 5 might endanger the health of school children. The Board shall require any employee to submit to a  
 6 physical examination by a physician whenever there is reason to believe that the employee has any  
 7 communicable disease.<sup>2</sup>

8 The director of schools shall reassign or suspend any employee who is suspected of having a  
 9 communicable disease which might endanger the health of children, pending investigation and final  
 10 disposition of the case before the Board.

12 To assist the Board in making final disposition of the case, the director of schools may refer the case to  
 the County Health Office or other medical experts.

13 The Board shall use the written report to determine the employment status of the employee.

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Legal References

1. TRR/MS 0520-01-03-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404

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Cross References

Section 504 & ADA Grievance Procedures 1.802  
 Suspension/Dismissal 5.200-202

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Acquired Immune Deficiency Syndrome (AIDS)</b>	Descriptor Code: <b>5.401</b>	Issued Date: <b>11/02/20</b>
		Rescinds: <b>5.401</b>	Issued: <b>07/02/18</b>

1     **LIABILITY AND NON-DISCRIMINATION**

2     No employee who is diagnosed with HIV infection or AIDS shall be prevented from continuing his/her  
3     employment. No disciplinary action may be taken against an employee solely on the basis of HIV  
4     infection or AIDS. Action may be taken against an employee only if s/he is disabled and the disability  
5     interferes with his/her ability to perform the activities involved in employment duties. The Board shall  
6     make reasonable accommodation to enable the employee to perform employment duties as may be  
7     required by state or federal law.<sup>1</sup>

8     **HIV/AIDS TESTING**

9     No school official can require any employee to undergo an HIV antibody test or other HIV-related test.  
10    This does not preclude school officials from requiring an employee to undergo an examination when  
11    another communicable illness is suspected.<sup>2</sup>

12    **CONFIDENTIALITY**

13    If information is received regarding an employee’s HIV status, the director of schools may consult with  
14    the school board attorney on the appropriate course of action to pursue, bearing in mind the school  
15    system’s potential liability for defamation, employment discrimination, and breach of confidentiality  
16    requirements.<sup>3</sup>

17    Information about an employee’s HIV status is not to be documented in the employee’s personnel file  
18    and shall not be faxed.<sup>1,3</sup>

19    Information obtained is confidential and may not be released to anyone except:<sup>3</sup>

- 20           1. Persons named on an Authorization for Release of Confidential HIV-Related
- 21            Information Form;
- 22
- 23           2. Persons listed on a court order, and
- 24
- 25           3. Persons authorized to receive such information without a release or court order according
- 26            to TCA 68-10-113.
- 27

28    **Under no circumstances shall information identifying an employee with AIDS be released to the**  
29    **public.**

30    **INFECTION CONTROL**

1 To prevent and manage exposure in the workplace, all school system employees will receive in-service  
2 training and education annually regarding HIV/AIDS and OSHA's Blood-borne Pathogens Standard.  
3 The Board shall follow the most current Centers for Disease Control and Prevention (CDC) Universal  
4 Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and  
5 Other Blood-borne Pathogens in Health Care Settings.<sup>3</sup>

## 6 EDUCATION AND TRAINING

7 Annually, the director of schools shall ensure that all employees, including newly hired staff, receive  
8 current HIV training. These programs can utilize the educational/training resources of agencies or private  
9 institutions with personnel trained in the areas of HIV/AIDS prevention education.<sup>1</sup>

10 The director of schools shall be responsible for developing, revising and implementing the administrative  
11 guidelines and procedures for this policy.<sup>4</sup> The director of schools shall be responsible for enforcing this  
12 policy by communicating it to all personnel and by providing necessary instruction to all administrators.

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### Legal References

1. State Board of Education Policy 5.300
2. 29 CFR § 1630.13(b); TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 68-10-113
4. TRR/MS 0520-01-03-.08(2)(g)

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### Cross References

Section 504 and ADA Grievance Procedures 1.802  
Promoting Student Welfare 6.400

# Hickman County Board of Education

	Descriptor Term: <b>Hepatitis B (HBV)</b>	Descriptor Code: <b>5.402</b>	Issued Date: <b>11/02/20</b>
		Rescinds: <b>5.402</b>	Issued: <b>07/02/18</b>

1 All schools shall provide a sanitary environment and shall establish routines for handling body fluids  
2 that are recommended by appropriate health professionals.<sup>1</sup>

3 All school district personnel shall be advised of routine procedures to follow in handling body fluids.  
4 These procedures shall provide simple and effective precautions against transmission of diseases to  
5 persons potentially exposed to the blood or body fluids of another. These procedures shall be standard  
6 health and safety practices. No distinction shall be made between body fluids from individuals with a  
7 known disease and individuals without symptoms or with an undiagnosed disease.

8 The administration shall develop, in consultation with medical personnel, a regulation to be distributed  
9 to all staff. Training and appropriate supplies shall be available to all personnel including those involved  
10 in transportation and custodial services.

11 In addition to insuring that these health and safety practices are carried out on a districtwide basis, special  
12 emphasis shall be placed in those areas of school district operation that potentially present a greater need  
for these precautions.

## 14 **CONFIDENTIALITY AND NON-DISCRIMINATION<sup>2</sup>**

15 In all instances, district personnel shall respect the individual's right to privacy and treat any medical  
16 diagnosis as confidential information. The director of schools shall initiate procedures to insure that all  
17 medical information will be held in strict confidence. Any school staff member who violates  
18 confidentiality shall be subject to appropriate disciplinary measures.

19 Under no circumstances shall information identifying an employee with HBV be released to the public.

## 20 **SAFETY**

21 Employees who are at high risk of occupational exposure shall be identified and provided with personal  
22 protective equipment, including HBV vaccinations. Employees considered to be at high risk shall  
23 include custodians, school nurses, special education teachers and instructional assistants, playground  
24 supervisors, coaches and physical education teachers.

25 When any employee is known to have been exposed to HBV on the job site, the employee will be notified  
26 immediately by a supervisor, and the Board shall provide vaccinations.

27 The principal will ensure that an accident report is filed for all accidents. The report will include the  
28 employee's name, date of the accident, an explanation of the accident and the care used in treating the  
individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

1 **EDUCATION AND UNIVERSAL PRECAUTIONS**

- 2 HBV education, including universal precautions on handling blood and other body fluids, will be  
3 provided to all school personnel and volunteers and may include members of the Board.

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Legal References

1. 29 CFR § 1910.1030
2. TCA 68-10-113

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Drug &amp; Alcohol Testing for Employees</b>	Descriptor Code: <b>5.403</b>	Issued Date: <b>11/02/20</b>
		Rescinds: <b>5.403</b>	Issued: <b>07/02/18</b>

1 **REASONABLE SUSPICION DRUG TESTING**

2 Trained supervisors have the responsibility to observe and document the cause for reasonable  
3 suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the  
4 supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to  
5 and supporting this suspicion should be included in a written report detailing the basis for the  
6 suspicion. After the report is filed, the employee should be notified.

7 Any employee may be required to submit to substance screening if the following conditions exist: (list  
8 is not inclusive)

- 9 1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of  
10 alcohol and/or prescription drugs.
- 11 2. Apparent physical state of impairment of motor functions.
- 12 3. Marked changes in personal behavior not attributed to other factors.
- 13 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs  
15 is reasonably suspected or employee involvement in a pattern of repetitive accidents  
16 whether or not they involve actual or potential injury.
- 17 5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription  
18 drugs and/or violations of drug statutes.
- 19
- 20
- 21

22 **TESTING FOR CDL EMPLOYEES**

23 All drivers and applicants for driver positions who are required to hold a Commercial Drivers License  
24 (CDL) to perform their job function must adhere to the requirements of this policy and all procedures  
25 relating to this policy.<sup>1</sup>

26 The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed  
27 drugs on school property, while on school business or while operating school vehicles and equipment is  
28 prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work  
29 or having any measurable amount of alcohol in his/her system during working hours is prohibited,  
30 whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol  
31 is prohibited to the extent that it affects driver's attendance or performance and his/her ability to pass  
32 required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for  
33 termination as employee of the Board and possible legal prosecution.

1 The use of any prescription drug that could affect the central nervous system or one that would impair  
2 reaction time shall be reported to the director of schools/director of transportation. Notice shall be given  
3 of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the  
4 duration of ingestion and the possible side effects.

### 5 **Procedures**

6 The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct  
7 breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees  
8 suspected of violating this policy who are involved in a reportable accident or who are periodically or  
9 randomly selected. The procedures are designed not only to detect violations of this policy, but also to  
10 ensure fairness to each employee. Disciplinary action will be taken as necessary.

### 11 **Implementation**

12 The director of schools/director of transportation is authorized to implement this policy and procedures  
13 for the drug testing program, including a periodic review of the program to address any problems,  
14 changes and/or revisions of it, maintenance of all records required by the federal regulations, and  
15 determination upon Board approval of how the program will be accomplished, whether in-house,  
16 contracted or by consortium.

### 17 **Dissemination**

18 The director of schools/director of transportation shall be responsible for communicating this policy  
19 and the procedures to all employees affected by this policy and shall be accountable for its consistent  
20 enforcement.<sup>2</sup> The director of schools/director of transportation is designated to answer questions  
21 about this policy, procedures and all other matters involved in alcohol and controlled substance testing  
22 of CDL drivers and the reasonable suspicion testing of all other employees.

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#### Legal References

1. 49 USCA § 5331; Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991)
2. 49 CFR 382.601

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#### Cross References

Drug-Free Workplace 1.804

# Hickman County Board of Education

Descriptor Term: <b>Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)</b>	Descriptor Code: <b>5.500</b>	Issued Date: <b>11/02/20</b>
	Rescinds: <b>5.500</b>	Issued: <b>07/02/18</b>

1 Employees shall be provided a work environment free from sexual, racial, ethnic and religious  
2 discrimination/ harassment. It shall be a violation of this policy for any employee or any student to  
3 discriminate against or harass an employee through disparaging conduct or communication that is sexual,  
4 racial, ethnic or religious in nature. The following guidelines are set forth to protect employees from  
5 discrimination/ harassment.

6 Employee discrimination/harassment will not be tolerated.<sup>1</sup> Discrimination/harassment is defined as  
7 conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious  
8 nature which:

- 9 1. Unreasonably interfere with the individual's work or performance; or
- 10 2. Create an intimidating, hostile or offensive work environment; or
- 11 3. Imply that submission to such conduct is made an explicit or implicit term of employment;
- 12 4. Imply that submission to or rejection of such conduct will be used as a basis for an employment  
13 decision affecting the harassed employee.

15 Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these  
16 incidents immediately.<sup>2</sup> This report should be made to the immediate supervisor except when the  
17 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report  
18 may be made to the Federal Rights Coordinator or the director of schools. Allegations of  
19 discrimination/harassment shall be fully investigated (as set forth in Complaints and Grievances 5.500).  
20 An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a  
more complete investigation. The complaint should include the following information:

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

26 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,  
27 because an individual's need for confidentiality must be balanced with obligations to cooperate with  
28 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough  
29 investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may  
30 be disclosed in appropriate circumstances to individuals with a need to know.

31 A substantiated charge against an employee shall result in disciplinary action up to and including  
32 termination. A substantiated charge against a student may result in corrective or disciplinary action up  
33 to and including suspension.

- 1 There will be no retaliation against any person who reports discrimination/harassment or participates in
  - 2 an investigation. However, any employee who refuses to cooperate or gives false information during the
  - 3 course of any investigation may be subject to disciplinary action. The willful filing of a false report will
  - 4 itself be considered harassment and will be treated as such.
- 
- 5 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
  - 6 Rights Coordinator or the director of schools.

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Legal References

1. 29 CFR §1604.11; TCA 5-23-104
2. 20 USCA § 1681

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Cross References

Appeals To and Appearances Before the Board 1.404  
Equal Opportunity Employment 5.104  
Complaints and Grievances 5.501  
Title IX & Sexual Harassment 6.3041

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Complaints and Grievances</b>	Descriptor Code: <b>5.501</b>	Issued Date: <b>12/07/20</b>
		Rescinds: <b>5.501</b>	Issued: <b>11/02/20</b>

1 **EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES**

2 The Board believes that differences of opinions arising in the course of employment should be resolved  
3 as quickly as possible and at the lowest supervisory level.

4 In instances of questions by an individual staff member concerning the interpretation of policies and  
5 procedures to that staff member, administrative practices within his/her particular school, and  
6 relationships with other employees, the staff member concerned must consult the administrative or  
7 supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot  
8 be reached after ample opportunity for consideration of the matter, the staff member concerned may  
9 discuss the matter with the next level of supervision up to and including the director of schools.

10 In instances where an individual staff member feels for personal reasons that he/she cannot discuss a  
11 problem with his/her immediate superior, he/she may take the problem directly to the director of schools.  
12 After review of the case, the director of schools shall take action as he/she deems appropriate and within  
13 a prompt, reasonable time shall notify all parties concerned of his decision.

14 **HARASSMENT/DISCRIMINATION GRIEVANCES**

15 Employees should notify any district complaint manager if they believe the Board, its employees or  
16 agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute  
17 or board policy including:<sup>1,2,3</sup>

- 18 1. Age Discrimination Employment Act;<sup>1</sup>
- 19
- 20 2. Title II of the Americans with Disabilities Act<sup>4</sup>
- 21
- 22 3. Title IX of the Education Amendments of 1972<sup>5</sup>
- 23
- 24 4. Section 504 of the Rehabilitation Act of 1973<sup>6</sup>
- 25
- 26 5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the  
27 Education Amendments of 1972<sup>7,5</sup>

28 The complaint manager will endeavor to respond and resolve complaints without resorting to this  
29 grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The  
30 right of a person to prompt and equitable resolution of the complaint shall not be impaired by the  
31 person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit

1 of other remedies and use of this grievance procedure does not extend any filing deadline related to the  
2 pursuit of other remedies.

- 3 1. Filing a Complaint — An employee who wishes to avail himself or herself of this grievance  
4 procedure may do so by filing a complaint with any district complaint manager. The employee  
5 may request a complaint manager of the same sex. The complaint manager may assist the  
6 employee in filing a grievance.  
7
- 8 2. Investigation — The complaint manager will investigate the complaint or appoint a qualified  
9 person to undertake the investigation on his or her behalf. The complaint and identity of the  
10 complainant will not be disclosed except (1) as required by law or this policy; or (2) as  
11 necessary to fully investigate the complaint; or (3) as authorized by the complainant. The  
12 complaint manager shall file a written report within ten (10) days of the filing of the grievance,  
13 of his or her findings with the director of schools. If a complaint of sexual harassment contains  
14 allegations involving the director of schools, the written report shall be filed with the Board.  
15 The director of schools shall keep the Board informed of all complaints.  
16
- 17 3. Decision and Appeal — After receipt of the complaint manager's report, the director of schools  
18 shall render a written decision within five (5) days of the receipt of the report which shall be  
19 provided to the employee. If the employee is not satisfied with the decision, the employee may  
20 appeal the decision to the Board by making a written request to the complaint manager. The  
21 complaint manager shall be responsible for promptly forwarding all materials relative to the  
22 complaint and appeal to the Board. Thereafter, the Board shall render within thirty (30) days  
23 from the date the appeal was received, review the report and affirm, overrule or modify the  
24 decision and render a written finding which shall be provided to the complainant. This  
25 grievance procedure shall not be construed to create an independent right to a Board hearing.

## 26 **APPOINTING COMPLAINT MANAGERS**

27 The director of schools shall appoint at least two complaint managers, one of each gender. The Federal  
28 Rights Coordinator may be appointed as a complaint manager. The director of schools shall insert into  
29 this policy the names, addresses and telephone numbers of current complaint managers. (see note)

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

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Legal References

1. Age Discrimination Employment Act, 29 USCA § 621 *et seq.*; 42 USCA §§ 6101 – 6107; 34 CFR § 110.25
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324 *et seq.*
4. Americans with Disabilities Act, 42 USCA § 12101 *et seq.*
5. Title IX of the Education Amendments, 20 USCA § 1681 *et seq.*
6. Section 504 of the Rehabilitation Act, 29 USCA § 701 *et seq.*
7. Title VII of Civil Rights Act, 42 USCA § 2000c *et seq.*

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Cross References

Appeals to and Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures 1.802  
Equal Opportunity Employment 5.104  
Discrimination/Harassment of Employees 5.500  
Title IX & Sexual Harassment 6.3041

# Hickman County Board of Education

	Descriptor Term:  <b>Complaints About School Personnel</b>	Descriptor Code: <b>5.502</b>	Issued Date: <b>11/02/20</b>
		Rescinds: <b>5.502</b>	Issued: <b>07/02/18</b>

- 1 Whenever a complaint about an employee is made to the Board as a whole or a board member as an
- 2 individual, it will be referred to the school administration for study and possible solutions. The
- 3 employee involved will be advised of the nature of the complaint and given opportunity for
- 4 explanation, comment, and presentation of the facts as he/she sees them.
  
- 5 If, after such procedure is followed there is still a question or complaint, the matter shall then be
- 6 referred in writing to the Board, which shall determine whether it will hear the individual or group.
  
- 7 Individuals or groups desiring to speak to the Board shall follow the same procedures as outlined in
- 8 board policy dealing with public participation at board meetings.

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Cross References

Appeals To & Appearances Before the Board 1.404

# Hickman County Board of Education

	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>	Issued Date: <b>11/02/20</b>
		Rescinds: <b>5.600</b>	Issued: <b>07/02/18</b>

1 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the  
2 educational welfare of students and ensure that no conflict exists with their actual duties.

3 Each staff member has the right to:

- 4 1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;<sup>1</sup>
- 5 2. Academic freedom within the confines of state law and board policy in order to create an  
6 atmosphere of freedom in the classroom;

7 Educators have the right to:<sup>2</sup>

- 8 1. Be treated with civility and respect as well as having his/her professional judgement and  
9 discretion respected;
- 10 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or  
11 appropriate agencies;
- 12 3. Provide students with a safe environment;
- 13 4. Defend themselves and their students from physical violence or harm;<sup>3</sup>
- 14 5. Share information regarding a student's educational experience, health, or safety with the  
15 student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
- 16 6. Review all instructional material or curriculum before being utilized by students; and
- 17 7. Not be required to use his/her personal money to appropriately equip a classroom.

18 Each staff member has the responsibility to:

- 19 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the  
20 policies of the board and the procedures designed to implement them;
- 21 2. To adhere to the Teacher Code of Ethics;<sup>5</sup>
- 22 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of  
23 students and the students' right to know;
- 24 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the  
25 public;

- 1 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 2 state board regulations, board policy and administrative procedures; and
- 3 6. Wear appropriate dress for work according to board guidelines and local school rules.

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Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209
3. TCA 49-6-4008
4. 20 USCA § 1232g
5. TCA 49-5-1001 *et seq.*

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Cross References

Curriculum Development 4.200  
Controversial Issues 4.800  
Religious Content of Courses 4.804  
Staff-Student Relations 5.610  
Ethics 5.611

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Conflict of Interest</b>	Descriptor Code: <b>5.601</b>	Issued Date: <b>11/02/20</b>
		Rescinds: <b>5.601</b>	Issued: <b>07/02/18</b>

1 **ADMINISTRATIVE PERSONNEL**

2 Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in  
 3 supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author,  
 4 publisher, bookseller, or dealer in school furniture or apparatus, however a spouse or family member of  
 5 a principal, teacher or other school administrative employee may participate in business transactions  
 6 with the school system where a sealed competitive bid system is used, provided that the employee does  
 7 not have discretion in the selection of bids or specifications.<sup>1</sup>

8 It shall be a misdemeanor for the director of schools to take any other contract under the Board, to  
 9 perform any other service for additional compensation, to act as principal or teacher in any school, or to  
 10 become the owner of a school warrant other than that allowed for his/her service as director of schools  
 11 or as secretary to the Board.<sup>2</sup>

12 **PROFESSIONAL AND SUPPORT PERSONNEL**

13 Employees of the Board will not engage in, or have financial interest in, any activity that raises a  
 14 reasonable question of conflict of interest with their duties and responsibilities as members of the school  
 15 staff. This includes but is not limited to the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render any  
 17 service to the school system on a commission basis;<sup>1</sup>  
 18
- 19 2. Employees who have patented or copyrighted any device, publication, or other item will not  
 20 receive royalties for use of such item in the school system;  
 21
- 22 3. Employees will not engage in any type of work where the source of information concerning a  
 23 customer, client, or employer originates from information obtained through the school system;  
 24
- 25 4. The Board shall make no purchase of supplies, materials, or equipment from a school system  
 26 employee; and  
 27
- 28 5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and  
 29 reference books in a territory that includes the parents of the children of the school in which the  
 30 employee is assigned.

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Legal References

1. TCA 49-6-2003
2. TCA 49-2-301(c)

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Cross References

- Purchasing 2.805
- Bids and Quotations 2.806
- Purchase Orders and Contracts 2.808
- Employee-Developed Materials 4.405
- Staff Gifts and Solicitations 5.605

# Hickman County Board of Education

	Descriptor Term: <b>Staff Meetings</b>	Descriptor Code: <b>5.603</b>	Issued Date: <b>11/02/20</b>
		Rescinds: <b>5.603</b>	Issued: <b>07/02/18</b>

1 Staff meetings shall be held in each school for the purpose of promoting school improvement and  
2 professional growth and may be conducted by the principal, teachers or committees.

3 Faculty meetings shall be held at regularly scheduled times in each school, and teachers will reserve  
4 those appointed times for this purpose. Such meetings shall be attended by all teachers unless excused  
5 by the principal.

6 When possible, the building level principal shall provide an agenda for each faculty meeting.

7 Professional personnel shall also attend all designated meetings called by the administration of the school  
8 district.

9 Special called meetings or changes in regularly scheduled meetings should be announced two (2) days  
10 in advance of such meeting.

11 Emergency meetings may be called at any time.

12 When excused from a staff meeting, the teacher is responsible for contacting the principal and obtaining  
13 information presented at the meeting.

14 Teachers' meetings may include but not be limited to:

- 15 1. Meetings of the entire staff of school;
- 16
- 17 2. Meetings of teachers in the same subject area or on the same grade level;
- 18
- 19 3. System-wide in-service meetings; and
- 20
- 21 4. Committee meetings dealing with specific problems.

22 Coaches have the same responsibility to attend faculty meetings, in-service meetings, assemblies and  
23 other school activities as do other teachers. However, during the season of the sport to which the coach  
24 is assigned, he/she may be excused by the principal from meetings held after the close of the school day.  
25 It shall be the responsibility of the coach to inquire of other teachers as to the content of meetings missed  
26 and to keep informed of activities going on in the school.

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Cross References

Advisory Committees 1.3011

In-Service and Professional Learning Opportunities 5.113

# Hickman County Board of Education

	Descriptor Term: <b>Student Goals</b>	Descriptor Code: <b>6.100</b>	Issued Date: <b>01/04/21</b>
		Rescinds: <b>6.100</b>	Issued: <b>10/01/18</b>

1 In order to establish an environment conducive to learning for each student, the Board establishes the  
2 following goals:

- 3 1. To assure all students the same educational opportunities regardless of race, color, creed, religion,  
4 ethnic origin, sex or disabilities. <sup>1</sup>
- 5
- 6 2. To protect and observe the legal rights of students;  
7
- 8 3. To promote a learning environment which provides opportunities for all students without regard  
9 to race, creed, ethnic origin, sex or disabilities;
- 10
- 11 4. To enhance the self-image of each student by helping him/her feel respected and worthy through  
12 a learning environment which provides positive encouragement from frequent success;
- 14 5. To provide an environment of reality in which students can learn personal and civic responsibility  
15 for their actions through meaningful experiences as school citizens;
- 16
- 17 6. To deal with students in matters of discipline in a fair and constructive manner;
- 18
- 19 7. To provide for the safety, health and welfare of students; and  
20
- 21 8. To promote faithful attendance and good work.

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#### Legal References

1. 20 USCA § 1703; TCA 49-6-3109

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#### Cross References

School District Goals 1.700  
Instructional Goals 4.100  
Basic Program 4.201  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304

# Hickman County Board of Education

	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>11/07/22</b>
		Rescinds: <b>6.200</b>	Issued: <b>08/01/22</b>

1 Attendance is a key factor in student achievement and therefore, students are expected to be present each  
2 day school is in session. The official school day for students begins at 8:00 a.m. and concludes at 3:00  
3 p.m. unless so noted on the Board approved calendar.

4 The attendance supervisor shall oversee the entire attendance program which shall include: <sup>1</sup>

- 5 1. All accounting and reporting procedures and their dissemination;  
6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance  
8 requirements;  
9
- 10 3. Ensuring that all school age children attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or  
reinstatement of driver's permit or license; and
- 13
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
16 withdraws from school.<sup>2</sup>

17 Student attendance records shall be given the same level of confidentiality as other student records. Only  
18 authorized school officials with legitimate educational purposes may have access to student information  
19 without the consent of the student or parent/guardian.<sup>3</sup>

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.  
21 Excused absences shall include:<sup>4</sup>

- 22 1. Personal illness;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;<sup>5</sup>
- 31
- 32 6. Pregnancy;

- 1 7. School-endorsed activities;
- 2
- 3 8. Summons, subpoena, or court order; or
- 4
- 5 9. Circumstances which in the judgment of the principal create emergencies over which the
- 6 student has no control.

7 The principal shall be responsible for ensuring that:<sup>6</sup>

- 8 1. Attendance is checked and reported daily for each class;
- 9
- 10 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 11 for the majority of the day;
- 12
- 13 3. All student absences are verified;
- 14
- 15 4. Written excuses are submitted for absences and tardiness;
- 16
- 17 5. System-wide procedures for accounting and reporting are followed.

## 18 **TRUANCY**

### 19 *General*

20 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that  
21 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled  
22 school day in order to be counted present. Students may attend part-time days, alternating days, or for a  
23 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be  
24 considered present for school attendance purposes. If a student is required to participate in a remedial  
25 instruction program outside of the regular school day where there is no cost to the parent(s) and the  
26 school system provides transportation, unexcused absences from these programs shall be reported in the  
27 same manner.<sup>7</sup>

28 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
29 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
30 absence. If a parent does not provide documentation within adequate time excusing those absences, or  
31 request an attendance hearing, then the Director of Schools shall implement the progressive truancy  
32 intervention plan described below prior to referral to juvenile court.

33 The director of schools/designee shall develop appropriate administrative procedures to implement this  
34 policy.

### 35 *Progressive Truancy Intervention Plan*<sup>8</sup>

36 Prior to referral to juvenile court, the following progressive truancy intervention plan will be  
37 implemented.

1 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention  
2 framework outlined below.

### 3 **Tier I**

4 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide  
5 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are  
6 not limited to,

- 7 1. A conference with the student and the student's parent/guardian;
- 8
- 9 2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and  
10 an attendance officer. The contract shall include:
  - 11 a. A specific description of the school's attendance expectations for the student;
  - 12 b. The period for which the contract is effective. The term of the contract must not exceed  
13 ninety (90) school days or continue beyond the last day of the semester, whichever comes  
14 first; and
  - 15 c. Penalties for additional absences and alleged school offenses, including additional  
16 disciplinary action and potential referral to juvenile court; and
  - 17
- 18
- 19 3. Regularly scheduled follow-up meetings to discuss the student's progress.

20 If the student accumulates additional unexcused absences in violation of the attendance contract, in Tier  
21 I, he/she shall be subject to Tier II.

### 22 **Tier II**

23 An individualized assessment by a school employee of the reasons a student has been absent from school.  
24 This may result in referral to counseling, community-based services, or other services to address the  
25 student's attendance problems.

### 26 **Tier III**

27 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

28 Tier III interventions must include a review of the previous individualized assessment and an amended  
29 attendance contract but may also result in further action including but not limited to a review of grades  
30 and the discipline record, a referral to restorative justice programs, a referral to community-based  
31 services, or a referral to the Department of Children's Services.

32 These interventions shall be determined by a team formed at each school. The interventions shall  
33 address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director  
34 of Schools/designee.

## 1 NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>

2 A principal/designee may excuse a student to participate in non-school sponsored extracurricular  
3 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)  
4 absences each school year. No later than seven (7) business days prior to the student's absence, the  
5 student shall provide documentation to the school as proof of the student's participation along with a  
6 written request for the excused absence from the student's parent/guardian. The request shall include  
7 the following:

- 8 1. Student's name and personal identification number;
- 9
- 10 2. Student's grade;
- 11
- 12 3. The dates of the student's absence;
- 13
- 14 4. The reason for the student's absence; and
- 15
- 16 5. The signatures of the student and parent/guardian.

## 17 RELEASED TIME COURSE<sup>10</sup>

18 A principal/designee may excuse a student to attend a course in religious moral instruction for up to  
19 one (1) class period per school day. Students shall not be excused during any class which requires an  
20 examination for state or federal accountability purposes.

21 The student shall submit a written consent form signed by the student's parent/guardian prior to  
22 participation in the released time course. The principal/designee shall document the approval in  
23 writing. The student shall provide documentation to the principal/designee as proof of the student's  
24 participation in the released time course.

25 The district shall not be responsible for transporting students to and from the place of instruction.

26 Upon submission of the student's transcript from the entity that provided the released time course, the  
27 student may be awarded one-half (1/2) unit of elective credit.

28 The Director of Schools shall develop procedures with secular criteria for determining whether credit  
29 shall be awarded.

## 30 MAKE-UP WORK

31 All missed class work or tests (whether from excused or unexcused absence) may be made up provided  
32 the student makes the request immediately upon returning to school and provided instruction time is not  
33 taken from other students.

34 A grade of incomplete will be received for any work missed until the work is completed. A student may  
35 have up to three (3) days to make up work from a single absence and up to five (5) days to make up work  
36 from an absence longer than a single day. It is the student's responsibility to make arrangements for

1 make-up work, and if not completed in the allotted time, a grade of zero (0) will be recorded for the  
2 assignments.

3 For school-sponsored activities, the student will be required to make up all work missed and will receive  
4 full credit for the assignment or upon completion of a test. The student will not be counted absent for a  
5 school sponsored event (school planned, school-directed, and teacher supervised).

## 6 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

7 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's  
8 excuse or must have been given an excused release by the principal prior to testing to receive an excused  
9 absence. Students who have excused absences will be allowed to take a make-up exam that will count  
10 as 15% of their grade. Excused students will receive an incomplete in the course until they have taken  
11 the End of Course Exam.

12 Students who have an unexcused absence shall receive a failing grade on the course exam which shall  
13 be averaged into their final grade at 15%.

## 14 **CREDIT/PROMOTION DENIAL**

15 Credit/promotion denial determinations may include student attendance, however, student attendance  
16 may not be the sole criterion.<sup>11</sup> However, if attendance is a factor, prior to credit/promotion denial, the  
17 following shall occur:

- 18 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due  
19 to excessive absenteeism.
- 20 2. Procedures in due process are available to the student when credit or promotion is denied.

## 22 **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

23 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
24 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

## 25 **ATTENDANCE HEARING<sup>12</sup>**

26 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial  
27 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If  
28 the student chooses to appeal, the student or their parent/guardian shall be provided written or actual  
29 notice of the appeal hearing and shall be given the opportunity to address the committee. The committee  
30 will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student  
31 has met attendance requirements that will allow him/her to pass the course or be promoted. Upon  
32 notification of the attendance committee decision, the principal shall send written notification to the  
33 director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding  
34 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to  
35 appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

- 1 Within five (5) school days of the director of schools/designee rendering a decision, the student's
- 2 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 3 Following the review, the Board may affirm or overturn the decision of the director of schools/designee.
- 4 The action of the Board shall be final.
  
- 5 The director of schools/designee shall ensure that this policy is posted in each school building and
- 6 disseminated to all students, parents, teachers and administrative staff.

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Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17(7)

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Cross References

School Calendar 1.800  
Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs, Customs, & Holidays 4.803  
Voluntary Pre-K Attendance 6.2011  
Homeless Students 6.503  
Students in Foster Care 6.505  
Students from Military Families 6.506  
Student Records 6.600

# Hickman County Board of Education

	Descriptor Term: <p style="text-align: center;"><b>Attendance During Postsecondary Visits</b></p>	Descriptor Code: <p style="text-align: center;"><b>6.2001</b></p>	Issued Date: <p style="text-align: center;"><b>01/04/21</b></p>
		Rescinds: <p style="text-align: center;"><b>6.2001</b></p>	Issued: <p style="text-align: center;"><b>02/04/19</b></p>

1 While postsecondary school visits are not required, any high school student wishing to participate in a  
 2 postsecondary school visit during the school year shall submit to the principal/designee prior notice  
 3 from the his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the  
 4 student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety  
 5 of the student during the visit.<sup>1</sup>

6 The principal/designee shall count a student present for no more than 6 days throughout their high  
 7 school career for students participating in a postsecondary school visit. The student shall be counted  
 8 present for the day of the postsecondary school visit and shall not be counted present during any travel  
 9 days.

10 In order to be counted present for the school day missed, the student shall submit to the  
 11 principal/designee a signed letter or form from a campus official verifying that the visit to the  
 12 postsecondary school occurred.

13 The student shall complete any school work missed due to the student participating in a postsecondary  
 14 school visit.

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Legal References

1. State Board of Education Policy 4.100

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Cross References

Attendance 6.200

# Hickman County Board of Education

Descriptor Term: <b>Compulsory Attendance Ages</b>	Descriptor Code: <b>6.201</b>	Issued Date: <b>01/04/21</b>
	Rescinds: <b>6.201</b>	Issued: <b>10/01/18</b>

1 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or  
2 private school.<sup>1</sup> A parent/guardian or legal custodian who believes that their child is not ready to attend  
3 school at the designated age of mandatory attendance may make application to the principal of the public  
4 school which the child would attend for a one (1) semester or one year deferral in required attendance.  
5 Any such deferral shall be reported to the director of schools by the principal.<sup>2</sup> Under certain  
6 circumstances, the Board may temporarily excuse students from complying with the provisions of the  
7 compulsory attendance law.<sup>3</sup>

8 Any child residing within the state who is or will be five (5) years of age on or before August 31 for the  
9 2013-2014 school year and on or before August 15 for all school years thereafter, who makes application  
10 for admission, shall be enrolled in the school designated by the Board.<sup>4</sup>

11 If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s)  
12 may request that the child be admitted into kindergarten.<sup>5</sup> Upon a request, the director of schools shall  
13 administer an evaluation and examination. If the results indicate that the child is sufficiently mature  
14 emotionally and academically, then the child may be enrolled into kindergarten. The director of schools  
15 shall develop procedures and forms to implement the provisions of this policy.<sup>4</sup>

16 No child shall be eligible to enter first grade without having attended an approved kindergarten program.<sup>6</sup>

17 A child entering a special education program shall be no less than three (3) years of age.<sup>7</sup>

18 A person eighteen (18) years of age or older who applies for admission must have the application  
19 approved by the principal and director of schools when:

- 20 1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
- 21 2. He/she has dropped out of school and wants to re-enter.

22 The compulsory attendance law shall not apply to the following:<sup>8</sup>

- 23 1. A student who has received a diploma or other certificate of graduation;
- 24 2. A student who is enrolled and making satisfactory progress in a course leading to a GED;
- 25 3. A student who is six (6) years or younger and whose parent or guardian has filed notice of  
26 intent to conduct home school with the director of schools; or
- 27 4. A student enrolled in a home school who has reached the age of seventeen (17).
- 28
- 29
- 30

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**Legal References**

1. TCA 49-6-3001(c)(1)
2. TCA 49-6-3001(c)(5)
3. TCA 49-6-3005
4. TCA 49-6-201(b)(3); TCA 49-6-3001(b)(1)
5. TCA 49-6-3001(b)(2)(B)
6. TCA 49-6-201(d)
7. 20 USCA §§ 1400—1485
8. TCA 49-6-3001(c)(2)

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**Cross References**

Special Education 4.202  
Adult Education Program 4.208  
Home Schools 6.202  
Special Education Students 6.500

# Hickman County Board of Education

	Descriptor Term: <b>Voluntary Pre-K Attendance</b>	Descriptor Code: <b>6.2011</b>	Issued Date: <b>01/04/21</b>
		Rescinds: <b>6.2011</b>	Issued: <b>12/04/17</b>

1 The board may establish an early childhood education program to address the educational needs of  
2 eligible four-year old children. The program will provide educational services in accordance with state  
3 law and the policies, rules, and regulations of the state board of education and the department of  
4 education.<sup>1</sup>

5 While enrollment in an approved pre-kindergarten program is voluntary<sup>2</sup>, attendance is a key factor in  
6 student achievement; therefore, students are expected to be present each day school is in session.

## 7 **EXCUSED ABSENCES**

8 Absences shall be classified as either excused or unexcused as determined by the site-level  
9 administrator. Excused absences shall include, but not be limited to:

- 10 1. The child has a personal illness or injury;
- 11 2. The child has other ongoing health related ailments which temporarily prevent attendance;
- 13 3. The child contracts a communicable disease (virus or flu);
- 14 4. Religious observances;
- 15 5. Severe parent illness;
- 16 6. Death in the family; and
- 17 7. Limited medical/dental/therapy appointments.

## 23 **UNEXCUSED ABSENCES**

24 Students who have four (4) or more unexcused absences within one (1) month shall be reported to the  
25 site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine  
26 the child's participation status in the program. The site-level administrator shall document all  
27 communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

28 Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to  
29 the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and  
30 develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school  
1 personnel. The attendance plan shall:

- 1 1. Identify the reasons for the absences;
- 2
- 3 2. Include a specific plan and date for establishing regular attendance or alternative services that
- 4 meet the student's educational goals; and
- 5
- 6 3. Include the documentation of services and student outcomes to determine the effectiveness of
- 7 the attendance plan.

## 8 **DISMISSAL**

9 Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year  
 10 without adequate excuse may be terminated from the program. The site-level administrator shall  
 11 submit dismissal documentation to the Department of Education's Voluntary Pre-K director for  
 12 approval.

13 The district shall not dismiss a student without first implementing an attendance plan, unless there are  
 14 special circumstances approved by the state VPK director.

15 Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the  
 16 vacant position.

17 The student may re-enter the program after a 30-day waiting period and a parent conference if there are  
 18 any available vacancies.

## 19 **DISTRICT VOLUNTARY PRE-K CONTACT**

20 Misty Shelton  
 21 Pre-K Director  
 22 931-729-3391 ext. 2226  
 23 misty.shelton@hickmank12.org

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### Legal References

1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

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### Cross References

Attendance 6.200

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Home Schools</b>	Descriptor Code: <b>6.202</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>6.202</b>	Issued: <b>01/04/21</b>

1 A "home school" is a school conducted or directed by parent or parents or legal guardian or guardians  
2 for their own children. Home schools which teach K-12 where the parents are associated with an  
3 organization that conducts church-related schools (*as defined by §49-50-801*) which are supervised by  
4 such organization and which administer standardized achievement tests at the same time tests are given  
5 in their regular day schools are exempt from the following provisions, but must follow procedures issued  
6 by the State Department of Education.<sup>1</sup>

7 A parent wishing to conduct a home school shall meet the following requirements:<sup>2</sup>

- 8 1. Provide annual notice to the director of schools before the commencement of each school year  
9 of the intent to conduct a home school;
- 10 2. Submit to the director of schools the name, number, age, grade level of children involved,  
11 location of the school, curriculum to be offered, proposed hours of instruction, qualifications  
12 of the parent/teacher, whether a college preparatory or general course of education will be  
13 taught in grades 9-12, and a description of the courses to be taught each year;
- 14 3. Maintain attendance records, subject to inspection of the local director of schools;
- 15 4. Submit attendance records to the director of schools at the end of each school year;
- 16 5. Provide instruction for at least four (4) hours per day for the same number of instructional days  
17 as are required by state law for public schools;<sup>3</sup>
- 18 6. Possess a high school diploma, GED, or HiSET;<sup>4</sup>
- 19 7. Cooperate in the administration to home school students of appropriate tests by the  
20 Commissioner of Education, his/her designee or by a professional testing service;
- 21 8. Take action according to state law if home school student falls behind appropriate grade level;
- 22 9. Submit proof to the director of schools that the home school student has been vaccinated as  
23 required by law;<sup>5</sup>
- 24 10. Submit proof to the director of schools that other health services and examinations as required  
25 by law have been received by the home school student; and
- 26 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific  
27 subject, employ a tutor having the same qualifications as required of parent/teacher.

1 If one or more of these requirements are not met, the Board authorizes the director of schools to take  
2 formal action to bring the child into compliance with the Compulsory Attendance Law (until the child  
3 has reached age 17), either in the home school or in a public, private or church-related school.

4 It shall be the policy of this Board that public school facilities shall be available for home school  
5 instruction only when *all* of the following conditions exist:

- 6 1. Special needs courses are being taught which require services unavailable to the home school  
7 student;
- 8 2. These services cannot be provided through any means other than the public schools;
- 9 3. Requests for services are made known by the home school parent when notice is given to the  
10 director of schools of the intent to conduct a home school;
- 11 4. The director of schools investigates request and make recommendations to the Board;
- 12 5. No overcrowding, additional expenses, including providing transportation, or other special  
13 situations which interfere with the normal operation of the school system shall be incurred; and  
14
- 15 6. Approval by the Board on a case-by-case basis.

16 The director of schools, through the attendance supervisor, shall have the attendance records of the home  
17 school inspected at least two (2) times each school year in order to provide assistance in implementing  
18 the Compulsory Attendance Law.

### 19 **Student Performance<sup>6</sup>**

20 If a home school student falls more than one (1) year behind his appropriate grade level in his/her  
21 comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught  
22 the child at his/her grade level determines through appropriate means that the student is not learning  
23 disabled, the director of schools shall require the parents to enroll the child in a public, private or church-  
24 related school.

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#### Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)

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#### Cross References

Compulsory Attendance Ages 6.201

3. TCA 49-6-3004(a)
4. Public Acts of 2021, Chapter No. 493
5. TCA 49-6-5001
6. TCA 49-6-3050(b)(6)

# Hickman County Board of Education

Descriptor Term: <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>01/04/21</b>
	Rescinds: <b>6.203</b>	Issued: <b>10/01/18</b>

1 Any student entering school for the first time must present:  
2

- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>  
4
- 5 2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of  
6 every student entering school for the first time. This applies to kindergarten, first grade and other  
7 students for whom there is no health record; and  
8
- 9 3. Evidence of state-required immunization.<sup>3</sup>

10 The name used on the records of a student entering school must be the same as that shown on the birth  
11 certificate unless evidence is presented that such name has been legally changed through a court as  
12 prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on  
13 the records of such student will be the same as that shown on documents which are acceptable to the  
14 school principal as proof of date of birth.

15 The name used on the records of a student entering the Hickman County School System from another  
16 school must be the same as shown on records from the school previously attended unless evidence is  
17 presented that such name has been legally changed through a court as prescribed by law.

18 No student shall be granted entrance under disciplinary action from another system.

19 A child whose care, custody and support has been assigned to a resident of the district by a power of  
20 attorney or order of the court shall be enrolled in school provided appropriate documentation has been  
21 filed with the district office.<sup>4</sup>

22 A student may transfer into the school system at any time during the year if his/her parent(s) or legal  
23 guardian moves his/her residence into the school system.

24 Parents, guardians, or legal custodians of students who enter school who have been judged delinquent  
25 for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment  
26 shall notify the principal by providing the abstract of record required by law or other similar written  
27 information.<sup>5</sup> This information shall be shared only with school employees who have responsibility for  
28 classroom instruction of the student. Such information is otherwise confidential and shall not be released  
29 to others except as required by law. The written notification shall not become a part of the student's  
30 record.<sup>6</sup>

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Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6)
5. TCA 37-1-153, 154
6. TCA 49-6-3051

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Cross References

Admission of Suspended/Expelled Students 6.318  
Homeless Students 6.503  
Migrant Students 6.504  
Students in Foster Care 6.505

# Hickman County Board of Education

Descriptor Term: <b>Attendance of Non-Resident Students</b>	Descriptor Code: <b>6.204</b>	Issued Date: <b>06/05/22</b>
	Rescinds: <b>6.204</b>	Issued: <b>01/04/21</b>

1 Students residing outside the boundaries of the school system may attend schools within the school  
2 system under the following conditions:

- 3 1. They must be approved by the director of schools.<sup>1</sup>
- 4 2. They must pay a tuition fee established annually by the board. Annual tuition may not exceed  
5 per student, per annum, an amount equal to the amount of local funds actually used for school  
6 purposes by the school system per student during the preceding school year minus any funds  
7 received from the student's resident system. Tuition for out-of-state non-resident students shall  
8 be charged at the same rate as the average cost per student (state and local funds) in the system  
9 attended.<sup>2</sup>
- 10 3. Non-resident students must make application at least two weeks prior to the first day of school.<sup>3</sup>
- 11 4. Requests from students from adjoining states to attend school shall be considered on a case-by-  
12 case basis.<sup>4</sup>
- 13 5. Students who become residents of the school system shall be refunded any unused portion of the  
14 tuition on a pro-rata basis.
- 15 6. When payment is not made on all or any part of the required tuition for a previous year, the  
16 student(s) shall be excluded from future attendance until all prior and current tuition is paid.
- 17 7. If a teacher of this school system has a residence outside the school system, his/her children  
18 may be allowed to attend if the appropriate tuition requirements are met, provided that there is  
19 available room and teaching capacity and other determinations made by the board according to  
20 applicable law.<sup>5</sup>

## 21 EXCEPTIONS TO OUT OF COUNTY TUITION

- 22 1. The children residing in the same household of employees that are employed full-time by the  
23 Hickman County Board of Education may attend school in Hickman County without paying  
24 out-of-county tuition.
- 25 2. The children of business owners that pay taxes in Hickman County may attend school in  
26 Hickman County without paying out-of-county tuition provided that there is available room and  
27 teaching capacity.
- 28

## Legal References

1. TCA 49-6-3104
2. TCA 49-6-3003; TCA 49-6-403(f); Public Acts of 2022, Chapter No. 709
3. TCA 49-6-3105
4. TCA 49-6-3108; TCA 49-6-403(f)
5. TCA 49-6-3113; TCA 49-6-3103; Public Acts of 2022, Chapter No. 709

## Cross References

Revenues 2.400  
Students from Military Families 6.506

# Hickman County Board of Education

	Descriptor Term: <b>Student Assignments</b>	Descriptor Code: <b>6.205</b>	Issued Date: <b>01/04/21</b>
		Rescinds: <b>6.205</b>	Issued: <b>10/01/18</b>

## 1 TO SCHOOLS

2 Students, including those in kindergarten, shall attend the school to which they are assigned.<sup>1</sup>

3 Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the  
4 assignment, make application to the Board for a hearing requesting a transfer to another school.<sup>2</sup>

## 5 TO CLASSES

6 The principal shall be responsible for assigning all students to classes.

7 Students who enter the system from another school system are to be placed by the principal in the  
8 grade and/or level as indicated by records from the former school. If the student's placement is  
9 inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade  
10 level. Parents shall be kept advised.

11 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the  
12 abuse allegedly occurred while the child was under the supervision or care of the school. If available  
13 and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and  
14 the perpetrator has been: (1) substantiated by the department of children's services; (2) adjudicated by  
15 a juvenile court to have committed the child sexual abuse; or (3) criminally charged.<sup>3</sup>

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### Legal References

1. TCA 49-6-3102, 3103
2. TCA 49-6-3201
3. TCA 49-6-3102(h)

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### Cross References

Transfers Within the System 6.206  
Homeless Students 6.503  
Students in Foster Care 6.505

# Hickman County Board of Education

Descriptor Term: <b>Transfers Within the System</b>	Descriptor Code: <b>6.206</b>	Issued Date: <b>05/02/22</b>
	Rescinds: <b>6.206</b>	Issued: <b>01/04/21</b>

## 1 *General*<sup>1</sup>

2 Each year, the Director of Schools/designee shall review the number of spaces available in each school  
3 by grade, class, and program levels. This information shall be posted on the district's website along with  
4 the dates of the district's open enrollment period. The open enrollment period shall last for thirty (30)  
5 days and information about the number of seats available shall be posted for at least fourteen (14) days  
6 prior. The Director of Schools/designee shall reserve a reasonable number of enrollment spaces at each  
7 school to account for the enrollment of zoned students, siblings of students, and students who have a  
8 parent/guardian employed at the school.<sup>2</sup>

9 During the district's open enrollment period each year, a parent/guardian may request that his/her child  
10 attend a school within the district other than the one to which the child is zoned. The Director of  
11 Schools/designee shall review such requests, and if adequate space is available, grant such transfers. If  
12 the number of requests exceeds the number of available spaces, the Director of Schools/designee shall  
13 implement a lottery to fill the available spaces.

14 The open enrollment process shall be completed before other nonresident transfers are approved.

## 15 **POST ENROLLMENT**<sup>1</sup>

16 Once accepted, the student shall provide his/her own transportation to and from the school. The student  
17 must maintain satisfactory attendance, behavior, and effort to remain in the new school.

## 18 **CHANGE IN RESIDENCE**<sup>1</sup>

19 Students whose families transfer their residence to another school area after the first month of school  
20 may complete the school year at their former school. Students who present evidence that they will move  
21 during the school year and who desire to enroll in a new school in the new area may do so with prior  
22 written request for a change of school area.

23 **[NOTE: Not effective in the event of a federally mandated desegregation order.]**<sup>3</sup>

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### Legal References

1. TCA 49-2-128
2. TCA 49-6-3113
3. 34 C.F.R. § 100.4

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### Cross References

Student Assignments 6.205  
Homeless Students 6.503  
Students in Foster Care 6.505

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Withdrawals</b>	Descriptor Code: <b>6.207</b>	Issued Date: <b>01/04/21</b>
		Rescinds: <b>6.207</b>	Issued: <b>10/01/18</b>

- 1 Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing
- 2 from school.
  
- 3 Dues and/or other money collected for workbooks, materials and supplies will be returned if the student
- 4 withdraws within the first thirty (30) days, provided the school system does not take a loss because of
- 5 the refund. After the first thirty (30) days, no money will be refunded.
  
- 6 If a student drops a class or withdraws from school during a grading period, each teacher will record on
- 7 the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal.
  
- 8 The principal will ensure that all information is completed on a student's records before a transcript is
- 9 sent to another school.

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Cross References  
Student Records 6.600

# Hickman County Board of Education

	Descriptor Term: <b>Release During School Hours</b>	Descriptor Code: <b>6.208</b>	Issued Date: <b>01/04/21</b>
		Rescinds: <b>6.208</b>	Issued: <b>10/01/18</b>

1 The following procedure will be observed with regard to dismissal of students:

- 2 1. No student will leave school prior to regular dismissal hours, except with the approval of the  
3 principal and parent. Elementary students will be permitted to leave school prior to regular  
4 dismissal time only in the company of a parent, legal guardian, school employee, police officer,  
5 court officer, or a person designated in writing by the parent(s).  
6
- 7 2. No student will be sent from the school during school hours to perform an errand or act as a  
8 messenger.  
9
- 10 3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must  
11 send a written request for dismissal or call for the student in person.  
12
- 13 4. Children will be released only upon the request of the parent whom the court holds directly  
14 responsible for the child, or who is the parent or guardian registered on the school record.
- 15 5. No principal or teacher shall permit a change in the physical custody of a child at school unless:<sup>1</sup>
  - 16 (a) The person seeking custody of the child presents the school official with a certified copy of  
17 a valid court order from a Tennessee court designating the person who has custody of the  
18 child; and
  - 19 (b) The person seeking custody gives the school official reasonable advance notice of his/her  
20 intent to take custody of the child at school.  
21
- 22 6. No student will be allowed to leave campus during lunch.  
23
- 24 7. High school students may be released for jobs and approved training at centers outside their home  
25 schools under regulations approved by the Board.<sup>2</sup>  
26  
27

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## Legal References

1. TCA 49-6-902; TCA 36-6-105
2. TRR/MS 0520-01-03-.03(10)

# Hickman County Board of Education

	Descriptor Term: <b>Child Custody/Parental Access</b>	Descriptor Code: <b>6.209</b>	Issued Date: <b>01/04/20</b>
		Rescinds: <b>6.209</b>	Issued: <b>10/01/18</b>

1 The Board presumes that the person who enrolls a student in school is the student's custodial parent.  
2 Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school  
3 district holds responsible for the education and welfare of that child.

4 Parents or guardians shall have the right to receive information contained in school records concerning  
5 their minor child. <sup>1</sup> The Board, unless informed otherwise, assumes there are no restrictions regarding  
6 the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions  
7 are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to  
8 submit a certified copy of the court order which curtails these specific rights.

9 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be  
10 given access to all of the student's educational records including but not limited to the student's  
11 cumulative file and the student's special education file, if applicable.<sup>2</sup>

12 No principal or teacher shall permit a change in the physical custody of a child at school unless:

- 13 1. The person seeking custody of the child presents the school official with a certified copy of  
14 a valid court order from a Tennessee court designating the person who has custody of the  
15 child; and  
16  
17 2. The person seeking custody shall give the school official reasonable advance notice of his/her  
18 intent to take custody of the child at school.<sup>3</sup>

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## Legal References

1. 20 USCA § 1232g(a)(1)(A)
2. TCA 49-6-902
3. TCA 36-6-105

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## Cross References

Student Records 6.600 -6.603

## Attendance Matters!

Each day, student attendance is taken by staff and reported to the front office of each school and recorded in the student information system (Skyward). Students who are absent will have automated phone calls made to their parent/guardian notifying them that the student is absent.

State law describes truant as a student having 5 unexcused absences. Attendance personnel in each school have access to attendance reports that indicate when students have reached 3 days and/or 5 days unexcused absences. Letters may be sent out at the principal's discretion at 3 unexcused absences to inform parents that their student is approaching a truant status. At 5 days unexcused, schools should send out a letter requesting parents to provide notes to excuse those absences in a timely manner. If a parent fails to provide documentation that would excuse those days of unexcused attendance, the student is reported to the At-Risk Coordinator as truant. The At-Risk Coordinator will then summon the parent/guardian and the student(s) to Truancy Council (ONLY students in middle or high school should attend).

### Abbreviated Days

Parents should be aware that abbreviated school days count as full days towards attendance. Students who miss abbreviated days will receive an unexcused absence that counts the same as a whole day.

### Parent Notes

Hickman County allows parents to write notes for missed days when taking a child to the doctor is not deemed necessary or when emergencies arise. Parents are allowed to write a total of 8 parent notes for the school year that may excuse a whole day or a partial day.

Notes for any excused absence should be turned in to the school upon the return of the student to school.

### Seniors

School administration may deny participation in graduation exercises, prom, or any other senior activities, to those seniors who accumulate more than 15 cumulative unexcused absences regardless of the age of the senior.

### Perfect Attendance

Students in attendance for 3 hours, 16 minutes ( $\frac{1}{2}$  school day), they will be counted as having attended that day. (The computer will continue to count minutes not in attendance which may result in the student showing more than 1 day absent when added up. This will not effect their

perfect attendance.)

Unexcused tardies and early dismissals when accumulated to add up to one or more days will result in that student losing their Perfect Attendance status.

Students who have been home schooled and transfer into our system after October 1 of any school year will not be eligible for having Perfect Attendance that school year.

Students who transfer from another system which would have started after our school year starts will not be eligible for Perfect Attendance if they had not started school in their old system and enroll with us after October 1 of that school year.

Students who transfer into our system from another system will be counted as having perfect attendance if documentation is provided from the previous school system that they have had perfect attendance at their previous school.

#### Progressive Truancy Plan

Database administrators will send parent notification forms home with students when students meet the qualifications under the attendance policy.

[Parent Attendance Notification Form](#)

[Attendance Contract Form](#)

#### Released Course Time

When evaluating a course under the released time course policy, the secular criteria of the course may include, but is not limited to:

- 1) The amount of classroom instruction time
- 2) The course syllabus
- 3) Methods of assessment used in the course
- 4) Whether the course was taught by an instructor licensed

## Hickman County Schools Kindergarten Early Admission Form

Child's Name: \_\_\_\_\_

Date of Birth (must be between August 16-September 30): \_\_\_\_\_

Parents or Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Formal pre-school experience: \_\_\_\_\_  
\_\_\_\_\_If no preschool experience, what has been done to assist child with readiness skills to start kindergarten?  
  
\_\_\_\_\_  
\_\_\_\_\_

Does the child have older siblings? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there any special information you would like us to know about your child?  
  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Each applicant must be screened, and parents will be notified regarding the time of the testing. The testing will last approximately one hour and will cover areas of social-emotional development, fine & gross motor, readiness for math and reading comprehension, alphabet recognition and recognizing sounds. Results will be shared with the parent upon completion of the assessment.

You may email this form to Angie Manor at [angie.manor@hickmank12.org](mailto:angie.manor@hickmank12.org) or the form may be brought to the school where admission has been requested.

**DEADLINE TO SUBMIT FORM: June 30 of each year****OFFICE USE ONLY:**

Testing Date and Time: \_\_\_\_\_ Parent Notified on: \_\_\_\_\_

Test Score: \_\_\_\_\_ Criteria met for early entrance: Yes No

School: \_\_\_\_\_

Notes from testing: \_\_\_\_\_  
\_\_\_\_\_Review and Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

## Out of County Students

At times, students living out of Hickman County may request to attend Hickman County Schools. Such requests will require completion of an Out of County Tuition Form. Students outside the county will not be allowed to displace any student residing in Hickman County. If after the requesting student has supplied the out of county tuition form, current copies of attendance, grades, and discipline records, the school system will determine if the student is accepted to attend school in Hickman County and will pay \$1,000.00 per student per year (\$5.56 per day prorated). Payments may be made to the school or taken to the Central Office of the Hickman County Board of Education.

[Out of County Tuition Application and Payment](#)

### In County Transfers/Out of Zone Requests

During the month of June each year, a parent/guardian may request that his/her child attend a school within the system other than the one to which the child is zoned. The director of school or his/her designee shall review such requests, and if adequate space is available, grant such transfers unless a transfer would be adverse to the best interests of the child or the school system. If granted, the student must provide his/her own transportation to and from the school. The zoning request may be revoked based on attendance or discipline issues.

A parent/guardian may appeal the assignment of a student to the Board within the first ten days of being enrolled at the assigned school. After the first ten days of being enrolled, he/she shall not be permitted to transfer to another school (out of zone) unless there is a change in residence of the student's parents or guardians outside the zone in which the student enrolled. Any exception to this policy must be brought before the director of schools for evaluation and decision.

Students who families transfer their residence to another school zone in the system after the first month of school may complete the year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new zone may do so with prior written request for a change of school zone. The director of schools or his/her designee may grant other exceptions to this policy for good and sufficient reasons. Again, zoning exceptions may be revoked for attendance or discipline issues.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered and graded by the principal or his/her designated representative.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name CES Library

Proposed fundraising activities: Spring Bookfair

3/10 - 3/17

Purposed Uses of funds raised Library books + supplies

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

Method by which school will receive profit Profit calculated and withheld from amount paid to Scholastic

Requested by Joison Cochran Date 2/6/23  
Name/Title

Approved by Jennifer Hedgim Date 2/6/23  
Principal

Approved by Michelle Gilbert Date 2/6/23  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Centerville Intermediate

Proposed fundraising activities: Scholastic Bookfair

Purposed Uses of funds raised to purchase New  
books

Expected student involvement (school-wide or specific school organization) School wide

Method by which school will receive profit Scholastic Dollars

Requested by Bethany Powers - Librarian Date 2/22/23  
Name/Title

Approved by Rose [Signature] Date 2/20/23  
Principal

Approved by Michelle Hevert Date 2/24/23  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

~~SP~~  
~~AP~~  
after board meeting A-4

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Softball 609

Proposed fundraising activities: Calendar fundraiser  
(Month of March) ← to begin March 7<sup>th</sup>.

Purposed Uses of funds raised

Banquet, Banners, Concessions, Conditioning Equipment

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

Softball players, managers

Method by which school will receive profit Currency

Requested by Ginni Smith, Coach Date 2/17/23  
Name/Title

Approved by Jina S. Shy Date 2-21-23  
Principal

Approved by Michelle Hilvert Date 2/24/23  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Boys & Girls Basketball

Proposed fundraising activities: Basketball Team Camp

June 9, 10 16, 17 23, 24  
Girls JV Girls V Boys V

Purposed Uses of funds raised

Equipment, Apparel, Uniforms, Fees

Expected student involvement (school-wide or specific school organization)

Boys & Girls Basketball Teams

Method by which school will receive profit Concessions & Gate

Requested by Zach Bentley / Coach Date 2-22-23  
Name/Title

Approved by Uma S. Shupia Date 2-22-23  
Principal

Approved by Michelle Hivert Date 2/24/23  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name SCHOOLWIDE FUNDRAISER

Proposed fundraising activities: Selling City Spunkmeyer Cookies  
through Great American Opportunity 2/24/23 to

Purposed Uses of funds raised

3/7/23

1/2 School Rewards 1/2 Operations & Maintenance  
- Student + teacher rewards used throughout school year - Front Lobby Furniture

Expected student involvement (school-wide or specific school organization)

SCHOOLWIDE

Method by which school will receive profit Currency

Requested by Ron PUKETT Date 2-3-23  
Name/Title

Approved by Uma S. Hughes Date 2-3-23  
Principal

Approved by Michelle Helvert Date 2/7/23  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

\* will need to begin after 3/1/23

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Art ~~Club~~ Account

Proposed fundraising activities: Donation (jar) for arts programs:  
Choir, Band, Art, Theatre

Purposed Uses of funds raised  
Funding for band, choir, art, & Theatre classes/  
Programs, will be used to benefit students by buying  
supplies, funding trips, etc.

Expected student involvement (school-wide or specific school organization) band,  
~~band~~ choir, theatre, art club

Method by which school will receive profit Donations

Requested by Samantha Avery  
Name/Title

Date 02/21/2023

Approved by [Signature]  
Principal

Date 2/23/2023

Approved by Michelle Hevert  
Director of Schools\*

Date 2/24/23

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

start after board packet on 3/1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHMS Softball

Proposed fundraising activities: Calendar Fundraiser

(ex. ~~one~~ one individual will choose a day (1-31) and pay that amount)

Purposed Uses of funds raised  
Umpires, field equipment, concession stand goods,  
and game balls.

Expected student involvement (school-wide or specific school organization) Complete  
all days of the month of <sup>April</sup> ~~March~~ Go to Friends and Family  
to support the EHMS Softball team.

Method by which school will receive profit Cash, Check

Requested by Raygan Adkins (Headcoach) Date 2/22/23  
Name/Title

Approved by Raygan Adkins Date 2/24/23  
Principal

Approved by Michelle Hevert Date 2/24/23  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**PROPOSED FUNDRAISING ACTIVITIES**

EHS

Fund/Account Name: Middle School Baseball

Proposed Fundraising Activities: Donations Site  
by OldFashionCandy.com

Proposed Uses of Funds Raised: Upgrade baseball equipment  
and facilities.

Expected Student Involvement (school-wide or specific school organization):  
Baseball players

Method by which school will receive profit: At the end of  
30 days ~~and~~ a check will be sent  
to the school.

Requested by (Name/Title): Cullen Homler / HC Baseball Date: 1-27-23

Approved by (Principal): Bryce Ang Date: 1/27/23

Approved by (Director of Schools): Michelle Stewart Date: 2/13/23

after board packet  
on 3/1



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

RONALD GAMMONS  
8419 Rice Ln. Lyles, TN 37098

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

JIM HUGHINS  
1297 E. Gridders 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 45 N. Nunnery, TN 37137

### School Support Organization Request For Fundraising Activities

Organization East Hickman Band & Choir Boosters

Proposed Fundraising Activity Selling Suckers

Date(s) Feb 10th - March 15th

Location(s) School/Community (not during class time)

Requested By Lynn Allen 2-7-23  
President/Chair of Organization Date

Recommended By Kim Williams 2-14-23  
Principal Date

Approved Michelle Gilbert 2/15/23  
Director of Schools or Designee Date

Not Approved \_\_\_\_\_  
Director of Schools or Designee Date

**\*\* A signed copy will be mailed to the organization and forwarded to the school\*\***

Please follow policy 3.500 guidelines and attach packet 3/1

**PROPOSED FUNDRAISING ACTIVITIES**



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name EHHS Tennis

Account Number \_\_\_\_\_

Proposed fundraising activities: calendar fundraiser

Purposed Uses of funds raised: uniforms & equipment

Expected Student involvement (school-wide or specific school organization): Tennis team

Method by which school will receive profit: check 100% profit

Requested by: Robin Gilliam Tennis Coach 2-10-23  
Name/Title Date

Approved by: Kris Williams 2-14-23  
Principal Date

Approved by: Michelle Stewart 2/14/23  
Director of Schools\* Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

can start 3/1/23 on  
publication at board packet

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name Football

Account Number 601

Proposed fundraising activities: Alumni Football Game

Purposed Uses of funds raised: Equipment Upgrade (Practice Peds + Dummies)

Expected Student involvement (school-wide or specific school organization): Players will help out at the game.

Method by which school will receive profit: Gate Tickets + each

player will pay \$50 to play

Requested by: Chris Austin / Head Football Coach 1/30/23  
Name/Title Date

Approved by: Km Williams 02/06/23  
Principal Date

Approved by: Michelle Shivers 2/9/23  
Director of Schools\* Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

~~total~~



# PROPOSED FUNDRAISING ACTIVITIES

East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name Boys & Girls Track

Account Number 611 + 620

Proposed fundraising activities: Calendar fundraiser during the month of March

Purposed Uses of funds raised: Funds will be used to pay for meet fees and uniforms

Expected Student involvement (school-wide or specific school organization): There will be approximately 20-25 track athletes involved in this fundraiser.

Method by which school will receive profit: 100% of money collected will be profit

Requested by: [Signature]  
Name/Title Coach

2/6/23  
Date

Approved by: [Signature]  
Principal

02/17/23  
Date

Approved by: [Signature]  
Director of Schools\*

2/9/23  
Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

7:28 AM

SECRET

FEB 21 2023

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name Baseball

Account Number 608

Proposed fundraising activities: Snap! ~~Mobile~~ Raise / Mobile

Start March 1<sup>st</sup> - March 31<sup>st</sup>

Purposed Uses of funds raised: Funds would be used for improved facilities, new homeplate, Breda mounts, upgrade dugouts, upgrade batting cage, improve soil/grass.

Expected Student involvement (school-wide or specific school organization): Student Athletes with use email, text, and social media to reach family and friends to ask for donations to help our program.

Method by which school will receive profit: Check From Snap! Mobile

Requested by: Caleb Brewer Head Baseball Coach  
Name/Title

2/24/23  
Date

Approved by: Ann Williams  
Principal

2/24/23  
Date

Approved by: Michelle Hivert  
Director of Schools\*

2/28/23  
Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

start on 3/1/23 after board packet published

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Freshmen Class of 2026

Proposed fundraising activities: Calendar collection using  
March 2023 Calendar

Purposed Uses of funds raised  
Senior trip / graduation / end of year  
plagues

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
20-30 hand picked conscientious freshmen

Method by which school will receive profit Money donated by date  
on a March Calendar. Ex. March 3 = \$3<sup>00</sup>  
attached is the sheet with instructions & a sample calendar.

Requested by Tracy Poth / special ed teacher Date 2-13-23  
Name/Title class sponsor  
for 2026

Approved by Kimberly Williams Date 02/14/23  
Principal

Approved by Michelle Gilbert Date 2/28/23  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

Attached: 1 sample blue embossed calendar, permission form.  
start after packet on 3/1/23

# Class of 2026 Calendar Fundraiser

I, \_\_\_\_\_, agree to participate in the 2026 Calendar Fundraiser during the

Student's name neatly printed

month of March. When I return this agreement with a parent's signature I will receive my calendar and money envelope. I accept full responsibility to return the calendar and money donated. Calendars **MUST** be returned even if no donations were received; **if unable to get donations, simply return the original calendar and owe nothing.** Each calendar is numbered and assigned to a specific freshman. Calendars are printed on blue cardstock and embossed to preserve integrity of original calendars, NO copies can be accepted. **Lost or stolen calendars will require total payment of \$496.00.** To clarify liability: **if unable to get donations, simply return the original calendar and owe nothing.**

I, \_\_\_\_\_, grant my child, \_\_\_\_\_, permission to

Neatly print parent/guardian's name

Neatly print child's name

participate in this calendar fundraiser. By signing this permission form I accept full responsibility to turn in donated funds and the calendar. **If unable to get donations, simply return the original calendar and owe nothing. Lost or stolen calendars will require a total payment of \$496.00.** EHHS **MUST** have a way to verify that money collected goes to the intended recipient: Class of 2026.

Yes, I ACCEPT FULL RESPONSIBILITY THAT FUNDS

NEATLY PRINT PARENT/GUARDIAN'S NAME

COLLECTED AND THE CALENDAR WILL BE RETURNED TO MS. TRACY POTH NO LATER THAN APRIL 4TH, 2023.

THIS FORM MUST BE SUBMITTED TO TRACY POTH BEFORE A CALENDAR WILL BE GIVEN TO A STUDENT.

Parents and students, this fundraiser, if successful, will earn the class of 2026 enough money to pay for graduation, end of year plaques and we will have funds to help pay for a nice senior trip. 20 participants would net \$9,920.00 with VERY little effort. Let's DO this !!!!

# SAMPLE Calendar

# 0

Neatly print donors first and last name and contact number on the date they select.  
Amount donated should match date- Example 4th = 4.00 donation

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	<i>Thank you for supporting the Class of 2026</i>	<i>Every little bit helps</i>	<i>So proud to be a member of the Class of 2026</i>	<i>Every dollar goes a long way</i>	<i>Total donated:</i>